

# BENZIE COUNTY BOARD OF COMMISSIONERS

448 COURT PLACE – BEULAH, MI 49617 – (231) 882-9671  
[www.benzieco.net](http://www.benzieco.net)

## MEETING AGENDA

November 13, 2018

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

PLEASE TURN OFF ALL CELL PHONES OR SWITCH THEM TO VIBRATE

- 9:00 a.m. CALL TO ORDER  
ROLL CALL  
INVOCATION AND PLEDGE OF ALLEGIANCE  
APPROVAL OF AGENDA  
APPROVAL OF MINUTES – 10/23/2018  
PUBLIC INPUT  
ELECTED OFFICIALS & DEPT HEAD COMMENTS  
COMMISSIONER REPORTS  
COUNTY ADMINISTRATOR'S REPORT –  
FINANCE – Approval of Bills;  
COMMITTEE OF THE WHOLE – 7/24/ 10/23/2018 Consent  
COMMITTEE APPOINTMENTS  
ACTION ITEMS – 2% Grant Applications x 2; Resolution re SB 396 for Road  
Commission; Housing – Program Guidelines and Certifying Officer Designation  
PRESENTATION OF CORRESPONDENCE  
UNFINISHED BUSINESS  
NEW BUSINESS
- 10:00 Jennifer Berkey MSUE Contract
- 10:15
- 10:30 Closed Session with Attorney Allen Vander Laan re Dinger vs Benzie County et al  
pursuant to MCL 15.268(e), MCL 15.243(1)(g) and MCL 15.268(h)
- 10:45
- PUBLIC COMMENT  
ADJOURNMENT

### Times Subject to Change

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

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

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

## PUBLIC INPUT

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

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

Group Presentations – 15 minutes  
Individual Presentations – 3 minutes

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

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

### Commissioner Contacts:

District I – Bob Roelofs (Almira East of Reynolds Road).....	231-645-1187
District II - Art Jeannot (Almira Twp West of Reynolds Road, Platte and Lake Townships).....	231-920-5028
District III - Roger Griner (Crystal Lake, Frankfort).....	231-651-0757
District IV - Coury Carland (Benzonia).....	231-930-7560
District V - 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**  
**October 23, 2018**

The Benzie County Board of Commissioners met in a regular session on Tuesday, October 23, 2018, in the Frank F. Walterhouse Board Room, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chair Gary Sauer.

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

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 presented. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

**Minutes:**

Motion by Roelofs, seconded by Griner, to approve the regular session minutes of October 9, 2018, as amended. Page 2, fourth paragraph, change date of January 1, 2018 to January 1, 2019, and Jim Reardon's title is Environmental Sanitarian. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

9:03 a.m. Public Input - None

**ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS**

Douglas Durand, Benzie Senior Resources, presented Annual Meeting Agenda, Board of Directors meeting minutes, Program Report for September 2018, Statement of Financial Position as of September 30, 2018, Statement of Financial Income & Expense September 2018, Statement of Financial Income & Expenses October 1, 2017 – September 30, 2018, HDH/Cong Comparison units served 2016-2017-2018, and Senior Center Coordinator's Report October 8, 2018. The Audit will be next week with Anderson Tackman; Slate of officers for January 2019 are: Beverly Holbrook, President; Ron Dykstra, Vice President; Jane Elzerman, Treasurer; and Denise Favreau, Secretary. New committee to look into future building and location needs.

Tom Longanbach, Equalization Director, presented and explained the Apportionment Report. Motion by Jeannot, seconded by Money, to accept the Apportionment Report as presented by the Equalization Director. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Ted Schendel, Sheriff, stated that since August, we have hired two Corrections Officers, still looking for a part-time Corrections Officer; interviewing tomorrow and Thursday for the open position for Road Deputy. Have 10 applicants and hope to have a pool of candidates to choose from if the School Resource Officer millage passes.

Comm Jeannot ask if you talked about other funding opportunities within the budget? Have you approached the ISD?

Sheriff Schendel stated there are some things coming through the State that the school may possibility have some money available. Have not approached the ISD, and not sure if the school committee discuss that at the last meeting.

Mitch Deisch stated that was not discussed at the last school committee meeting.

## **COMMISSIONERS**

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October 23, 2018

Tom King, EMS Director, handed out data information regarding calls in September 2018. Things are going well, and they are fully staffed. Will be attending the COTW meeting this afternoon to request 5 new heart monitors. Moving forward with annual training with the Park Service. Looking to do a couple public relations events, such as candy for the kids at Halloween, and "Stop the Bus" at Christmas time, which is a collection for families in need. The program that is used to write their run reports is through Image Trend. They are moving everybody to Image Trend Elite which offers us a better program. Having electrical issues with the new ambulance, which are being looked at.

Kyle Mauer, Animal Control, presented the monthly report for August and September 2018. It is starting to slow down. Intake of cats are lower, feel this is due to Community Cats of Benzie County. Still working on the air exchange inside the shelter. Next month will be renovating the lobby.

Eric VanDussen, Chair of the Building Authority, stated that the letter in the packet of October 18, 2018, was authored by Michelle Thompson, she came up with the numbers. New budget for phase 3 is \$760,000. Originally it was bid at \$250,000. Requesting from the Board of Commissioners to provide a loan from the Delinquent Tax Revolving Fund for up to \$500,000, to use as needed to complete the project. This decision can be made at the next BOC meeting. Comstock is saying that phase 3 should be completed in January or February 2019. May have an issue with the fire inspection, may need to spray the 2<sup>nd</sup> floor with fire retardant. Looking to have our Architect, Stu Pettitt, get a written opinion from the Fire Marshall.

Comm Jeannot, stated that this is not a budget shortfall it is a cash flow shortfall.

Mr. VanDussen – correct.

Comm Jeannot, you had asked Stu Pettitt, 30 days earlier, to get you a written opinion, and he had not gotten that you as of the last meeting.

Mr. VanDussen - yes, at the September meeting we had ask for a written opinion, if a fire coating spray was necessary in Phase 3 of the project.

Comm Jeannot – we are not going to move forward without a written opinion, unlike last time. You and your committee are asking great questions.

Ron Bern, Director of 911 Communication, moving from AT& T to Peninsula Fiber Network (PFN). Completion and testing will be next week. Looking to fill one position currently.

9:55 a.m. Comm. Warsecke excused.

Susan Boyd, Finance Manager, passed out Revenue and Expenditure Report – General Fund for Fiscal Year Ending 09/30/2018, and Millage Funded for the period ended 9/30/2018. Report will be quarterly, next one in January 2019.

## **COMMISSIONER REPORTS**

Comm Money – a lot of activity in Homestead Township.

Comm Jeannot – attended five meetings since the last BOC meeting. Building Authority is scheduled for mediation late November with Edmund London. The full committee will be on standby, to participate by telephone if needed. It was recommended that mediation be utilized instead of arbitration. Two terms are expiring January 1, 2019. Community Action Agency - passed out copies of Annual Report. Due to the tariff's the government has put on, there is excess of food that is not leaving the country. The government is buying this food supply and storing it, which means that



## COMMISSIONERS

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October 23, 2018

it will be coming out to the food pantries. EDC - discussion was held regarding internet service and rail service at Waldon Junction.

Comm Griner – attended the Community Mental Health Conference. There were over 700 people in attendance. Someone that has a mental health disorder has a 15 to 20 years less life span than someone who does not. Senator Wayne Smith stated there is \$2,000,000 towards the train project that is coming from Ann Arbor to Traverse City. Should see trains operating on a limited basis in the next 5 to 6 years. EDC working on wireless computer business. Platte Valley School is looking for a lead organization.

Comm Jeannot – EDC is working with a new member regarding gas and oil. They think natural gas expansion is within the next 5 years. AES – changed dialog with Beulah and Benzonia on sewer and water discussion. Trying to find a way to bring these groups to come together. Need to include parts of Lake and Crystal Lake Township.

Comm Carland – Network Northwest meeting discussion was regarding cost of child care. Attended a training in Lansing regarding fuel for the airport. Was a lot of information, it was a very good class and glad he went. Attended EDC meeting regarding internet.

Comm Roelofs – Village of Lake Ann met a couple of weeks ago and are moving along. Cameras have been put in the parks, and a lot of tree work has been done. Cherryland Electric has contracted tree work all around. EMS is working on an in-house Strategic Plan regarding long-range goals and ambulance maintenance plan. Attended a meeting regarding building space with Mitch and Gary.

Chairman Sauer – MDOT had a safety committee go to Cedar Run and Reynold Road. They are not in favor of a 4 way stop at this intersection. Looking at solar signs and replacing rumble strips. Road Commission is working on distribution of the Local Road Policy for the 50% match. Working on formula for each township. Attended the City of Frankfort meeting, hoping they were going to make a move on a School Resource Officer. Village of Elberta is looking to put speed bumps on Furnace Street. BLUA was fined \$72,000 by the State of Michigan for violation of chlorine discharge and piece of equipment that did not work properly. Housing Summit yesterday – 80% of area B&B are corporate owned. Century Manufacturing is having a hard time finding places to rent. Heidi Brittan (MNHSI) and Lisa Peacock (Health Director of the Health Department) will be here on October 27, 2018. Fall festival in Thompsonville is October 27, 2018.

11:00 a.m. Break

11:10 a.m. Reconvene

## COUNTY ADMINISTRATOR'S REPORT

- Written Administrator update report
- Michigan Indigent Defense funding, job description and joint court committee
- Space Use – draft RFP ready to go out to committee
- Strategic Plan meeting 10/25/2018, 11/01/2018 ad 11/13/2018.
- Tim Ervin meeting with Department Heads and Elected Officials – Strategic Plan
- Exit Interviews

## **COMMISSIONERS**

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October 23, 2018

**VETERANS AFFAIRS** - Comm Roelofs stated that the contract with Grand Traverse Veterans Affairs expires 12/31/2018. The committee has voted to not renew that contract. Looking for a part-time person in our county to fill that position, by the first of the year.

## **FINANCE**

Bills: Motion by Jeannot, seconded by Carland, to approve the payment of the bills through October 23, 2018 in the amount of \$247,409.55 as presented. Roll call. Ayes: Carland, Griner, Jeannot, Money, Roelofs and Sauer. Exc. Warsecke Nays: None Motion carried.

**COMMITTEE OF THE WHOLE** - None

**COMMITTEE APPOINTMENTS** - None

## **ACTION ITEMS:**

Betsie Valley Trail Maintenance Contract: Motion by Jeannot, seconded by Carland to approve the contract between Benzie County Road Commission and Betsie Valley Trail Maintenance, as presented, authorizing chairman to sign. Roll call. Ayes: Carland, Griner, Jeannot, Money, Roelofs and Sauer. Exc. Warsecke Nays: None Motion carried.

Government Center Roads and Jail Access Road Maintenance: Motion by Jeannot, seconded by Griner to approve the contract between Benzie County Road Commission and Government Center Roads and the Jail Access Road Maintenance, as presented, authorizing the chairman to sign. Roll call. Ayes: Carland, Griner, Jeannot, Money, Roelofs and Sauer. Exc. Warsecke Nays: None Motion carried.

## **PRESENTATION OF CORRESPONDENCE**

- Alger County Resolution #2018-10 Opposing Proposed Changes to Statewide Septic Code
- Alger County Resolution #2018-14 Development of an Additional Lock
- Benzie County Road Commission minutes of 9/27/2018
- Solid Waste Advisory Committee minutes of 6/27/2018
- Solid Waste Advisory Committee minutes of 10/3/2018
- Benzie County Veterans Affairs Committee minutes of 9/10/2018
- Resolution Supporting Ojibway Correctional Facility

**UNFINISHED BUSINESS** - None

**NEW BUSINESS** - None

11:41 a.m. Public Input

Comm Carland – presentation from Tim Ervin at last night's Parks and Recreation meeting. They are looking for a letter of support for the Hanley Property in Honor, from the Parks and Rec Commission.

Motion by Roelofs, seconded by Carland to adjourn at 11:44 a.m. Ayes: Carland, Griner, Jeannot, Money, Roelofs and Sauer. Exc. Warsecke Nays: None Motion carried.

**INDEX**

1. Approve the agenda as presented.
2. Approve the regular session minutes of October 6, 2018, as amended.
3. Accept the Apportionment Report as presented by the Equalization Director.
4. Approve the payment of the bills through October 23, 2018 in the amount of \$247,409.55 as presented.
5. Approve the contract between Benzie County Road Commission and Betsie Valley Trail Maintenance, as presented, authorizing chairman to sign.
6. Approve the contract between Benzie County Road Commission and Government Center Roads and the Jail Access Road Maintenance, as presented, authorizing the chairman to sign.

# Elected Officials and Department Head Comments

## EMS Agenda Items for BOC meeting November 13, 2018

### Heart Monitor Replacement:

Once the BOC approves the purchase of the 5 LP15 heart monitors, I will complete the paperwork for the interest free financing through Stryker for the purchase, we should be able to take possession of the 5 units by the end of November if all goes well. I will then have training set up on the new units as soon as possible so we can get them in service.

### Grant funding for the Lucas CPR device:

Just to reiterate from last month, Frank is working on the grant for the Lucas CPR devices.

### Stryker Power Cot/Power Load system:

I have a meeting, with the Stryker representative for Power Cots. I will be discussing having a power cot and power load system installed in our newest acquired ambulance that was purchased used this past summer. My intention, is too get a quote for the system and installation, and have Frank submit a grant proposal for EMS for this purchase.

### Fleet Maintenance Project:

Copy of Maintenance schedule is attached. I will be discussing with Bayshore Tire and Auto their ability to handle our fleet needs.

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DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

## Vehicle Rotation and Replacement Memo

EMS currently drives approximately 150,000 miles annually between 4 transporting units. At the moment we are only using three units, with the fourth kept for back up use only. Our plan is to purchase another ambulance in 2019 to replace the current a22. This will then give us the 4 units to rotate through in order to stabilize our per unit mileage.

Annually driven mileage per unit:

A21: 52,836 x 5 years = 264,180

A22: est 5,000x 5 years = 25,000

A32: 23,184 x 5 years = 115,920

A33: 70,488 x 5 years = 352,440

Total: 151,508

The standard in an ambulance life span is 5 years 250,000 miles, or 50,000 miles annually. Without a sound rotational policy of all units, A33 will need to be replaced in 3.5 years. Additionally, with over 70k miles annually being driven on A33 repair costs will be well above average. As well, A22 will sit in the garage rarely being used, thus increasing the mileage on the other units, and A22 will end up deteriorating from age lack of use.

By systematically rotating vehicles through positions, we can actually increase the life span of each unit by one year, thus allowing us to get 6 years out of each unit and purchase a new ambulance every other year. With the rotation involving all 4 units beginning next year, we will only be driving approximate 39,000 miles a year on each unit. Initially there will need to be some flexibility to get us on track but beginning in October of 2019 I plan for us to purchase 1 ambulance every odd year. As for now we will be rotating through our 3 main units so we don't end up investing a lot into A22.

I will also be looking into a power cot and power load system for A32. I am getting a quote from Stryker to submit to Frank for a grant proposal, this is a cost of roughly \$40k +/- . At the very least I will try to get a power cot alone for that unit if we are not able to secure grant funding this winter or spring.

Replacing 61 and 62 will be done on a as needed basis, this is a much less costly investment, as these vehicles have a greater life span.

For the time being, we will need to start rotating A21, 32, and 33 either monthly, bi-monthly or quarterly. This needs to happen now even though A32 does not have a power cot or load system in it. I will continue to address that issue, but for now we need to put this rotation into place.

Please feel free to contact me with any questions.

Tom  
231-383-5779  
tking@benzieco.net

11/9/18



## Benzie County EMS Policies and Procedures

### DRAFT POLICY

- Subject: Emergency Vehicle Preventative Maintenance Schedule
- Scope: All EMS employees and vehicle maintenance vendors.
- Purpose: To ensure all EMS vehicles are properly maintained mechanically and function properly at all times.
- Policy: All Benzie County EMS vehicles will fall under a preventative vehicle repair and maintenance program governed by the EMS director or his/her designee. All vehicles will fall under the following procedure of a maintenance schedule with the sole intent to identify vehicle repair needs by a licensed and insured auto mechanic. All repairs will be performed upon the approval of the EMS Director.
- Procedure: Every 5,500 miles each vehicle will be scheduled for an appointment and taken on the scheduled day and time for the required service schedule as noted on the sticker on the upper left corner of the window. Every vehicle will need scheduled maintenance every 6,000 miles, the schedules are A-E as defined on the following chart.



## Benzie County EMS Policies and Procedures

Service Level	Mileage Interval	Service Points
Daily: performed by on-duty EMS crew	N/A	Check lights, signals, warning systems, fluid levels, tire pressure, air conditioning, heating system, wipers, brakes, overall engine condition.
A	6,000 miles	Change oil, oil filters, coolant system and coolant level, air filters, suspension check, belts, alternator check, brake wear, battery connections and load test, tires for wear and proper pressure, check back up alarm, check heating system (front and back)
B	12,000 miles	All of A plus, check suspension and differential, fuel filter, brake pads and rotors, check and lubricate moving door handles and hinges with penetrating lubricant, clean the inverter/charger unit and make sure the DC cables are secure and fasteners are tight
C	30,000 miles	All A & B plus, replace belts, fuel filters, transmission fluid. Clean and lubricate slide out battery tray, check oxygen system for leaks, check seat belts and seat latches for wear and malfunction, check safety net webbing and anchors for wear and malfunction, lubricate door handles and hinges on all doors with white lithium grease, lubricate door weather-striping with silicone emulsion.
D	50,000 miles	All of A,B,C, plus replace A/C compressor and dryers, hoses, oil bypass lines, repack bearings, replace shock absorbers, clean and check all connections in the batteries isolator, clean body and door drain holes
E	100,000 miles	All of A, B, C, and D, plus replace water pump and radiator. Check and replace if necessary, all 110volt AC outlets



EMS  
Monthly Stats for  
October 2018

Total EMS Runs:	174
Total 911 calls:	147
Total ALS Runs:	162
Total BLS Runs:	9
Total Non-Transport	3
Total Transfers:	24
Chest Pain:	12
Cardiac Arrest/DOA:	6
Peds:	8
Stroke:	1
Alcohol/Drug/ Poisoning/Overdose:	1
Calls per County:	
Benzie:	164
Grand Traverse:	7
Leelanau:	2
Manistee:	1

Thomas M. King  
Director of Operations  
Benzie County EMS  
[tking@benzieco.net](mailto:tking@benzieco.net)  
231-383-5779

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DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617



## Benzie County Office of Emergency Management Emergency Management Activities September 2018

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

### 1. CERT Monthly Meeting

On Wednesday September 12<sup>th</sup>, 2018 we held a CERT Meeting at the Government Center to go over responsibilities in the upcoming Search and Rescue Exercise. Training is focusing specifically on Volunteer Reception Center Operations and Search and Rescue Management.

### 2. School Officials and the Emergency First Responder Meeting

On Monday September 17<sup>th</sup>, 2018 the Superintendents of Frankfort-Elberta Area Schools, Benzie Central Schools had another meeting with members of law enforcement and I to discuss progress since our last emergency response to schools.

We continue to make progress with the school Emergency Operations Plans for both school systems.

FRANKFORT-ELBERTA  
AREA SCHOOLS

Frankfort-Elberta  
Area Schools

Emergency  
Operations  
Plan

BC  
BENZIE CENTRAL  
SCHOOLS

Benzie Central School

Emergency  
Operations  
Plan

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BENZIE COUNTY CLERK  
BEULAH, MI 49617

### 3. Coast Guard SAR After Season Meeting

On Tuesday September 18<sup>th</sup>, 2018 I attended a meeting with Frankfort City Officials and the US Coast Guard Frankfort Station. The purpose of the meeting was to go over the summers Coast Guard Operations in the Frankfort area. There were some discussions on what needed to be improved.

### 4. Benzie County Fire and EMS Association Meeting

On Tuesday September 18<sup>th</sup>, 2018 I attended the Benzie County Fire and EMS Association Meeting that was held at Almira Township Fire & EMS Department. Some of the discussions at this meeting included;

EMR Training that was scheduled to run from October 1st through November 29th, 2018 has been moved to November 1st, 2018 through January 1st of 2019 because of problems getting Thompsonville as an approved site.

Benzie County EMS outlined the offering of Medical CEU's throughout the county. They are being offered in Inland Township on October 24th, 2018 and in Frankfort on November 4th, 2018.

There was discussion of dispatch policies and procedures that were brought to light with the 800MHz Training that several departments took part in. There was discussion about creating communication policies in the area of:

- Creation of a Communications "Storm Plan"
- Dispatch Monitoring 8CALL90 and Statw7
- Use of "Plain Language" Communications

Fire Training Offerings – all of the members present were reminded of the following upcoming trainings, including:

- (1) Michigan Fire Service Instructor's Association Conference 10/25 through 10/28 in Traverse City.
- (2) ICS 300 Training September 28th, 29th and 30th, 2018 at the Benzie County Government Center
- (3) ICS 400 Training February 9th and 10th, 2019 at the Benzie County Government Center.

Benzie County Central Dispatch Director Ronald Berns discussed the 800MHz Radio Train the



Trainer Class at the Benzie County Government Center on September 24th through 27th, 2018. 18 signed up to attend. He also forwarded a request from Steve Cameron (DNR Forest Fire Supervisor) that they be allowed to have the fire talkgroups added to the template in the DNR radios.

I gave an update as to the extension of the AFG Grant through the End of November and that the purchase of 4 vehicular repeaters, the Thompsonville tanker mobile and 2 portables as well as the authorization for the payment of Training. I also discussed the School Drill Schedule for the 2018/19 School Year had been distributed and the Full-Scale Search and Rescue Exercise that had been moved to Saturday December 1st, 2018. Lastly, there was discussion of the School Emergency Operation Plan Updates and that when completed, they would be distributed to the fire and EMS agencies in the county.

#### 5. **Closeout of Grant**

On September 21<sup>st</sup>, 2018 I was notified by Eric Pratt, Hazard Mitigation Analyst from Emergency Management and Homeland Security Division that when FEMA was reviewing our close out they found some problems with the Warranty Deed that was filed on the property we acquired. If you will recall, we received a grant to purchase the property on M-115 adjacent to Crystal Lake Outlet, demolish and remove the buildings and make the property a part of the Railroad Point Natural Area.

Apparently, the department at FEMA that sent us the model Warranty Deed language had not consulted with the department at FEMA that reviews the Warranty Deed Language. They recommended some changes that we worked with the Grand Traverse Regional Land Conservancy to redraft documents for registering with the Register of Deeds.

#### 6. **800MHz Train the Trainer Class**

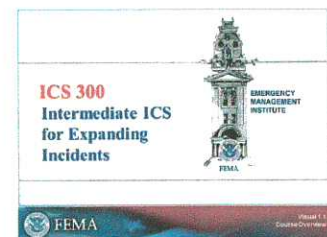
From Monday September 24<sup>th</sup>, 2018 Through Thursday September 27<sup>th</sup>, 2018 I organized and attended 800MHz Radio Train the Trainer Class here at the Benzie County Government Center. The Class was attended by 18 individuals from the various first responder departments in Benzie County. The notion of training trainers will allow for a sustained system of keeping our emergency first responders proficient in the use of the 800 MHz radios.

#### 7. **ICS-300 Training**

On Friday September 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup>, 2018 we held a 20-hour class on ICS-300 Training. ICS-300 "Intermediate ICS for Expanding Incidents"

This course covered organization and staffing, organizing for incidents and events and resource management. Topics include;

- ICS Fundamentals Review
- Unified Command
- Incident/Event Assessment and Agency Guidance in establishing Incident Objectives
- Incident Resources Management
- Planning Process
- Demobilization, Transfer of Command and Close Out



#### 8. **Upcoming Events**

I have scheduled the following for the next two months;

- October 4<sup>th</sup> – R7HSPB Meeting Bellaire
- October 10<sup>th</sup> – CERT Monthly Meeting



October 11<sup>th</sup> – Government Center Safety and Security Meeting 12:00 noon  
October 15<sup>th</sup> – School Safety Planning Meeting 10:00am in the EOC  
October 15<sup>th</sup> – Local Emergency Planning Committee 2:00pm in the EOC  
October 16<sup>th</sup> – Benzie County Fire/EMS Association  
October 19<sup>th</sup> through 24<sup>th</sup> – International Association of Emergency Management Conference-  
Grand Rapids  
October 25<sup>th</sup> – Local Planning Team Meeting 7:00pm in the EOC  
October 26<sup>th</sup> through the 28<sup>th</sup> – Michigan Fire Instructors Conference in Traverse City.  
October 27<sup>th</sup> – ARES/RACES Meeting Downtown Beulah  
November 1<sup>st</sup> – R7HSPB Meeting Grayling  
November 14<sup>th</sup> - MEMA Board Meeting (Lansing MI)  
November 14<sup>th</sup> – CERT Monthly Meeting and Training in the EOC  
November 19<sup>th</sup> – School Safety Planning Committee 10:00am in the EOC  
November 19<sup>th</sup> – Local Emergency Planning Committee 2:00pm in the EOC  
November 20<sup>th</sup> – Benzie County Fire/EMS Association Meeting  
November 22nd and 23rd – Initial Fire Investigation for First Responders Benzonia Township  
Fire Department  
November 24<sup>th</sup> – ARES/RACES Meeting Downtown Honor





# Benzie County Office of Emergency Management

## Emergency Management Activities

### October 2018

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

#### 1. Annual EMPG Reporting to the State

On Monday October 1<sup>st</sup>, 2018 I began the annual reporting to the Michigan State Police-Emergency Management and Homeland Security Division (EMHSD) regarding the activities that took place in Emergency Management for the 2017-18 Fiscal Year. Because it was the end of a quarter and the end of the fiscal year I must complete a quarterly activity report, and annual training and exercise report, review and update of my job description, a schedule of upcoming training activities and an estimated budget for Emergency Management for the state.

#### 2. IPAWS Test

On Wednesday October 3<sup>rd</sup>, 2018 beginning at 2:18pm, there was a nationwide test of the Integrated Public Alert and Warning System (IPAWS). The Federal Emergency Management Agency (FEMA), in coordination with the Federal Communications Commission (FCC), conducted a nationwide test of IPAWS and its Emergency Alert System (EAS) and Wireless Emergency Alerts (WEA) to

1. assess the operational readiness of the infrastructure for distribution of a national message, and
2. determine whether improvements are needed.

The WEA portion of the test occurred at 2:18pm and the EAS portion followed at 2:20pm.

#### 3. Search and Rescue Exercise Planning Meeting

Also on Wednesday October 3<sup>rd</sup>, 2018 we held another meeting of the Exercise Design Team to continue our planning for a Full Scale Search and Rescue Exercise that will start in the Benzie County Government Center and end at the Platte River Campground.

The overall exercise is planned for 8 hours beginning at the Benzie County Government Center where the "Volunteer Reception Center" (VRC) and "Search and Rescue Management" (SARM) Team are set up.

This exercise is a Search and Rescue Exercise that will be beginning at the 22nd hour with planning for a "Second Operational Period".

The first 2 hours of the exercise are for the set-up of a VRC and intaking of spontaneous volunteers. At the same time, a SARM Team will be planning the search for the second operational period.

At 12:30pm an Operational Period Briefing will occur and immediately thereafter all personnel will deploy to the at the Sleeping Bear Dunes National Lakeshore-Platte River Campground located just off Lake Michigan Rd. and M-22 in Lake Township, Benzie County. The Incident Command Post will be established at the Platte River Campground Ranger Station and a Staging Area for all other responders will be at the Lake Township Hall at the corner of M-22 and Lake Michigan Rd.

Exercise play at the Sleeping Bear Dunes National Lakeshore is limited to search in a defined area where there will be an organized effort to locate two lost children that may be injured. For this exercise we will also be setting up communications between the Incident Command Post, Staging and the Emergency Operations Center for both 800MHz and Amateur Radio Communications.



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#### 4. **Region 7 Meeting**

On Thursday October 4<sup>th</sup>, 2018 I attended the Region 7 Homeland Security Planning Board Meeting in Grayling, MI.

#### 5. **CERT Training/Meeting**

On Wednesday October 10<sup>th</sup>, 2018 we held another CERT Meeting at the Government Center to go fine tune training for the upcoming Search and Rescue Exercise. Training is focusing specifically on Volunteer Reception Center Operations and Search and Rescue Management.

##### **SEARCH AND RESCUE MANAGEMENT (SAR-M)**

SARM consists of establishing search parameters based on a study of probability. A team will evaluate the information provided on the missing person, their fitness, their habits, age, familiarity with the area, etc. they will then draft recommended search areas to the incident commanders to implement.



Community Emergency Response Team

FEMA

CERT Search and Rescue Management

Citizen Corps

##### **VOLUNTEER RECEPTION CENTER (VRC)**



VRC is a system of organizing spontaneous volunteer that will typically arrive at an event. Americans are typically very giving and want to help, but without organization, they can hamper efforts of the emergency first responder community.

VRC is a system that organizes, evaluates, tracks and briefs those spontaneous volunteers and creates a response that enhance our efforts, not hinder them.

#### 6. **Active Shooter Exercise at the Manistee County Court and Government Center**

On Saturday October 13<sup>th</sup>, 2018 I participated in a Full Scale Active Shooter Exercise at the Manistee County Court House and Government Center. The exercise consisted of 7 hours of training, running 3 exercises lasting 45 minutes to 1 hour long each.

There was a simulated call to Manistee County Central Dispatch that an active shooting is occurring in the Court House. The simulation required an immediate response from law enforcement, EMS and fire service for support. Because of varying response capability, emergency responders were released to respond at different time intervals.

After each exercise, we conducted a debrief to determine what went well and what didn't go so well and set up for another training.

#### 7. **School Officials and the Emergency First Responder Meeting**

On Monday October 15<sup>th</sup>, 2018 our School Safety Workgroup consisting of representatives of the law enforcement community, Central Dispatch, School Superintendents, EMS, County Administration and Emergency Management met to finalize some of the Emergency Operation Plans for the school. While there are several items yet to cover, there has been significant progress.



Frankfort-Elberta Area Schools

Emergency Operations Plan



Benzie Central Schools

Emergency Operations Plan

#### 8. **Meeting with the Frankfort City Officials**

On Wednesday October 16<sup>th</sup>, 2018 I attended a City Council Meeting in the City of Frankfort regarding the School Resource Officer Millage. County Commissioners Sauer and Griner, along



with the County Administrator and myself answered some of the questions and concerns expressed by the city officials.

**9. Benzie County Fire and EMS Association Meeting**

On Tuesday 16<sup>th</sup>, 2018 I attended the Benzie County Fire and EMS Association Meeting that was held at Benzie County Government Center. Some of the discussions at this meeting included;

- It appears that the State will be funding the upcoming EMR class as a Q course. This amounts to approximately \$8,500.00.
- EMR Training Scheduled has run into some more snags with the licensing of the Thompsonville Site for training.
- Educational Methodology has been scheduled for January 12th and 13th, 2019 at Arcadia Township Hall in Manistee County and is open to all Benzie County personnel.
- Michigan Fire Service Instructor's Association Conference 10/25 through 10/28 in Traverse City.
- ICS 400 Training February 9th and 10th, 2019 at the Benzie County Government Center.

**10. International Association of Emergency Managers Conference in Grand Rapids**

On Friday October 19<sup>th</sup>, through Wednesday October 24<sup>th</sup>, 2018

One of the classes I attended an 8-hour Emergency Operations Center/Incident Command System Interface Class that had just been updated by FEMA. The class presented ideas for ICS/EOC interface implementation strategies or action plans for communities. It is important to understand that there are no rigid solutions to the ICS/EOC interface issues.

**11. Michigan Firefighters Instructor's Conference**

On Friday October 26<sup>th</sup>, 2018 I participated in 1 day of the 3-day Firefighter Instructor's Conference being held at the Park Place Hotel in Traverse City that covered many instructor techniques to help improve the delivery of training in the fire service.

**12. SAR Exercise Design Meeting**

On Tuesday October 30<sup>th</sup>, 2018 we held another Exercise Design Team for the upcoming Search and Rescue Exercise being held near the Platte River Campground. We began the finalization of the exercise.

**13. Upcoming Events**

I have scheduled the following for the next two months;

- November 1<sup>st</sup> – R7HSPB Meeting Grayling
- November 14<sup>th</sup> - MEMA Board Meeting (Lansing MI)
- November 14<sup>th</sup> – CERT Monthly Meeting and Training in the EOC
- November 19<sup>th</sup> – School Safety Planning Committee 10:00am in the EOC
- November 19<sup>th</sup> – Local Emergency Planning Committee 2:00pm in the EOC
- November 20<sup>th</sup> – Benzie County Fire/EMS Association Meeting
- November 24<sup>th</sup> – ARES/RACES Meeting Downtown Honor
- December 1<sup>st</sup> – Full Scale Search and Rescue Exercise at the Benzie County Government Cent and Platte River Campground.
- December 6<sup>th</sup> – R7HSPB Meeting Grayling
- December 12<sup>th</sup> – Reunification Training in Cadillac
- December 12<sup>th</sup> – CERT Monthly Meeting in the EOC
- December 17<sup>th</sup> – School Safety Planning Meeting 10:00am in the EOC
- December 18<sup>th</sup> – Benzie County Fire/EMS Association
- December 19<sup>th</sup> – After Action Review and Plan for Improvement after the Search and Rescue Exercise





# Memorandum

**To:** Local Planning Team  
**From:** Frank Post, Emergency Management Coordinator  
**Date:** November 2, 2019  
**Subject:** 2019 Schedule of Meetings for the Local Planning Team (LPT)

Below is a corrected Schedule of Meetings proposed Local Planning Team (LPT) Committees for 2019.

Local Planning Teams (LPT), by definition, consist of representatives from each of the emergency response disciplines (i.e., emergency management, fire services, law enforcement, emergency medical services, hazardous materials, public health, health care, public works, government administrative, public safety communications and cyber security. Local Planning Teams identify capability shortfalls in the five solution areas of planning, organization, equipment, training, and exercises. The specific goals associated with this initiative are to:

1. Promote enhanced coordination between emergency response agencies;
2. Promote standardization and interoperability throughout the jurisdiction;
3. Foster innovative approaches to meeting homeland security needs; and
4. Direct the effective use of the jurisdiction's homeland security funding.

## Note:

- Local Planning Team Meetings are a reoccurring date on the forth (4<sup>th</sup>) Thursday of each month starting at 7:00pm.
- Also note because of the holidays in November and December there will be no scheduled meetings.
- All meetings are in the Emergency Operations Center (Room 134) in the Benzie County Government Center 448 Court Place, Beulah, MI 49617, unless otherwise noted.

## Local Planning Team

<b>January 24<sup>th</sup>, 2019</b>	7:00 PM		Benzie County EOC
<b>February 28<sup>th</sup>, 2019</b>	7:00 PM		Benzie County EOC
<b>March 28<sup>th</sup>, 2019</b>	7:00 PM		Benzie County EOC
<b>April 25<sup>th</sup>, 2019</b>	7:00 PM		Benzie County EOC
<b>May 23<sup>th</sup>, 2019</b>	7:00 PM		Benzie County EOC
<b>June 27<sup>th</sup>, 2019</b>	7:00 PM		Benzie County EOC
<b>July 25<sup>th</sup>, 2019</b>	7:00 PM		Benzie County EOC
<b>August 22<sup>th</sup>, 2019</b>	7:00 PM		Benzie County EOC
<b>September 26<sup>th</sup>, 2019</b>	7:00 PM		Benzie County EOC
<b>October 24<sup>th</sup>, 2019</b>	7:00 PM		Benzie County EOC
<b>November 2019</b>		No Meeting Thanksgiving Week	
<b>December 2019</b>		No Meeting Christmas Holiday's	

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# Memorandum

**To:** Local Emergency Planning Committee  
**From:** Frank Post, Emergency Management Coordinator  
**Date:** November 2, 2018  
**Subject:** 2019 Schedule of Meetings for the Local Emergency Planning Committee (LEPC)

Below is the Schedule of Meetings proposed Local Emergency Planning Committee (LEPC) for 2019.

Michigan State Emergency Response Commission (SERC) has specified that each county in the state will form a Local Emergency Planning Committee (LEPC). In addition, certain cities are also allowed to maintain their own LEPC. As such, there are ninety-one (91) LEPC's in Michigan.

This committee's mission is to develop, collect, research and prepare hazardous material plans that are required by the SARA Title 3 Act (Superfund Amendments and Reauthorization Act) for dangerous chemicals of different amounts that are located in Benzie County. The committee also prepares and educates the public and emergency responders to this information. The Local Emergency Planning Committee annually evaluates the Off-Site Response Plans at each of the 11 sites in Benzie County and updates information, photographs and mapping of these sites. Benzie County is one of the few counties that are up-to-date on their site plans.

## Note:

- The meetings of the Local Emergency Planning Committee are on a reoccurring date being the third (3<sup>rd</sup>) Monday of each month starting at 2:00pm except January and February when the meetings are moved to Tuesday because of Monday holidays.
- Also note because of the holidays in November and December there will be no scheduled meetings.
- All meetings are in the Emergency Operations Center (Room 134) in the Benzie County Government Center 448 Court Place, Beulah, MI 49617, unless otherwise noted.

## Local Emergency Planning Committee

<b>January 22<sup>nd</sup>, 2019</b>	2:00 PM	On Tuesday because of Monday Holiday	Benzie County EOC
<b>February 19<sup>th</sup>, 2019</b>	2:00 PM	On Tuesday because of Monday Holiday	Benzie County EOC
<b>March 18<sup>th</sup>, 2019</b>	2:00 PM		Benzie County EOC
<b>April 15<sup>th</sup>, 2019</b>	2:00 PM		Benzie County EOC
<b>May 20<sup>th</sup>, 2019</b>	2:00 PM		Benzie County EOC
<b>June 18<sup>th</sup>, 2019</b>	2:00 PM		Benzie County EOC
<b>July 15<sup>th</sup>, 2019</b>	2:00 PM		Benzie County EOC
<b>August 19<sup>th</sup>, 2019</b>	2:00 PM		Benzie County EOC
<b>September 16<sup>th</sup>, 2019</b>	2:00 PM		Benzie County EOC
<b>October 21<sup>st</sup>, 2019</b>	2:00 PM		Benzie County EOC
<b>November 2019</b>		No Meeting Thanksgiving Week	
<b>December 2019</b>		No Meeting Christmas Holiday's	

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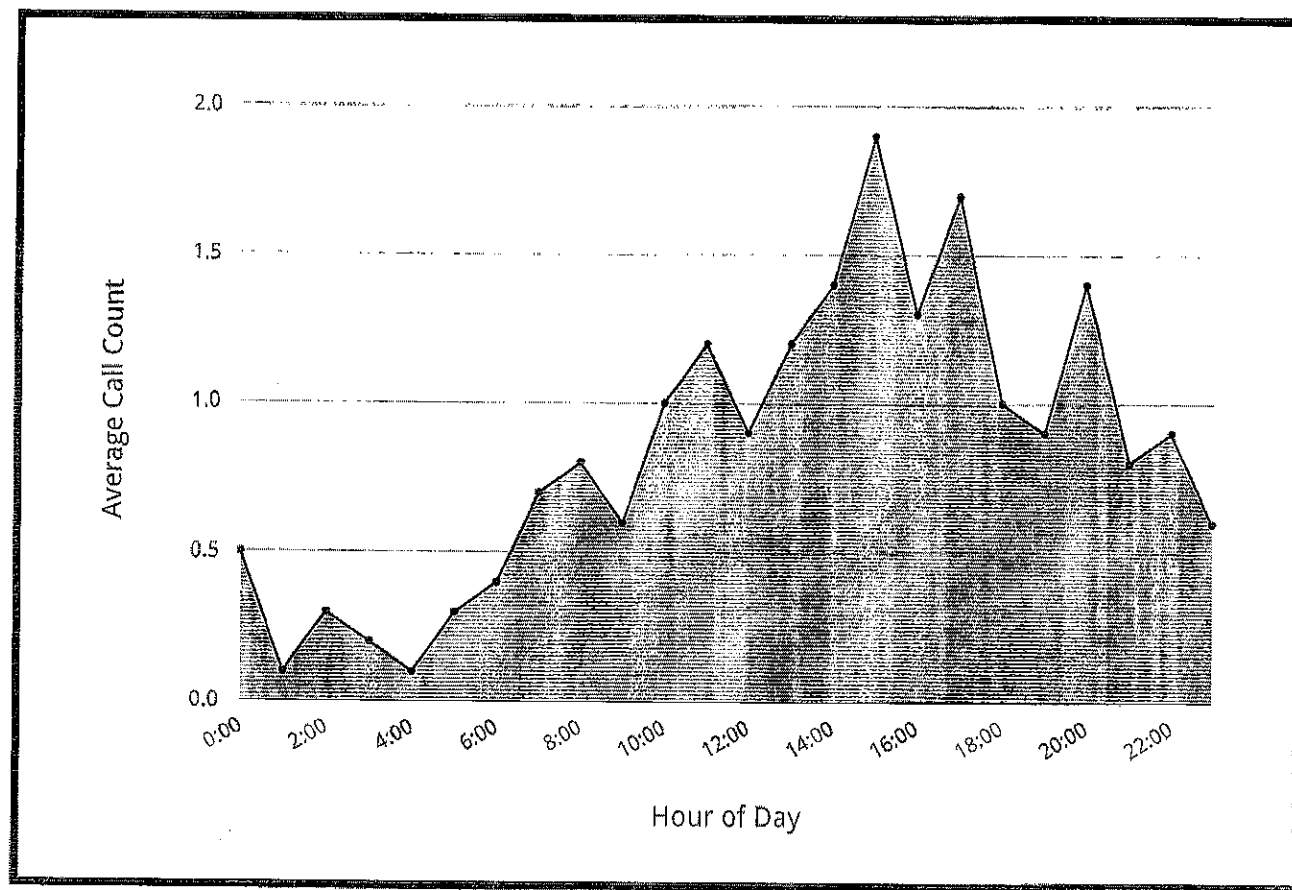
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 49617

# BENZIE COUNTY (CENTRAL DISPATCH), MI

## 9-1-1 Inbound Calls – Calls by Hour of Day

10/1/2018 to 10/31/2018



### SUMMARY

Hour	Average Call Count	Highest Call Count	Total Call Count	Percentage
—	0.8	10	629	100%

### DETAIL

Hour	Average Call Count	Highest Call Count	Total Call Count	Percentage
0:00	0.5	6	15	2.4%
1:00	0.1	1	3	0.5%
2:00	0.3	1	10	1.6%
3:00	0.2	2	6	1.0%
4:00	0.1	1	4	0.6%
5:00	0.3	2	8	1.3%

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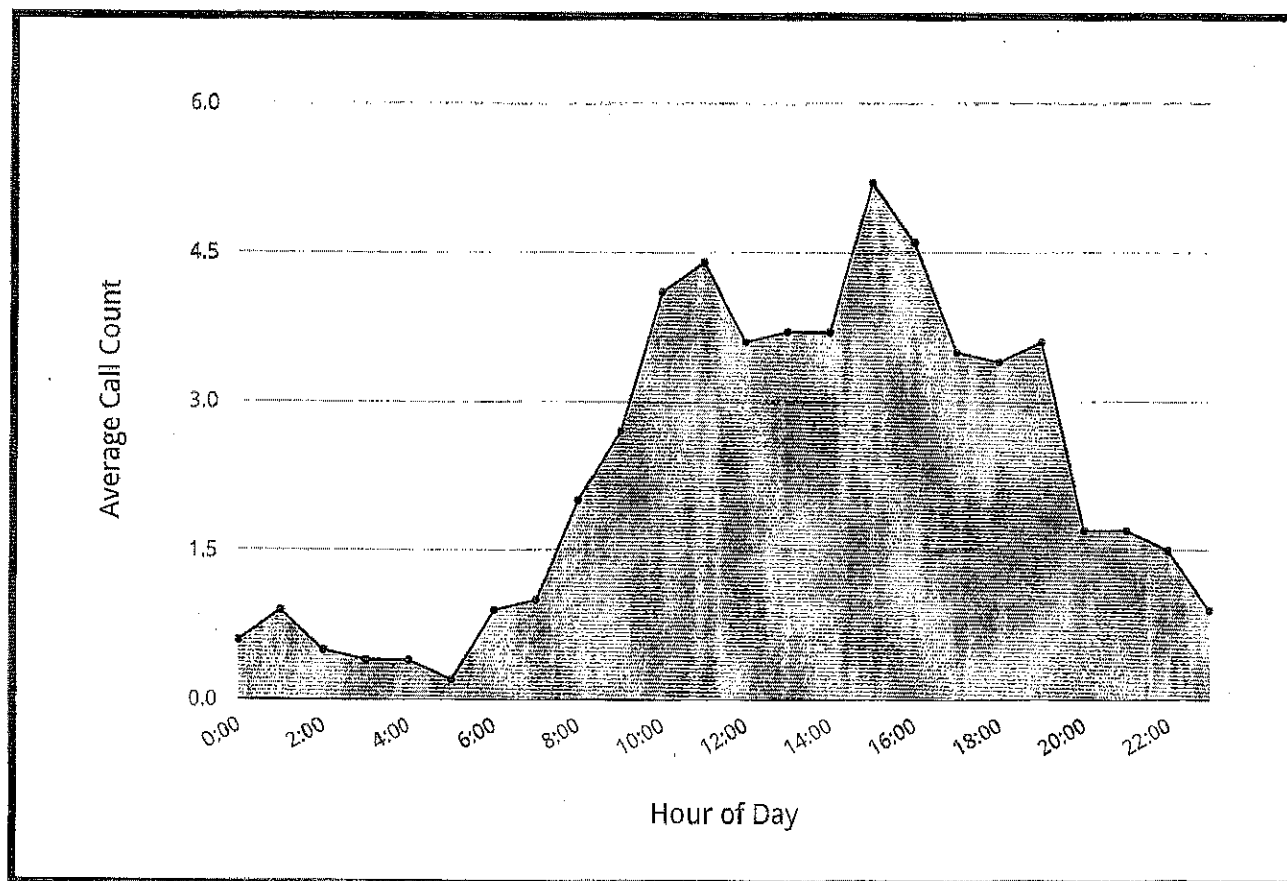
6:00	0.4	2	11	1.7%
7:00	0.7	5	21	3.3%
8:00	0.8	4	26	4.1%
9:00	0.6	5	20	3.2%
10:00	1.0	5	32	5.1%
11:00	1.2	4	37	5.9%
12:00	0.9	4	29	4.6%
13:00	1.2	7	38	6.0%
14:00	1.4	7	44	7.0%
15:00	1.9	9	58	9.2%
16:00	1.3	5	40	6.4%
17:00	1.7	9	53	8.4%
18:00	1.0	7	31	4.9%
19:00	0.9	6	27	4.3%
20:00	1.4	4	44	7.0%
21:00	0.8	9	25	4.0%
22:00	0.9	8	28	4.5%
23:00	0.6	10	19	3.0%
—	0.8	10	629	100%

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# BENZIE COUNTY (CENTRAL DISPATCH), MI

## Admin Inbound Calls – Calls by Hour of Day

10/1/2018 to 10/31/2018



### SUMMARY

Hour	Average Call Count	Highest Call Count	Total Call Count	Percentage
—	2.3	18	1713	100%

### DETAIL

Hour	Average Call Count	Highest Call Count	Total Call Count	Percentage
0:00	0.6	5	20	1.2%
1:00	0.9	6	27	1.6%
2:00	0.5	4	16	0.9%
3:00	0.4	2	12	0.7%
4:00	0.4	3	12	0.7%
5:00	0.2	3	5	0.3%

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6:00	0.9	7	27	1.6%
7:00	1.0	8	31	1.8%
8:00	2.0	7	62	3.6%
9:00	2.7	8	85	5.0%
10:00	4.1	11	126	7.4%
11:00	4.4	10	137	8.0%
12:00	3.6	10	111	6.5%
13:00	3.7	10	116	6.8%
14:00	3.7	9	114	6.7%
15:00	5.2	13	160	9.3%
16:00	4.6	18	144	8.4%
17:00	3.5	11	108	6.3%
18:00	3.4	13	106	6.2%
19:00	3.6	12	111	6.5%
20:00	1.7	5	54	3.2%
21:00	1.7	9	54	3.2%
22:00	1.5	7	46	2.7%
23:00	0.9	15	29	1.7%
—	2.3	18	1713	100%

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9-1-1  
Police  
Fire / EMS

# *Benzie County Central Dispatch*

505 S. Michigan Ave Beulah MI 49617  
Non-emergency 231-882-4487 / Fax 231-882-5894



November 2, 2018

October update to the Board of Commissioners:

The conversion from AT&T to Peninsula Fiber Network is in progress. New firewalls and other equipment have been installed in the telephone system rack. Numerous tests between three different vendors was conducted the week of October 22<sup>nd</sup> and is on-going. A new version of the telephone system software has been installed. Tests with the wireless service carriers has been postponed until the three service vendors can solve a transfer issue. They are scheduled to work on the issue Thursday November 8<sup>th</sup>.

*Numerous other issues are involved with this change and I would like to thank Tom Longanbach for his work on the Master Street Address Guide. Without his knowledge and assistance, we would not have the addressing points that affect the county 9-1-1 system.*

At the Committee of the Whole meeting on Tuesday October 23<sup>rd</sup>, I presented the Motorola proposal of \$185, 969.00 to install the three channel additions to three specific radio towers and a proposal from MPSCS for \$108,000.00 to perform the same work. The Committee of the Whole voted to recommend the MPSCS proposal to the full board on November 13<sup>th</sup>, 2018. With approval at the full board meeting I will then contact the MPSCS and press for a short timeline for installation.

The State of Michigan sends us Quarterly 911 Operational Surcharge funds. The payment includes two amounts, a Per Capita amount and an equal payment to all participating counties. The recent quarterly payment was larger than the average amount we received ion the previous quarters which placed the county \$13,702 dollars more than the previous year.

<b>2017</b>	<b>Equal Payment</b>	<b>Per Capita</b>	<b>Total</b>	
January	28,099	6,204	34,303	
April	29,058	6,414	35,472	
July	28,478	6,286	34,764	
October	28,825	6,365	<u>35,190</u>	
			<b>139,729</b>	+1,129

<b>2018</b>	<b>Equal Payment</b>	<b>Per Capita</b>	<b>Total</b>	
January	27,914	6,162	34,076	
April	27,489	6,067	33,556	
July	31,595	6,975	38,570	
October	38,686	8,543	<u>47,229</u>	
			<b>153,431</b>	+13,702

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BEULAH, MI 49617

9-1-1  
Police  
Fire / EMS

## *Benzie County Central Dispatch*

505 S. Michigan Ave Beulah MI 49617  
Non-emergency 231-882-4487 / Fax 231-882-5894



We have allowed the EMS units to start using the 800MHz MPSCS radios for their trips to and from (arriving and clearing) Munson Medical Center, as the radio coverage far exceeds the VHF system for clarity.

The monthly calls for service spreadsheet have been updated to show each month for comparison to the previous month and a new category, "Transferred 9-1-1 to another County". This is 9-1-1 calls received by the dispatchers but are originating in another county based on the tower their cell phone used to place the 9-1-1 call.

I am preparing to post, test and hire our eighth call taker/dispatcher employee to complete our budgeted personnel roster. This may take a while as with our last two postings we only had 8 and 10 applicants and we were very lucky that one has succeeded and I have raised the typing speed and accuracy requirements.

Ronald Berns  
Director

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
9-1-1 Calls							788	824	594	629		
Admin Inbound calls							2213	2299	1727	1713		
Transferred 9-1-1 to another PSAP							38	38	30	55		
Call for Service Nature types:												
Abandoned 9-1-1							36	43	55	36		
Abandoned Vehicle							8	1		2		
Accidental Dial							13	10	9	5		
Alarm - Commercial							7	8	13	10		
Alarm - Medical							9	4	2	11		
Alarm - Residential							12	17	20	12		
Ambulance Request							169	162	134	130		
Ambulance Transfer							46	58	22	46		
Animal Control Complaint							21	12	15	13		
Assault							9	5	4	2		
Assist Other Dept / County							22	17	19	10		
Be on the Lookout								2	4	1		
Boater in Distress								5	1			
Boating Complaint							5	6	3	1		
Breaking and Entering							1	5	4	2		
Breaking and Entering - In progress							2	3	1	2		
Breaking and Entering - Vehicle												
Bullying									3			
Bus Lights Disregarded									2	2		
Car vs Bear - Property Damage Accident												
Car vs Deer - Property Damage Accident							21	15	28	36		
Careless Use							5	6	4	4		
Child Neglect							1					
Child Abuse								1				
Citizen Assist							12	4	11	6		
Civil - Assist							1					
Civil - Dispute							1	2	1	5		
Civil - Standby							1	2	3	4		
Computer Crime								1				
Counterfeit Money / ID												
Criminal Sexual Conduct (CSC)								2	1			
Custody Dispute							1	3	2	2		
Deer Permit Issued								1	1			
Disorderly Subject								2	1			
Domestic Violence							8	1	4	5		
Drug Activity							7	4	3	4		
Embezzlement												
EMS Centralize								1				
Family Trouble							4	6	7			
Fight in Progress							4	2	4			
Fire - Alarm							10	6	5	5		
Fire - Brush										1		
Fire - Chimney												
Fire - Grass												
Fire - Other								12	4	6		
Fire - Structure							1	1	2	3		
Fire - Vehicle							2					
Fireworks Complaint							14	4	2			
Found Property							4	8	8	7		
Fraud							6	10	6	6		
Gas Drive Off							8	6	5	6		
Gas Leak (Natural)							1		1	1		
Harassment							8	5	7	5		
Harassing Telephone Calls / Text								1		1		
Hazardous Material Spill / Leak												

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BENZIE COUNTY CLERK  
BEULAH, MI 49617



2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Identity Theft										1		
Illegal Burn												
Illegal Dumping							1	1	2			
Illegal Fireworks												
Incorrigible Youth							2	1	1	3		
Injured Animal							5	1	1	7		
Intoxicated Driver - Suspected							2	5	3	3		
Intoxicated Subject							5	2	1	2		
Landlord / Tenant Dispute							2		1			
Larceny							15	16	5	13		
Livestock in the roadway							2		1			
Lost Property / Animal							2	2	2	4		
Loud Party							3	6		1		
Marijuana Possession												
Malicious Destruction of Property							9	13	6	10		
Minor in posession of alcohol										1		
Misdialed 9-1-1							12	17	7	12		
Missing Person							5	4	4	5		
Motorist Assist							6	16	12	5		
Neighbor Dispute							5	2	2	3		
Noise Complaint							6	7	5	3		
Off Road Vehicle Complaint							2	1				
Open Door							3	1				
Open Intoxicant in a Motor Vehicle							1					
Other / Misc							41	43	48	22		
Parking Complaint							10	10	4	2		
Patient Transfer - EMS												
Person in the Water								1	2			
Personal Injury Accident							8	11	8	1		
Personal Protection Order - Entry								3	2	3		
Personal Protection Order - Violation							1	2	1	1		
Possession of Illegal Substance												
Power Line - Down, Fire, Arcing							6	17	15	29		
Private Property Accident							9	13	4	3		
Probation Violation												
Property Check							1	3	4			
Property Damage Accident							28	31	17	15		
Property Dispute							1			1		
Prowler												
Reckless Driver							40	48	26	23		
Road Hazard							9	7	12	4		
Robbery - Armed												
Robbery - Unarmed												
Roll Over - Personal Injury Accident							1	1	1	2		
Roll Over - Property Damage Accident										1		
Runaway							1	1	1			
Sex Offender Violations												
Shoplifting							5	1				
Snowmobile Complaint												
Stalking												
Suicidal Subject							1	5	4	3		
Suspicious Mail / Package									1	1		
Suspicious Person							2	6	9	6		
Suspicious Telephone Call / Text							1	1				
Suspicious Situation							24	30	22	20		
Suspicious Vehicle							8	12	13	7		

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Threats							6	3	3	6		
Traffic Stop							454	411	324	259		
Tree Down in Road							17	37	25	67		
Trespassing							2	3	9	6		
Unauthorized Driving Away Automobile							3	2	1	2		
Uninitiated 9-1-1 call									10	1		
Unknown Accident							4	1	3			
Unwanted Person							3	6	6	1		
Unwanted Telephone Calls / Texts												
Vandalism							4			1		
Vehicle in Ditch							2		3	3		
Verbal Dispute							4		1			
VIN inspection							3	4	4	11		
Warrant Attempt							3			1		
Warrant Arrest							2	1	1			
Warrant Entry								17	16	19		
Warrant TIP								1	2	2		
Welfare Check							13	21	6	12		

TOTAL

1,385 1,325 1,091 1,011

**Disclaimer** - The calls for service nature types represent what the calltaker has determined represents the type of call for service the caller requested, reported or described. Not all the call for service nature types are listed. The low frequency type ones will be added when they are selected. These call for service natures do not always represent how they are recorded by a public safety officer.

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DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

# Commissioner Report

**MICHIGAN STATE**  
**UNIVERSITY**

Extension

10:00

October 24, 2018

Mitch Diesch  
448 Court Place  
Beulah, MI 49617

Dear Mitch,

Please find attached a copy of the Agreement for Extension Services provided by MSU to Benzie County for Fiscal Year 2018-2019. This annual agreement outlines the contributions by each partner, MSU Extension and Benzie County. This document reflects the costs for MSU Extension programs and services which was included in the annual county budgeting process that just concluded. I am requesting time on the Board of Commissioners agenda to present this to them for their review and approval.

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



Sincerely,

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

Jennifer Berkey  
District Director  
MSU Extension

**District Office**

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

231-929-4821  
Fax: 231-947-6783  
[www.msue.msu.edu](http://www.msue.msu.edu)

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OCT 24 2018

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

## **AGREEMENT FOR EXTENSION SERVICES**

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

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

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

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

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

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

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

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

**A. MSUE will provide:**

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

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BENZIE COUNTY CLERK  
BEULAH, MI 49617

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

**B. The County will Provide:**

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

*Optional:*

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

7. Total Annual Assessment in the amount of **\$41,013.**

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

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

**C. Staffing and Financial Summary**

**A. Base Assessment (includes 0.5 FTE 4-H Program Coordination) \$41,013.**

**ADDITIONAL PERSONNEL**

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

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

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

E. 0 FTE Additional paraprofessional staff \$0.

**TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2019: \$41,013.**

**I. Term and Termination**

The obligations of the parties under this Agreement will commence on October 1, 2018 the first day of the County budget year 2019 and shall terminate on the last day of such County budget year 2019. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to Benzie County, 448 Court Place, Beulah, MI 49617, if to the County.

**II. General Terms**

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

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

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

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

**BOARD OF TRUSTEES OF  
MICHIGAN STATE UNIVERSITY**

By: \_\_\_\_\_

Evonne Pedawi  
Contract & Grant Administration

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**Benzie COUNTY**

By: \_\_\_\_\_

Print name: \_\_\_\_\_

Its: \_\_\_\_\_  
(title)

Date: \_\_\_\_\_



**Appendix A**  
**Technical Standards for County Internet Connections**

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

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

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

The MSU-owned ranges are:

NetRange 35.8.0.0 - 35.9.255.255  
CIDR 35.8.0.0/15

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

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

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

Other notable web server/sites IP addresses:

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

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

Questions may be directed to [support@anr.msu.edu](mailto:support@anr.msu.edu), where they will be routed to the best person to assist you.

# County Administrator's Report



Memo To: Board of Commission  
From: Mitchell D. Deisch, Administrator  
Date: November 7, 2018  
Subject: Administrator Update 11/13/18 BOC Agenda

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1. **Space Needs RFP** – Earlier this week the space needs RFP was directly sent to 6 consulting firms that specialize in space needs analysis and was posted in the 11/7/18 Benzie County Record Patriot. A meeting with the ad hoc space needs committee (Sauer, Roelofs and Griner) has been scheduled for 11/14/18 at 11:00 am to meet with interested consultants to discuss the project and County expectations. After the meeting has ended, a tour of both the Government Center/DHHS and Sherriff Office/Jail Facility will be held. More to follow.
2. **Financial Review Report Update** – Attached is an update from John Kaczor, Municipal Analytics regarding the Financial Review Report. We are still on schedule for completing the report by the end of December 2018. More to follow.
3. **Non-Emergency Office Closed** – The Benzie County Government Center and all non-emergency offices will be closed Monday November 12, 2018 in observation of Veteran's Day and will also be closed November 22-23, 2018 in observation of Thanksgiving.
4. **Animal Control Strategic Planning** – Plans are being made to conduct a strategic planning process regarding Animal Control Shelter with staff, BOC Liaison and stakeholders (Animal Welfare League, Community Cats, area Veterinarians, etc.). The exact date of the strategic planning process has not been set, but we are hoping to complete it in December 2018.
5. **Closed Session** – The BOC will be going into closed session to have a conference call with Attorney Allan Vander Laan to discuss the Dinger vs Benzie County lawsuit.

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BEULAH, MI 49617

**Benzie County**  
**Government Center and Sherriff/Jail Space Needs Analysis**  
**Request for Proposal**

Benzie County (County) is seeking proposals from qualified architectural/engineering firms to perform a space needs analysis of the Benzie County Government Center and Sherriff Office/Jail, located at 448 Court Place, Beulah, MI 49617.

For more information on receiving a full Request for Proposal, please contact Deputy County Administrator Maridee Cutler at 231-882-0035 or [Mcutler@benzieco.net](mailto:Mcutler@benzieco.net).

Benzie County reserves the right to reject any and all quotes or to request additional information from any applicant as determined to be in the best interest of the County.

Request for proposal submittal deadline is November 30, 2018 at 11:00 am.

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BENZIE COUNTY CLERK  
BEULAH, MI 49617

# **Benzie County Government Center and Sherriff/Jail Space Needs Analysis Request for Proposal**

Benzie County (County) is seeking proposals from qualified architectural/engineering firms to perform a space needs analysis of the Benzie County Government Center and Sherriff Office/Jail, located at 448 Court Place, Beulah, MI 49617.

Benzie County is experiencing increased demands to provide space for both mandated and non-mandated services within both the Government Center and Sherriff Office/Jail facility. These pressures will continue with Benzie County being required to create office space to house the newly created Regional Public Defenders Office (3 offices along with confidential meeting space), expansion of the State of Michigan Probation Officers office space and the need to accommodate future storage needs.

## **Pertinent Information**

### **Government Center Total square footage**

Main Floor	13,190 SF
<u>Lower Floor</u>	<u>12,950 SF</u>
Total	26,140 SF
Addition BOC/PA	5,043 SF
<u>Addition DHHS</u>	<u>5,043 SF</u>
Total	10,086 SF

Total Govt Center and Addition 36,226 SF\*

*\*All SF are estimates for the purposes of preparing RFP. Floor plans will be provided to all interested parties.*

### **Government Center Mail Floor and Addition Offices/Depts.**

- County Clerk
- County Treasurer
- County Register of Deeds
- Veteran Affairs
- County Administrator
- District and Probate Court
- Circuit Court
- Friend of the Court

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- Conference Rooms (2)
- Board of Commission Room
- Prosecuting Attorney
- Law Library

**Government Center Lower Floor and Addition Offices/Depts.**

- Equalization
- Solid Waste
- Building Inspection
- Emergency Management
- State of Michigan Probation Offices
- MSU Extension
- MSU/Planning Office & MSU Extension Storage
- EMS Day Room
- Central Purchase Storage / Copier
- Break Room
- Technology Room
- Maintenance Storage (2 locations)
- Conference Room (County)
- Conference Room (DHHS)
- Department of Health and Human Services Offices
- Vacant Office Space
- Michigan Works (1 office)
- County Administrator Storage (1 closet)
- Storage Vault (County Clerk, Courts and Treasurer)
- Catch All Room

**Sherriff /Jail Faculty square footage**

Main Floor	19,000 SF
<u>Lower Floor</u>	<u>10,000 SF</u>
Total	29,000 SF*

***\*All SF are estimates for the purposes of preparing RFP. Floor plans will be provided to all interested parties.***

**Sherriff /Jail Facility Main Floor Offices/Depts.**

- Sherriff Administrative Offices
- Central Dispatch (including Director Office)
- Evidence and Processing rooms
- Technology Room
- Maintenance Coordinator Office

- Jail Administrator Office
- Jail Command Center
- Jail Facilities (holding pods, kitchen, library, maintenance storage, etc.)
- Boiler-room (2 boilers and 3 hot water heaters)
- Armory
- Records Office

#### **Sherriff / Jail Facility Lower level**

- Gym
- Storage (record storage, evidence storage and general storage)
- Marine / Snowmobile Office
- Training room
- Mechanical room

#### **Space Use Study Requirements and Deliverables**

1. Meet with all County departments and non-mandated user groups to understand their need requirements.
2. Meet with the County Board of Commission Ad Hoc Space Use Committee.
3. Review state record retention policy and determine the amount of square footage for the storage of hard copies that need to be maintained, what can be recycled and what can be digitally converted for storage.
4. Review both the Government Center and Sherriff/Jail Facility and determine the highest and best use for each space and which office/dept. should be located within each space.
5. Give priority to those mandated services vs non-mandated services that are currently located with the County facilities.
6. Recommendations and cost estimates for reconfigure existing building for more efficient space utilization.
7. Space utilization analysis to determine the appropriate amount of space necessary.
8. Determination of internal wayfinding signage that will assist residents in finding specific offices.
9. Determine renovations that need to happen to maximize the use of the County facilities.
10. Deliver a comprehensive plan that shows recommendation for use for both the Government Center and Sherriff / Jail Facility, showing office space usage and any renovations that are being recommended. This would include a set of plans clearly identifying all recommendations and renovations.
11. Identify renovation recommendation cost estimates.
12. Present the plan to the full Board of Commission.

**Specifications**

The firm selected will be required to make site visits and conduct interviews with appropriate personal to derive a final set of recommendations. Please provide the following information as part of your submission:

1. A narrative relating to your general approach to his project.
2. Company history.
3. Examples of work in the past 5 years in governmental planning or space needs analysis.
4. Resumes, including responsibilities, background and relevant experience of key personnel that will be working directly on this project.
5. Names of three to five individuals that be contacted as references concerning the professional capabilities of your firm to perform on this project.
6. Additional information or materials that you believe communicate the capabilities of your firm to perform this project.

**Rights of Review**

Benzie County reserves the right to reject any and all quotes or to request additional information from any applicant as determined to be in the best interest of the County.

**Contract Execution**

The firm chosen will be required to enter into a contract with Benzie County for the proposed work prior to commencement of any work. The firm chosen will be required to provide certificates of insurance demonstrating compliance with the minimum insurance requirements. The county reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the County and Contractor be unable to agree upon the entire contract, the County reserves the right to discontinue negotiations, select another contractor or reject all of the proposals. Upon completion of negotiations agreeable to the County and the contractor, a contract shall be executed.

**Fee for Service**

Please submit the fee for your service on this project including a Not-To-Exceed project cost. Your proposal should include a breakdown of all anticipated costs and timeline for these services.

**Proposal Submittal**

Please send five (5) original copies and one electronic copy of your response to the Request for Proposal. These copies are to be received at the Benzie County Administrator's office no later than 11:00 am November 30, 2018. Proposals should be directed and delivered to:

Benzie County Administrators Office  
Attn: Mitchell D. Deisch, Administrator  
448 Court Place  
Beulah, MI 49617

Please send all questions be e-mail to Deputy Administrator Maridee Cutler at [Mcutler@benzieco.net](mailto:Mcutler@benzieco.net).



Following the review of the received proposals, firms may be contacted for additional information or to participate in an interview process.

#### General Evaluation Criteria

- A demonstrated understanding of the requirements of this project.
- Project approach and schedule.
- Qualifications and expertise of key personnel assigned to the project and their proven ability to efficiently complete similar projects.
- Experience of the firm and project team, directly relating to this project.
- Comments and opinions of references
- Firm possess resources required to complete project
- Clarity and organization of the proposal.
- Fee structure

The Request for Proposal is only a solicitation for information. The County is not obligated to enter into a contract nor is it responsible for any costs associated with the preparation of your proposal and interview. Proposals received after the deadline will be disqualified from consideration. The County reserves the right to reject any and all proposals and to interview firms, which in the County's judgment will best meet the County needs.

#### RFP Milestone Schedule

- |   |                        |
|---|------------------------|
| • RFP Advertisement & Direct Solicitation                 | November 5, 2018       |
| • Consultant walk through & meeting with Ad Hoc Committee | November 14, 2018      |
| • RFP Submittal Date                                      | November 30, 2018      |
| • BOC approve agreement for services                      | December 4 or 18, 2018 |
| • Project Commencement                                    | January 1, 2019        |
| • Project Completion                                      | March 1, 2019          |

#### Not-To Exceed Project Costs

Government Center Space Use Plan	\$ _____
Sherriff /Jail Space Use Plan	\$ _____
Combined Govt. Center and Sherriff/Jail Space Use Plan (Looking for a reduced cost due to economy of scale)	\$ _____

Consultant Firm Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Benzie County**  
**Financial Review Project Status Update**  
**November 7, 2018**

**Tasks completed to-date:**

- Interviewed department heads to gain insights into operations, staffing, program needs and opportunities
- Expanded the County's organizational chart to include all positions and staffing counts
- Reconciled staffing roster with budget and actual headcounts
- Compiled list of shared and contracted services
- Reviewed contracts for services
- Identified benchmark comparable counties
- Researched and proposed benchmark and performance metric measures used by counties throughout the country
- Reviewed budgets and audits
- Reviewed labor contracts
- Reviewed County Strategic Plan and Benchmark Report
- Reviewed MERS valuation reports
- Explored some additional revenue options

**In process:**

- Collecting data for internal and external metrics
- Researching and preparing draft policies and procedures for multi-year budget
- Drafting suggestions for improving the capital improvement planning process and equipment replacement funding strategies
- Financial data upload to 5Cast (Finance Manager)
- Analyzing financial data (pension liabilities, cost of services, fund balances, etc.)
- Researching and drafting financial management policies
- Preparing framework for enhanced human resources policies and procedures options
- Continuing to explore revenue options
- Evaluating the County's financial strengths, weaknesses, opportunities and threats (SWOT)
- Developing a list of best practices for shared services and revenue enhancements

**Next steps:**

- Work with Finance Manager and County Administrator to develop financial forecast assumptions
- Review with County Admin recommended policies and procedures for multi-year budget, CIP, HR, performance measurements and other suggestions; revise recommendations as needed
- Develop scenarios to be tested using the 5Cast forecasting software
- Develop quarterly financial report formats
- Develop performance/benchmark dashboard
- Integrate proposed multi-year budget framework and CIP suggestions into the financial forecast
- Meet with Ad Hoc Finance Review Team to review findings and recommendations (early or mid-December)
- Draft report summarizing findings and recommendations (end of December)

# FINANCE REPORT

**BILLS TO BE APPROVED November 13, 2018**

Motion to approve Vouchers in the amount of:

\$	178,272.73	General Fund (101)
\$	44,075.48	Jail Fund (213)
\$	20,065.35	Ambulance Fund & ALS (214)
\$	3,792.02	Funds 105-238
\$	2,990.43	ACO Fund (247)
\$	3,441.66	Building (249)
\$	5,511.54	Dispatch 911 Fund (261)
\$	5,589.86	Funds 239-292
\$	22,338.41	Funds 293-640
\$	40,847.57	701 Fund
\$	-	Trust and Agency Funds & MSU Trust and Agency Fund (702-771)
<u>\$</u>	<u>326,925.05</u>	

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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	VISA-MITCHELL DEISCH	VISA - OFFICE SUPPLIES, MERS CONFERENCE	OCTOBER 2018	10/25/18	380.98	67553
101-101-860.00	TRAVEL	CARLAND, CUSTER C.	MILEAGE FOR OCTOBER 2018	MILEAGE	11/01/18	227.81	67570
101-101-860.00	TRAVEL	GRINER, ROGER	MILEAGE FOR OCTOBER 2018	MILEAGE	11/01/18	351.53	67583
101-101-860.00	TRAVEL	MONEY, TERRY	MILEAGE FOR OCTOBER 2018	MILEAGE	11/01/18	32.70	67604
101-101-860.00	TRAVEL	SAUER, GARY	OCTOBER 2018 MILEAGE	MILEAGE 2018	11/01/18	161.32	67615
101-101-900.00	PRINTING & PUBLISHING	PIONEER GROUP	BOC, COMMITTEE APPT, ELECTION	43100200	11/08/18	164.51	67690
101-101-955.00	CONVENTIONS & MEETINGS	NETWORKS NORTHWEST	BENZIE COUNTY SUMMIT/JEANNOT, CARL, REGISTRATION		10/25/18	50.00	67526
			Total For Dept 101 BOARD OF COMMISSIONERS			1,368.85	
Dept 131 CIRCUIT COURT							
101-131-802.00	TRANSCRIPTS	TOOLEY, JILL	TRANSCRIPTS FOR FILE 17-2086-NA	17-2586-NA	10/25/18	86.95	67544
101-131-802.00	TRANSCRIPTS	LYSTER, CHRISTINE M.	COURT ATTENDANCE/TRANSCRIPTS	TRANSCRIPTION	11/01/18	67.90	67593
101-131-802.00	TRANSCRIPTS	QUAGLIA, VINCENT	TRANSCRIPTION 10/23/18	102518	11/08/18	114.80	67691
101-131-805.00	COURT APPOINTED ATTORNEY	CICCHELLI, ANTHONY	JOHNSON CHILDREN	17-2090-NA	10/25/18	150.00	67494
101-131-805.00	COURT APPOINTED ATTORNEY	SPILLAN, JOHN	OCTOBER 2018 MILEAGE/CRT ATTPT ATT	OCTOBER MILEAGE	11/08/18	472.80	67697
101-131-813.00	PROBATION EXPENSES	JACKPINE BUSINESS CEN	PROBATION OFFICE/WHOO CALLED	432941-0	10/25/18	38.48	67510
101-131-813.00	PROBATION EXPENSES	JACKPINE BUSINESS CEN	PROBATION SUPPLIES PENS, PAPER, ST	432854-0	10/25/18	196.19	67510
101-131-860.00	TRAVEL	QUAGLIA, VINCENT	MILEAGE FOR OCTOBER 2018	MILEAGE OCT	10/25/18	173.74	67536
			Total For Dept 131 CIRCUIT COURT			1,300.86	
Dept 136 DISTRICT COURT							
101-136-727.00	OFFICE SUPPLIES	OFFICE DEPOT	FASTNERS/FILES/TYKEX ENVS/RECORDIN	217668860001	11/01/18	141.71	67608
101-136-727.00	OFFICE SUPPLIES	MCCARDEL WATER CONDIT	BOTTLED WATER/DELIVERY/RENTAL	51-3261	11/08/18	110.50	67679
101-136-727.00	OFFICE SUPPLIES	OFFICE DEPOT	HP TONER	222483186001	11/08/18	135.08	67686
101-136-727.00	OFFICE SUPPLIES	OFFICE DEPOT	MARKERS; FILES; INK; CORR TAPE; CE	222562046001	11/08/18	174.35	67687
101-136-805.00	COURT APPOINTED ATTORNEY	BAILEY LAW OFFICE PLL	PETTENGILL	863	10/25/18	50.00	67480
101-136-805.00	COURT APPOINTED ATTORNEY	HUFT, DAVID G. ATTY	MAYES	18-250-SD	10/25/18	250.00	67508
101-136-805.00	COURT APPOINTED ATTORNEY	JOHNSON, BRIAN	HANKINS	18-0088-DD	10/25/18	72.50	67512
101-136-805.00	COURT APPOINTED ATTORNEY	CICCHELLI, ANTHONY	WILSON / GALVANEX	DP54	11/01/18	500.00	67573
101-136-805.00	COURT APPOINTED ATTORNEY	CICCHELLI, ANTHONY	HUBBELL / BOUGHNER	DP60	11/08/18	500.00	67649
101-136-805.00	COURT APPOINTED ATTORNEY	GRAFF, JACOB	BRONSON / MCPHERSON (2)	DP61	11/08/18	750.00	67664
101-136-805.00	COURT APPOINTED ATTORNEY	HUFT, DAVID G. ATTY	SATTIER / MCKEAN	DP69	11/08/18	500.00	67669
101-136-805.00	COURT APPOINTED ATTORNEY	MAS, MARY ELIZABETH	MACHLETT	17-283-SM	11/08/18	250.00	67677
101-136-805.00	COURT APPOINTED ATTORNEY	SMITH, MICHAEL LAWRE	HOBART	12-0067-GL	11/08/18	370.00	67695
101-136-805.00	COURT APPOINTED ATTORNEY	SMITH, MICHAEL LAWRE	STOKES	18-141-ST	11/08/18	250.00	67696
101-136-806.00	SCREENING FEES	OPEN DOOR ASSESSMENTS	MAYES / LENTZ	DP47	10/25/18	170.00	67530
101-136-853.00	CELLULAR PHONES	VERIZON WIRELESS	SERVICE 09/13 - 10/12	9816438748	10/25/18	100.71	67547
101-136-860.00	TRAVEL	NOWAK, KIM	TRAVEL - TRAVERSE CITY, MI (TRAINI	DP62	11/08/18	34.44	67684
101-136-900.00	PRINTING & PUBLISHING	TARGET INFORMATION MA	ADVICE OF RIGHTS / SUMMONS & COMPL	286355	11/01/18	69.82	67619
101-136-900.00	PRINTING & PUBLISHING	JACKPINE BUSINESS CEN	WINDOW ENVELOPES	44588-0	11/08/18	317.65	67671
101-136-955.00	STAFF DEVELOPMENT/CONFER	ADAMS, JADE	JURY MGMT CONF LODGING	DP51	10/25/18	114.48	67476
			Total For Dept 136 DISTRICT COURT			4,861.24	
Dept 141 FRIEND OF THE COURT							
101-141-964.10	REIMBURSEMENT TO MANISTEE	MANISTEE COUNTY FOC	FOC FOR SEPTEMBER 2018	SEPTEMBER 2018	11/01/18	14,111.55	67596
			Total For Dept 141 FRIEND OF THE COURT			14,111.55	
Dept 142 JUVENILE DIVISION							
101-142-727.00	OFFICE SUPPLIES	PURE WATER WORKS	WATER COOLER RENTAL	10/23/18	10/25/18	11.66	67535
101-142-860.00	TRAVEL	CAMERON CLARK	REIM FOR MILEAGE, PHONE	OCT	11/01/18	917.60	67569
101-142-970.00	EQUIPMENT	UNIFI EQUIPMENT FINAN	COPIER LEASE	10/23/18	10/25/18	78.15	67546
			Total For Dept 142 JUVENILE DIVISION			1,007.41	

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Fund 101 GENERAL FUND							
Dept 172 ADMINISTRATOR							
101-172-727.00	OFFICE SUPPLIES	SUSAN BOYD	FLIP PADS FOR PRESENTATIONS	EASEL PADS	11/01/18	67.82	67618
101-172-727.00	OFFICE SUPPLIES	FORECAST5	FORECAST5 SOFTWARE 1 YEAR SUBSCRIP	SOFTWARE	11/08/18	5,000.00	67661
101-172-860.00	TRAVEL	MARIDEE CUTLER	HR MEETING/EXIT INTERVIEW	TRAVEL	10/25/18	108.68	67519
101-172-860.00	TRAVEL	VISA-MITCHELL DEISCH	VISA - OFFICE SUPPLIES, MERS CONF	OCTOBER 2018	10/25/18	175.49	67553
101-172-900.00	PRINTING & PUBLISHING	CRYSTAL COPIES	COPIES OF BUILDING PLANS FOR ADMIN	BUILDING PLANS	11/01/18	72.00	67577
101-172-900.00	PRINTING & PUBLISHING	PIONEER GROUP	AD FOR CLEANING SERVICE BIDS	0050670	11/08/18	84.38	67689
101-172-955.00	CONVENTIONS & MEETINGS	MARIDEE CUTLER	HR MEETING/EXIT INTERVIEW	TRAVEL	10/25/18	8.50	67519
101-172-955.00	CONVENTIONS & MEETINGS	NETWORKS NORTHWEST	BENZIE COUNTY SUMMIT/JEANNOT, CARL	REGISTRATION	10/25/18	20.00	67526
101-172-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	ANNUAL SERVICE/SUPPORT FOR BS & A	119994	11/08/18	3,254.00	67646
			Total For Dept 172 ADMINISTRATOR			8,790.87	
Dept 215 COUNTY CLERK							
101-215-727.00	OFFICE SUPPLIES	DES MOINES STAMP COMP	BLANK INK FOR STAMPS	1129109	11/01/18	10.50	67578
101-215-860.00	TRAVEL	BOWERS, TAMMY	MILEAGE TO MPJRA CONFERENCE IN MT.	10/19/2018	10/25/18	125.35	67489
101-215-860.00	TRAVEL	OLNEY, DAWN	UCOA CONFERENCE 10/21/18 TO 10/23/	10/24/2018	10/25/18	124.64	67529
101-215-955.00	CONVENTIONS & MEETINGS	VISA=DAWN OLNEY	UCOA FALL CONFERENCE/NORTON FOR EP	ACCT ***0025	10/25/18	81.56	67551
101-215-955.10	DUES & REGISTRATIONS	MI ASSOC. OF COUNTY C	CLERKS QUARTELY CONF - DAWN OLNEY	10/29/2018	11/01/18	50.00	67601
101-215-961.00	TRAINING & SCHOOLS	OLNEY, DAWN	UCOA CONFERENCE 10/21/18 TO 10/23/	10/24/2018	10/25/18	15.00	67529
			Total For Dept 215 COUNTY CLERK			407.05	
Dept 253 COUNTY TREASURER							
101-253-727.00	OFFICE SUPPLIES	BENZIE COUNTY TREASUR	PETTY CASH REIMBURSEMENT	103118	11/01/18	35.00	67565
101-253-860.00	TRAVEL	LONG, KELLY	TRAVEL FOR SEMINAR ON 11/6/18	110618	11/08/18	47.65	67675
101-253-860.00	TRAVEL	THOMPSON, MICHELLE	MILEAGE FOR OCTOBER 2018	OCTMIL	11/08/18	202.57	67704
101-253-955.10	DUES & REGISTRATIONS	BENZIE COUNTY TREASUR	PETTY CASH REIMBURSEMENT	103118	11/01/18	10.00	67565
101-253-955.10	DUES & REGISTRATIONS	MICHIGAN ASSOCIATION	ANNUAL MEMBERSHIP DUES	1118	11/01/18	200.00	67602
101-253-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	ANNUAL SERVICE/SUPPORT FOR BS & A	119994	11/08/18	6,007.00	67646
			Total For Dept 253 COUNTY TREASURER			6,502.22	
Dept 257 EQUALIZATION DEPARTMENT							
101-257-727.00	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES	2240517770001	11/08/18	55.71	67685
101-257-860.00	TRAVEL	LINDSAY, BRIANNE	MILEAGE FOR FIELD WORK	10/31/18	11/01/18	166.23	67592
101-257-900.00	PRINTING & PUBLISHING	PIONEER GROUP	YEARLY SUBSCRIPTION/RECORD PATRIOT	0017395	10/25/18	42.75	67534
101-257-955.10	DUES & REGISTRATIONS	MAED	2019 MEMBERSHIP DUES	2019	10/25/18	100.00	67518
101-257-963.00	COMPUTER SUPPORT	ESRI	ARCGIS PRIMARY MAINTENANCE	25859829	10/25/18	2,500.00	67506
101-257-963.00	COMPUTER SUPPORT	LAND INFORMATION ACCE	BENZIE COUNTY WEB MAPPING SITE	6590	10/25/18	400.00	67515
101-257-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	ANNUAL SERVICE/SUPPORT FOR BS & A	119994	11/08/18	3,242.00	67646
			Total For Dept 257 EQUALIZATION DEPARTMENT			6,506.69	
Dept 261 MSU EXTENSION							
101-261-703.04	WAGES-PART TIME SECRETAR	MSU EXTENSION BUSINES	DEBORAH LONGO WAGES/SEPT 1-15	TOINV12-19-BENZ	10/25/18	923.64	67523
101-261-730.00	POSTAGE	BENZIE COUNTY CLERK	POSTAGE FOR OCTOBER 2018	POSTAGE	11/08/18	2.98	67638
			Total For Dept 261 MSU EXTENSION			926.62	
Dept 262 ELECTIONS							
101-262-727.00	OFFICE SUPPLIES - BALLOT	VISA=DAWN OLNEY	UCOA FALL CONFERENCE/NORTON FOR EP	ACCT ***0025	10/25/18	74.19	67551
101-262-727.00	OFFICE SUPPLIES - BALLOT	MICHIGAN ELECTION RES	BALLOTS	40837	11/08/18	23,960.98	67681
101-262-860.00	TRAVEL	OLNEY, DAWN	MILEAGE	10/30 TO 11/3/1	11/08/18	119.70	67688
101-262-905.00	PRINTING & PUBLISHING -	MICHIGAN ELECTION RES	ELECTIONS SUPPLIES	40822	11/01/18	230.20	67603
101-262-905.00	PRINTING & PUBLISHING -	MICHIGAN ELECTION RES	ELECTION SUPPLIES	40693	11/01/18	50.50	67603
101-262-905.00	PRINTING & PUBLISHING -	MICHIGAN ELECTION RES	ELECTION SUPPLIES	40866	11/08/18	1,504.06	67681
101-262-905.00	PRINTING & PUBLISHING -	PIONEER GROUP	BOC, COMMITTEE APPT, ELECTION	43100200	11/08/18	727.50	67690
			Total For Dept 262 ELECTIONS			26,667.13	

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Fund 101 GENERAL FUND							
Dept 265 BUILDING & GROUNDS							
101-265-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	2009 GAS FOR DODGE PICKUP OCT 2018	1119	11/08/18	52.18	67640
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT HARDWARE	DAWN, ENERGIZER BATTERIES, SPREADER	154727	10/25/18	212.56	67527
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT HARDWARE	JERSEY GLOVES, FUSE CART	154676	10/25/18	23.98	67527
101-265-750.00	MAINTENANCE SUPPLIES	KSS ENTERPRISES	CLEANING SUPPLIES	1122703	11/01/18	250.77	67591
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT HARDWARE	BED BUG KILLER/TRAPS	155070	11/01/18	36.98	67607
101-265-800.00	CONTRACTED SERVICES	GOTTSCALK CLEANING S	CLEANING SERVICE FOR OCTOBER 2018	782	11/08/18	3,200.00	67663
101-265-820.00	SNOW REMOVAL	KSS ENTERPRISES	ICE MELT (ALSO INCLUDES (118716-1	118716-IN	11/01/18	1,715.35	67591
101-265-821.00	GARBAGE DISPOSAL	AMERICAN WASTE	8YD DUMPSTER AND 4 YD DUMPSTER NOV	2735469	11/08/18	190.00	67636
101-265-850.00	TELEPHONE	AT&T	PRI FOR NOVEMBER 2018	171-800-2423-00	11/01/18	1,029.14	67562
101-265-850.00	TELEPHONE	PACIFIC TELEMANAGEMENT	NOVEMBER PAY PHONE IN LOBBY	2004671	11/01/18	50.00	67609
101-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	SERVICE 09/13 - 10/12	9816438748	10/25/18	104.71	67547
101-265-922.00	WATER & SEWER	VILLAGE OF BEULAH	QUARTERLY WATER BILL	S-095	10/25/18	1,063.53	67549
101-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	GOVERNMENT CENTER NATURAL GAS FOR	91002093120	10/25/18	63.46	67505
101-265-924.00	ELECTRIC	CONSUMERS ENERGY	OCTOBER BILL/GOVT CENTER	207145067917	10/25/18	4,083.28	67498
101-265-924.00	ELECTRIC	CONSUMERS ENERGY	OCTOBER BILL/GARAGE	206617756533	10/25/18	29.32	67498
101-265-970.00	EQUIPMENT	TOP LINE ELECTRIC LLC	LOCATED AND MARKED FIBER LOCATIONS	10748	10/25/18	785.00	67545
			Total For Dept 265 BUILDING & GROUNDS			12,890.26	
Dept 266 LEGAL & CONTRACTED SERVICES							
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY,	SEPTEMBER 2018 NON RETAINER SERVIC	SEPTEMBER 2018	10/25/18	68.83	67497
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY,	SEPTEMBER 2018 FIXED FEE - RETAINE	SEPTEMBER 2018	10/25/18	1,833.34	67497
101-266-810.00	LEGAL FEES	FIGURA, RICHARD	OCTOBER 2018 LEGAL FEES	BC-388	11/08/18	1,161.00	67659
			Total For Dept 266 LEGAL & CONTRACTED SERVICES			3,063.17	
Dept 267 PROSECUTING ATTORNEY							
101-267-727.00	OFFICE SUPPLIES	VISA-SARA SWANSON	VISA BILL 10/16/18	10/16/18	10/25/18	84.98	67554
101-267-808.00	WITNESS FEES	AMBER MARTIN	WITNESS FEES/MILEAGE 18-342-FY	11/01/18	11/08/18	14.90	67635
101-267-853.00	CELLULAR PHONES	VERIZON WIRELESS	SERVICE 09/13 - 10/12	9816438748	10/25/18	39.41	67547
101-267-860.00	TRAVEL	SONIA POTTS	MILEAGE AND CONFERENCE FEES REIMBU	10/17/18	10/25/18	101.37	67539
101-267-901.00	RESOURCE MATERIALS	AMANDA M O'BRIEN	TRANSCRIPT FOR N. BOYNTON 18-083-F	10/18/18	10/25/18	28.50	67478
101-267-955.00	CONVENTIONS & MEETINGS	SONIA POTTS	MILEAGE AND CONFERENCE FEES REIMBU	10/17/18	10/25/18	75.00	67539
			Total For Dept 267 PROSECUTING ATTORNEY			344.16	
Dept 268 REGISTER OF DEEDS							
101-268-860.00	TRAVEL	BISSELL, AMY	MILEAGE FOR UCOA CONFERENCE IN LEW	10/22/2018	10/25/18	120.99	67487
101-268-955.00	CONVENTIONS & MEETINGS	VISA-AMY BISSELL	UCOA CONFERENCE HOTEL FEE 10/21/18	10/24/2018	10/25/18	100.98	67550
			Total For Dept 268 REGISTER OF DEEDS			221.97	
Dept 285 CENTRAL SERVICES							
101-285-730.00	POSTAGE	RESERVE ACCOUNT	POSTAGE FOR METER	46789160	11/01/18	2,500.00	67614
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	ADMINISTRATOR COPIER	171584	11/08/18	106.80	67703
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	COPIER EQUALIZATION AND PRINTER RO	171623	11/08/18	279.35	67703
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	PROSECUTORS OFFICE COPIER	171657	11/08/18	122.00	67703
			Total For Dept 285 CENTRAL SERVICES			3,008.15	
Dept 286 TECHNOLOGY SUPPORT							
101-286-850.01	INTERNET SERVICE	MERIT NETWORK INC.	ADDITIONAL BANDWIDTH AUGUST 2018	80616	10/25/18	108.00	67522
101-286-850.01	INTERNET SERVICE	MERIT NETWORK INC.	ADDITIONAL BANDWIDTH FOR APRIL 201	79312	11/01/18	54.00	67600
101-286-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	ANNUAL SERVICE/SUPPORT FOR BS & A	119994	11/08/18	1,360.00	67646
101-286-963.00	COMPUTER SUPPORT	I.T. RIGHT	CONTRACTED SERVICES FOR IT NOV 27	20157292	11/08/18	1,669.92	67670
			Total For Dept 286 TECHNOLOGY SUPPORT			3,191.92	
Dept 301 SHERIFF							



User: MARIDEE

EXP CHECK RUN DATES 10/25/2018 - 11/13/2018

DB: Benzie County

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Fund 101 GENERAL FUND							
Dept 301 SHERIFF							
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVIC	NOTARY STAMP - SMM	1F3H-7NYF-1TWf	11/08/18	19.95	67634
101-301-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	SHRIF - FUEL OCT 2018	1118 10312018	11/08/18	2,973.04	67640
101-301-748.00	GAS, OIL & GREASE	SHELL FLEET PLUS	ACCT 065281271 SHERIFF	000000006528127	11/08/18	239.56	67694
101-301-748.00	GAS, OIL & GREASE	WATSON BENZIE LLC	17-1 OIL CHANGE & FILTER	149616	11/08/18	41.20	67711
101-301-748.00	GAS, OIL & GREASE	XPRESS LUBE	12-1 TAHOE OIL CHANGE	37966	11/08/18	48.90	67713
101-301-749.00	VEHICLE REPAIRS	HEIGES PERFORMANCE, I	2015 JRNV BRAKES	012092	11/01/18	308.94	67585
101-301-749.00	VEHICLE REPAIRS	VISA-TSCHEDEL 7161	T&S & VEHIC REPAIR	OCT 2018	11/08/18	122.30	67710
101-301-749.00	VEHICLE REPAIRS	WATSON BENZIE LLC	14-1 ALIGNMENT FRONT	149923	11/08/18	76.95	67711
101-301-800.00	CONTRACTED SERVICES	I.T. RIGHT	CONTRACTED SERVICES FOR IT NOV 27	20157292	11/08/18	498.05	67670
101-301-850.00	TELEPHONE	TELENET WORLDWIDE	PHONE 10/15 TO 11/14/18 SHERIFF	148964	10/25/18	582.71	67543
101-301-850.00	TELEPHONE	VERIZON WIRELESS	SERVICE 09/13 - 10/12	9816438750	10/25/18	378.39	67547
101-301-961.00	TRAINING & SCHOOLS	VISA-TROY LAMERSON	T&S/TNT	OCT 2018	10/31/18	79.25	67709
101-301-961.00	TRAINING & SCHOOLS	VISA-TSCHEDEL 7161	T&S & VEHIC REPAIR	OCT 2018	11/08/18	977.50	67710
			Total For Dept 301 SHERIFF			6,346.74	
Dept 333 SECONDARY ROAD PATROL							
101-333-725.00	FRINGE BENEFITS	DELTA DENTAL PLAN OF	DENTAL PLAN FOR NOVEMBER 2018	NOVEMBER 2018	10/25/18	120.61	67503
			Total For Dept 333 SECONDARY ROAD PATROL			120.61	
Dept 426 EMERGENCY MANAGEMENT							
101-426-725.00	FRINGE BENEFITS	DELTA DENTAL PLAN OF	DENTAL PLAN FOR NOVEMBER 2018	NOVEMBER 2018	10/25/18	36.87	67503
101-426-850.00	TELEPHONE	VERIZON WIRELESS	SERVICE 09/13 - 10/12	9816438748	10/25/18	65.30	67547
101-426-860.00	TRAVEL	POST, FRANK	MILEAGE AND EXPENSE REINBURSEMENT	MILEAGE ENDING	11/01/18	120.45	67612
101-426-961.00	TRAINING & SCHOOLS	POST, FRANK	MILEAGE AND EXPENSE REINBURSEMENT	MILEAGE ENDING	11/01/18	1,429.86	67612
			Total For Dept 426 EMERGENCY MANAGEMENT			1,652.48	
Dept 648 MEDICAL EXAMINER							
101-648-835.00	LAB FEES	MCCLAREN MEDICAL LABOR	LAB FEES FOR MEDICAL EXAMINER	2015.3	10/25/18	119.00	67520
101-648-837.10	INVESTIGATIONS	STEFANSKI, JULIE K.	PANORAMIC FILM	07/31/18	10/25/18	110.00	67541
101-648-959.00	FORENSIC AUTOPSTES	GOSLINOSKI, LOIS R. D	AUTOPSYS BNZ 18-027, BNZ 18-028	BNZ18-027, 18-0	11/08/18	2,400.00	67662
101-648-970.00	EQUIPMENT- MEDICAL EXAMI	BOUND TREE MEDICAL, L	BOOT COVERS FOR MEDICAL EXAMINER	83026323	11/08/18	393.00	67645
			Total For Dept 648 MEDICAL EXAMINER			3,022.00	
Dept 649 MENTAL HEALTH							
101-649-800.00	CONTRACTED SERVICES	CENTRA WELLNESS NETWO	FY 2019 JAIL SERVICES	666	11/08/18	48,438.00	67648
101-649-836.00	APPROPRIATIONS	CENTRA WELLNESS NETWO	OCTOBER 2018 MONTHLY APPROPRIATION	664	11/08/18	9,894.75	67648
101-649-836.00	APPROPRIATIONS	CENTRA WELLNESS NETWO	MONTHLY APPROPRIATIONS NOVEMBER 20	00670	11/08/18	9,894.75	67648
			Total For Dept 649 MENTAL HEALTH			68,227.50	
Dept 670 DHHS BOARD							
101-670-721.00	PER DIEM - DHS BOARD	ANN LOVELESS	MEETING ON 10/23/18 PER DIEM	10/23/18	11/01/18	35.00	67561
101-670-721.00	PER DIEM - DHS BOARD	HART, THOMAS	10/23/18 MEETING PER DIEM	10/23/18	11/01/18	35.00	67584
101-670-860.00	TRAVEL - DHS BOARD	HART, THOMAS	10/23/18 TRAVEL FOR MEETING	10/23/18	11/01/18	16.35	67584
			Total For Dept 670 DHHS BOARD			86.35	
Dept 721 PLANNING DEPARTMENT							
101-721-900.00	PRINTING & PUBLISHING	PIONEER GROUP	BENZIE COUNTY PLANNING COMMISSION	421001482	11/08/18	38.25	67689
			Total For Dept 721 PLANNING DEPARTMENT			38.25	
Dept 852 MEDICAL INSURANCE							
101-852-717.00	MEDICAL/DENTAL/VISION IN	DELTA DENTAL PLAN OF	DENTAL PLAN FOR NOVEMBER 2018	NOVEMBER 2018	10/25/18	3,464.88	67503
101-852-725.02	MT CLAIMS TAX ASSESSMENT	DELTA DENTAL PLAN OF	DENTAL PLAN FOR NOVEMBER 2018	NOVEMBER 2018	10/25/18	(1.26)	67503
101-852-874.00	MEDICAL INSURANCE - RET	DELTA DENTAL PLAN OF	DENTAL PLAN FOR NOVEMBER 2018	NOVEMBER 2018	10/25/18	145.06	67503

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Fund 101 GENERAL FUND							
Dept 852 MEDICAL INSURANCE							
Fund 205 TNT OFFICER MILLAGE FUND			Total For Dept 852 MEDICAL INSURANCE				
Dept 000						3,608.68	
Fund 205 TNT OFFICER MILLAGE FUND			Total For Fund 101 GENERAL FUND				
Dept 000						178,272.73	
205-000-725.00	FRINGE BENEFITS	DELTA DENTAL PLAN OF	DENTAL PLAN FOR NOVEMBER 2018	NOVEMBER 2018	10/25/18	120.61	67503
205-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	SHRIF - FUEL OCT 2018	1118 10312018	11/08/18	532.33	67640
205-000-748.00	GAS, OIL & GREASE	SHELL FLEET PLUS	ACCT 065281271 SHERIFF	000000006528127	11/08/18	31.33	67694
205-000-840.00	INTELL/INVESTIGATIONS	COVERTRACK GROUP	MAPPING - 01222019 TO 01212020	9814	11/01/18	600.00	67576
205-000-840.00	INTELL/INVESTIGATIONS	TRANSUNION RISK & ALT	OCT 2018 INTEL COVERAGE	OCT 2018	11/08/18	210.00	67705
205-000-961.00	TRAINING & SCHOOLS	MUNSON OCCUPATIONAL HE	M SMITH RECREITTEFICATION PHYS	00171229-00 102	11/08/18	171.50	67683
205-000-970.00	EQUIPMENT	VISA-TROY LAMERSON	T&S/TNT	OCT 2018	10/31/18	16.00	67709
Fund 205 TNT OFFICER MILLAGE FUND			Total For Dept 000				
Dept 000						1,681.77	
Fund 213 JAIL OPERATIONS FUND			Total For Fund 205 TNT OFFICER MILLAGE FUND				
Dept 265 BUILDING & GROUNDS						1,681.77	
213-265-782.00	MAINTENANCE SUPPLIES	KSS ENTERPRISES	BODY & HAIR SHAMPOO	1120034-1	10/25/18	41.72	67514
213-265-782.00	MAINTENANCE SUPPLIES	KSS ENTERPRISES	PT,TP,DISINFET WIPES,	1122702	11/01/18	194.94	67591
213-265-782.00	MAINTENANCE SUPPLIES	NUGENT HARDWARE	MAINT SPL FSNRS, HKS, BRHSS, PAINT	10252018	11/01/18	287.59	67607
213-265-782.00	MAINTENANCE SUPPLIES	KSS ENTERPRISES	PT/TP JAIL	1124142	11/08/18	148.92	67674
213-265-783.00	EQUIP. SERVICES & SUPPLI	AMAZON CAPITAL SERVIC	2 MANUAL FLR SWEEPERS	1CH4-VXLJ-7K7J	11/01/18	53.98	67560
213-265-783.00	EQUIP. SERVICES & SUPPLI	PREVENTION INSPECTION	FIRE INSPECTION OCTOBER 2018	03-2018	11/01/18	350.00	67613
213-265-784.00	GARAGE PICK-UP	AMERICAN WASTE	NOV 2018 PICK UP SERVICE	2734011	11/08/18	109.00	67636
213-265-922.00	WATER & SEWER	VILLAGE OF BEULAH	WATER & SEWER OCT 2018	OCTOBER 2018	11/01/18	5,359.04	67625
213-265-924.00	ELECTRIC	CONSUMERS ENERGY	ENERGY BILL 09122018 10102018	10/10/2018	11/08/18	3,833.45	67651
213-265-935.00	JAIL REPAIRS	I-CON	CMPTUR WATER VALVE SYST.	INV00019422	10/25/18	4,729.51	67509
213-265-935.00	JAIL REPAIRS	HURST MECHANICAL	BOILER INSPECTION	S23522	11/01/18	240.38	67587
213-265-935.00	JAIL REPAIRS	MOORE MECHANICAL	RPLCD TWO SHWR VALVES	58986	11/01/18	551.00	67605
213-265-935.00	JAIL REPAIRS	BLAHNIK'S WELDING INC	WELD SEAT IN JAIL	201843	11/08/18	130.00	67644
Dept 351 JAIL - CORRECTIONS			Total For Dept 265 BUILDING & GROUNDS				
Dept 351 JAIL - CORRECTIONS						16,020.53	
213-351-727.00	OFFICE SUPPLIES	CDW - GOVERNMENT, INC	19-1 COMPUTER DOCKING STATION	PNR6657	10/25/18	705.00	67492
213-351-740.00	FOOD SUPPLIES	BENZIE COUNTY SHERIFF	PETTY CASH 9/18 TRANSPORT MEALS	SEPT 2018 PC	11/08/18	5.18	67642
213-351-740.00	FOOD SUPPLIES	CANTEN SERVICES	OCT 2018 INMATE MEALS	IVC27078	11/08/18	8,414.28	67647
213-351-742.00	KITCHEN SUPPLIES	ADVANCED CORRECTIONAL	SEPT 18 RECONCIL ADP	80656	11/08/18	149.27	67633
213-351-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	SHRIF - FUEL OCT 2018	1118 10312018	11/08/18	32.43	67640
213-351-748.00	GAS, OIL & GREASE	SHELL FLEET PLUS	ACCT 065281271 SHERIFF	000000006528127	11/08/18	37.67	67694
213-351-749.00	VEHICLE REPAIRS	WATSON BENZIE LLC	2ND CORR VAN SEAT BELT EXTNR	16332	10/25/18	26.10	67555
213-351-749.00	VEHICLE REPAIRS	WATSON BENZIE LLC	2017 COR VAN SEAT BELT EXTR	16324	10/25/18	26.10	67555
213-351-834.00	PRISONER MEDICAL - BENZI	BENZIE LIFELANAU HEALT	FLU VAC INMATES	10292018 FLU	11/01/18	270.00	67566
213-351-834.00	PRISONER MEDICAL - BENZI	ADVANCED CORRECTIONAL	SEPT 18 RECONCIL ADP	80656	11/08/18	48.07	67633
213-351-834.00	PRISONER MEDICAL - BENZI	ADVANCED CORRECTIONAL	DEC 18 ONSITE MED SER JAIL	80214 DEC 2018	11/08/18	6,385.98	67633
213-351-865.00	PRISONER TRANSFER	BENZIE COUNTY SHERIFF	PETTY CASH 9/18 TRANSPORT MEALS	SEPT 2018 PC	11/08/18	63.73	67642
213-351-865.00	PRISONER TRANSFER	BENZIE COUNTY SHERIFF	PETTY CASH 10/18 TRANSPORT MEALS	OCT 2018 PC	11/08/18	30.00	67642
213-351-940.00	LEASED VEHICLE	HONOR BANK	2ND PAYMENT DUE ON DODGE VAN FOR C	DODGE VAN	11/08/18	7,588.57	67667
213-351-940.20	EQUIPMENT LEASE - COPIER	TEAM FINANCIAL GROUPE,	COPIERS	171500	11/08/18	461.25	67703
213-351-956.00	EMPLOYEE PHYSICALS	MANAGEMENT & BEHAVIOR	SNAY PREEMPLOYMENT	101918 SNAY	11/01/18	1,025.00	67595
213-351-961.00	TRAINING & SCHOOLS	GEORGETTE BALLARD	TRAVEL FOR CLASS ON 10/24 AND 10/2	TRAVEL	11/01/18	257.30	67580
213-351-963.00	COMPUTER EQUIPMENT	PCM TIGER DIRECT	BACK UPS - JAIL	B09863670101	11/01/18	317.00	67611
213-351-963.00	COMPUTER EQUIPMENT	PCM TIGER DIRECT	PRVCY SCRIN JAIL ADMIN	B10035860101	11/01/18	180.01	67611

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Fund 213 JAIL OPERATIONS FUND							
Dept 351 JAIL - CORRECTIONS							
213-351-963.00	COMPUTER EQUIPMENT	I.F. RIGHT	CONTRACTED SERVICES FOR IT NOV 27	20157292	11/08/18	908.20	67670
213-351-980.01	BIO-HAZARDS EQUIPMENT	PH&S PRODUCTS	GLOVES	0010156-IN	10/25/18	90.00	67533
213-351-980.01	BIO-HAZARDS EQUIPMENT	KSS ENTERPRISES	HAND SANITIZER	1114406-2	11/20/18	56.90	67674
			Total For Dept 351 JAIL - CORRECTIONS			27,078.04	
Dept 852 MEDICAL INSURANCE							
213-852-717.00	MEDICAL/DENTAL/VISION IN	DELTA DENTAL PLAN OF	DENTAL PLAN FOR NOVEMBER 2018	NOVEMBER 2018	10/25/18	976.91	67503
			Total For Dept 852 MEDICAL INSURANCE			976.91	
			Total For Fund 213 JAIL OPERATIONS FUND			44,075.48	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 000							
214-000-307.03	NOTE PAYABLE	STATE SAVINGS BANK	A22 PAYMENT FOR OCTOBER 2018	OCTOBER 2018	10/25/18	3,367.21	67540
			Total For Dept 000			3,367.21	
Dept 265 BUILDING & GROUNDS							
214-265-750.00	MAINTENANCE SUPPLIES	NUGENT HARDWARE	CLEANING SUPPLIES FOR ST 2	154875	10/25/18	18.58	67527
214-265-850.00	TELEPHONE	CENTURYLINK	OCTOBER PHONE BILL	OCTOBER	11/01/18	316.31	67571
214-265-850.01	INTERNET SERVICE	DIRECT TV	STATION 2 SERVICE	35235383123	10/25/18	149.39	67504
214-265-850.01	INTERNET SERVICE	CHARTER COMMUNICATION	PHONE/INTERNET SERVICES FOR STATIO	00160111102218	11/01/18	233.61	67572
214-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	SERVICE 09/13 - 10/12	9816438749	10/25/18	55.30	67547
214-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	SERVICE 09/13 - 10/12	9816438748	10/25/18	20.04	67547
214-265-922.00	WATER & SEWER	CITY OF FRANKFORT	WATER FOR STATION 3 FOR SEPTEMBER	SEP WATER	10/25/18	50.78	67495
214-265-922.00	WATER & SEWER	MCCARDEL WATER CONDIT	NOVEMBER DRINKING WATER FOR EMS	1182511	11/08/18	52.50	67678
214-265-923.00	FUEL - PROPANE GAS	DTE ENERGY	SEPTEMBER GAS USE	SEP GAS	11/02/18	41.15	67505
214-265-923.00	FUEL - PROPANE GAS	DTE ENERGY	GAS BILL FOR SEP-OCTOBER STATION 3	SEP-OCT GAS	11/01/18	52.31	67579
214-265-924.00	ELECTRIC	CONSUMERS ENERGY	09/10/18-10/08/18 POWER BILL FOR S	SEP-OCT	10/25/18	47.67	67498
214-265-924.00	ELECTRIC	CONSUMERS ENERGY	09/10/18-10/08/18 POWER BILL FOR S	SEP-OCT	10/25/18	124.55	67498
214-265-935.00	BUILDING REPAIRS	BECKMAN PRODUCTION SE	DUST CONTROL FOR EMS STATION	57740	10/25/18	175.00	67482
214-265-935.00	BUILDING REPAIRS	NUGENT HARDWARE	WALL MOUNTS	154940	11/01/18	3.98	67607
214-265-935.00	BUILDING REPAIRS	VANDRIE HOME FURNISHI	2 NEW BEDS	092118	11/01/18	1,961.45	67623
			Total For Dept 265 BUILDING & GROUNDS			3,302.62	
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
214-655-727.00	OFFICE SUPPLIES	NUGENT HARDWARE	CLEANING SUPPLIES FOR STATION 2	153017	10/25/18	29.96	67527
214-655-727.00	OFFICE SUPPLIES	SIMPLY STITCHIN	LOGO GEAR	4284	10/25/18	40.00	67538
214-655-727.00	OFFICE SUPPLIES	VICTORIA'S FLORAL DES	FLOWER FOR FUNERAL	100000812	11/01/18	56.18	67624
214-655-727.00	OFFICE SUPPLIES	VISA-THOMAS KING	OFFICE SUPPLIES FOR DIRECTOR OFFTC	01294	11/01/18	67.52	67627
214-655-727.00	OFFICE SUPPLIES	VISA-THOMAS KING	SUPPLIES FOR DIRECTOR OFFICE	185602820023525	11/01/18	32.43	67627
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MEDICAL SUPPLIES	83007122	10/25/18	23.37	67488
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MEDICAL SUPPLIES	83001004	10/25/18	1,113.50	67488
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MEDICAL SUPPLIES	83001005	10/25/18	208.76	67488
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MEDICAL SUPPLIES	82999794	10/25/18	228.01	67488
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MEDICAL SUPPLIES	82998438	10/25/18	226.00	67488
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MEDICAL SUPPLIES	83012704	10/25/18	97.16	67488
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	BLUESENSOR ELECTRODE	82981652	10/25/18	410.00	67488
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MRX LITHION ION BATTERY	82964764	10/25/18	367.99	67488
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	THERMOMETER SHEATH, THERMOMETER DI	82861223	10/25/18	12.41	67488
214-655-735.00	MEDICAL SUPPLIES	MUNSON HOME MEDICAL E	IV NORMAL SALINE	410864	10/25/18	260.90	67524
214-655-735.00	MEDICAL SUPPLIES	MUNSON HOME MEDICAL E	IV SALINE 10ML FLUSHES	404288	10/25/18	37.99	67524
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MEDICAL SUPPLIES	83019155	11/01/18	115.64	67567
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MEDICAL SUPPLIES	83017085	11/01/18	452.19	67567

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Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
214-655-735.00	MEDICAL SUPPLIES	MONSON MEDICAL CENTER	DRUG BOXES FIR SEPTEMBER	09302018	11/01/18	785.00	67606
214-655-748.00	GAS, OIL & GREASE	SHELL FLEET PLUS	FUEL CHARGES OCTOBER 2018	79423216810	10/25/18	390.40	67537
214-655-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL FOR AMBULANCES/SEPT 2018	1112	11/01/18	3,085.47	67564
214-655-748.00	GAS, OIL & GREASE	XPRESS LUBE	OIL CHANGE A 33	37164	11/01/18	69.90	67630
214-655-748.00	GAS, OIL & GREASE	MILLER, SAM	MILEAGE FOR COURT IN KALKASKA	MILEAGE	11/08/18	139.52	67682
214-655-749.00	VEHICLE REPAIRS	GRAND TRAVERSE MOBILE	ELECTRIC REPAIRS TO ECHO 61	50878	11/01/18	435.95	67582
214-655-751.00	UNIFORMS	BAY SUPPLY & MARKETIN	UNIFORMS EMBROIDER FOR CPARRISH	55586	10/25/18	18.00	67481
214-655-751.00	UNIFORMS	TELE-RAD, INC.	UNIFORMS FOR TOM	9302	10/25/18	227.96	67542
214-655-751.00	UNIFORMS	ADAMS, KENT	BOOT ALLOWANCE	102618	11/01/18	150.00	67558
214-655-751.00	UNIFORMS	PARRISH, CHRIS	BOOT ALLOWANCE	10312018	11/01/18	150.00	67610
214-655-751.00	UNIFORMS	TELE-RAD, INC.	UNIFORMS FOR LAURA, AND MATT	40490	11/01/18	95.97	67620
214-655-900.00	PRINTING & PUBLISHING	VISA=THOMAS KING	CANDY FOR HALLOWEEN	04041	11/01/18	63.06	67627
214-655-955.10	DOES & REGISTRATIONS	CLIA LABORATORY PROGR	LAB USER FEES CERT 03/02/19-03/07/	23D1037927	10/25/18	150.00	67496
214-655-963.00	COMPUTER SUPPORT	ALADTEC, INC.	ONLINE SCHEDULING AND WORKFORCE MG	2018-12168	10/25/18	2,426.00	67477
214-655-963.00	COMPUTER SUPPORT	I.T. RIGHT	CONTRACTED SERVICES FOR IT NOV 27	20157292	11/08/18	87.89	67670
214-655-995.00	INTEREST ON DEBT	STATE SAVINGS BANK	A22 PAYMENT FOR OCTOBER 2018	OCTOBER 2018	10/25/18	112.65	67540
Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)						12,167.78	
Dept 852 MEDICAL INSURANCE							
214-852-717.00	MEDICAL/DENTAL/VISION IN	DELTA DENTAL PLAN OF	DENTAL PLAN FOR NOVEMBER 2018	NOVEMBER 2018	10/25/18	1,227.74	67503
Total For Dept 852 MEDICAL INSURANCE						1,227.74	
Total For Fund 214 EMERGENCY MEDICAL SERVICES (E						20,065.35	
Fund 220 MARINE PATROL FUND							
Dept 000							
220-000-748.00	GAS, OIL & GREASE	CRYSTAL LAKE MARINA	WNTRZ/GREASE 3 BOATS	4483	11/08/18	136.92	67653
220-000-930.00	EQUIPMENT REPAIR	CRYSTAL LAKE MARINA	WNTRZ/GREASE 3 BOATS	4483	11/08/18	43.08	67653
220-000-930.00	EQUIPMENT REPAIR	ZACK'S TIRES	SEPT MARINE TRL MAINT	140	11/08/18	213.14	67714
Total For Dept 000						393.14	
Total For Fund 220 MARINE PATROL FUND						393.14	
Fund 228 SOLID WASTE/RECYCLING FUND							
Dept 000							
228-000-703.05	WAGES-ATTENDANT	SCOTT ZYLSTRA	SITE MAINTENANCE AND REPAIR	10312018	11/01/18	90.00	67616
228-000-703.05	WAGES-ATTENDANT	WOOD, MARLENE	TIRE COLLECTION AND DISPOSAL	10302018	11/01/18	60.00	67629
228-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL FOR OCTOBER 2018	1123	11/08/18	158.87	67641
228-000-850.00	TELEPHONE	VERIZON WIRELESS	SERVICE 09/13 - 10/12	9816438748	10/25/18	65.30	67547
228-000-900.00	PUBLIC RELATIONS-PRINTG/	VISA=DAVID SCHAFER	SWAG PORTION OF EDU GRANT	10252018	11/01/18	1,216.77	67626
228-000-957.00	MISCELLANEOUS	VISA=JESSE ZYLSTRA	DISPOSAL OF 3 OVERSIZED TIRES	19203	11/08/18	60.00	67708
228-000-963.00	COMPUTER SUPPORT	I.T. RIGHT	CONTRACTED SERVICES FOR IT NOV 27	20157292	11/08/18	29.30	67670
Total For Dept 000						1,680.24	
Total For Fund 228 SOLID WASTE/RECYCLING FUND						1,717.11	
Dept 852 MEDICAL INSURANCE							
228-852-717.00	MEDICAL/DENTAL/VISION IN	DELTA DENTAL PLAN OF	DENTAL PLAN FOR NOVEMBER 2018	NOVEMBER 2018	10/25/18	36.87	67503
Total For Dept 852 MEDICAL INSURANCE						36.87	
Total For Fund 228 SOLID WASTE/RECYCLING FUND						1,717.11	
Fund 247 ANIMAL CONTROL FUND							
Dept 265 BUILDING & GROUNDS							
247-265-782.00	MAINTENANCE SUPPLIES	VISA=KYLE MAURER	NAPA PART/FEED FOR RABIT/JACKETS/F	5533	10/25/18	10.33	67552
247-265-850.00	TELEPHONE	AT&T	PHONE BILL FOR SEPT/OCT	231882950510	10/25/18	314.60	67479

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Fund 247 ANIMAL CONTROL FUND							
Dept 265 BUILDING & GROUNDS							
247-265-850.00	TELEPHONE	UWC	LONG DISTANCE FOR OCTOBER 2018	OCTOBER 2018	11/08/18	3.92	67707
247-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	SERVICE 09/13 - 10/12	9816438748	10/25/18	88.82	67547
247-265-924.00	ELECTRIC & HEATING	CONSUMERS ENERGY	ENERGY BILL FOR SEPTEMBER PLUS LAT	206522744222	10/25/18	386.61	67499
247-265-924.00	ELECTRIC & HEATING	DTE ENERGY	HEAT BILL FOR SEPTEMBER	910020929329	10/25/18	47.23	67505
247-265-935.00	BUILDING REPAIRS	NYE PLUMBING AND HEA	FURNACE REPAIR	2526-566853	10/25/18	180.00	67528
			Total For Dept 265 BUILDING & GROUNDS			1,031.51	
Dept 430 ANIMAL CONTROL							
247-430-727.00	OFFICE SUPPLIES	VISA-KYLE MAURER	NAPA PART/FEED FOR RABBIT/JACKETS/F	5533	10/25/18	74.81	67552
247-430-740.00	FOOD SUPPLIES	VISA-KYLE MAURER	NAPA PART/FEED FOR RABBIT/JACKETS/F	5533	10/25/18	9.99	67552
247-430-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL FOR SEPTEMBER	1111	10/25/18	304.97	67483
247-430-835.20	VET & DRUG FEES	BETSIE RIVER VETERINA	REVOLUTION CAT 5-15LBS	54153	10/25/18	48.00	67486
247-430-945.20	DISPOSALS & BURIALS	AMERICAN WASTE	TRASH BILL FOR OCT	2733763	11/08/18	16.00	67636
247-430-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	ANNUAL SERVICE/SUPPORT FOR BS & A	119994	11/08/18	524.00	67646
247-430-963.00	COMPUTER SUPPORT	I.T. RIGHT	CONTRACTED SERVICES FOR IT NOV 27	20157292	11/08/18	87.89	67670
247-430-970.00	EQUIPMENT	VISA-KYLE MAURER	NAPA PART/FEED FOR RABBIT/JACKETS/F	5533	10/25/18	772.65	67552
			Total For Dept 430 ANIMAL CONTROL			1,838.31	
Dept 852 MEDICAL INSURANCE							
247-852-717.00	MEDICAL/DENTAL/VISION IN	DELTA DENTAL PLAN OF	DENTAL PLAN FOR NOVEMBER 2018	NOVEMBER 2018	10/25/18	120.61	67503
			Total For Dept 852 MEDICAL INSURANCE			120.61	
Fund 249 BUILDING DEPARTMENT FUND							
249-371-727.00	OFFICE SUPPLIES	VISA-MITCHELL DEISCH	VISA - OFFICE SUPPLIES, MERS CONF	OCTOBER 2018	10/25/18	95.18	67553
249-371-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	ANNUAL SERVICE/SUPPORT FOR BS & A	119994	11/08/18	3,200.00	67646
249-371-963.00	COMPUTER SUPPORT	I.T. RIGHT	CONTRACTED SERVICES FOR IT NOV 27	20157292	11/08/18	146.48	67670
			Total For Dept 371 BUILDING INSPECTOR			3,441.66	
			Total For Fund 249 BUILDING DEPARTMENT FUND			3,441.66	
Fund 256 REG OF DEEDS AUTOMATION FUND							
256-000-800.00	RECORD CONVERSIONS	FIDLAR TECHNOLOGIES I	CONVERSION OF PLATS FROM PAPER TO	I4096K8-IN	11/08/18	1,859.49	67658
			Total For Dept 000			1,859.49	
			Total For Fund 256 REG OF DEEDS AUTOMATION FUND			1,859.49	
Fund 261 911 EMERGENCY SERVICE FUND							
261-325-830.00	911 MAINTENANCE CONTRACT	WESTTEL INTERNATIONAL	DEC 2018 SUPPORT	948	11/08/18	900.00	67712
261-325-853.00	CELLULAR PHONES	VERIZON WIRELESS	SERVICE 09/13 - 10/12	9816410754	10/25/18	1,332.94	67547
261-325-855.00	RADIO MAINTENANCE/EQUIPM	GRAND TRAVERSE MOBILE	REORDER CHANGES AND CABLING	50931	11/08/18	347.00	67665
261-325-855.00	RADIO MAINTENANCE/EQUIPM	GRAND TRAVERSE MOBILE	STATE TOWER ISSUE	50881	11/08/18	315.00	67665
261-325-855.00	RADIO MAINTENANCE/EQUIPM	GRAND TRAVERSE MOBILE	CABLE FOR MEVO	50790	11/08/18	695.08	67665
261-325-963.00	COMPUTER SUPPORT	I.T. RIGHT	CONTRACTED SERVICES FOR IT NOV 27	20157292	11/08/18	322.27	67670
261-325-970.00	EQUIPMENT	EXCEL OFFICE INTERIOR	DESK AND CHAIRS	94102	11/08/18	1,356.00	67657
			Total For Dept 325 DISPATCH/COMMUNICATION			5,268.29	
Dept 852 MEDICAL INSURANCE							
261-852-717.00	MEDICAL/DENTAL/VISION IN	DELTA DENTAL PLAN OF	DENTAL PLAN FOR NOVEMBER 2018	NOVEMBER 2018	10/25/18	243.25	67503

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Fund 261 911 EMERGENCY SERVICE FUND							
Dept 852 MEDICAL INSURANCE							
Total For Dept 852 MEDICAL INSURANCE							243.25
Total For Fund 261 911 EMERGENCY SERVICE FUND							5,511.54
Fund 292 CHILD CARE FUND							
Dept 000	INDEPENDENT LIVING	CHARLES CULBERTSON	INDEPENDENT LIVING	OCT 23, 2018	10/25/18	638.10	67493
292-000-840.90	IN HOME CARE MISC.	COTE, PATRICIA	CLOTHING	OCTOBER	10/25/18	146.77	67500
292-000-840.95	IN HOME CARE MISC.	LANGER, M.S.W., PH.D.	PSYCH EVAL	10/23/2018	10/25/18	500.00	67516
292-000-850.00	TELEPHONE	CAMERON CLARK	REIM FOR MILEAGE, PHONE	OCT	11/01/18	50.00	67569
292-000-860.00	TRAVEL/GAS CARDS	BENZIE TRANSPORTATION	BUS PASSES FOR IHC CLIENTS	2000	10/25/18	175.00	67485
292-000-862.00	MENTORING/TUTORING	PENSYL, KRISTIN	TUTORING	10/23	10/25/18	1,800.00	67532
292-000-862.01	INCENTIVES	CASALAE FARMS, INC	HORSEBACK RIDING LESSONS	OCT.23	10/25/18	225.00	67490
292-000-862.03	SUBSTANCE ABUSE COUNSEL	CATHOLIC HUMAN SERVIC	SUBSTANCE ABUSE COUNSELING	10/23/18	10/25/18	195.50	67491
Total For Dept 000							3,730.37
Total For Fund 292 CHILD CARE FUND							3,730.37
Fund 295 VETERAN'S MEMORIAL FUND							
Dept 000	PROJECT EXPENSES	HONOR BUILDING SUPPLY	ROELOFS ACCT/ VA MEMORIAL	378135	11/08/18	3,498.00	67668
295-000-967.00	PROJECT EXPENSES	ROELOFS, ROBERT	ZONING PERMIT	VA MEMORIAL	11/08/18	80.00	67693
295-000-967.00	PROJECT EXPENSES	ROELOFS, ROBERT	FLAGS FOR VETERANS MEMORIAL	102518	11/08/18	773.05	67693
Total For Dept 000							4,351.05
Total For Fund 295 VETERAN'S MEMORIAL FUND							4,351.05
Fund 371 JAIL RESERVE FUND							
Dept 000	CAPITAL OUTLAY - EQUIPME	FLOOR COVERING BROKER	2ND HALF OF CARPET INSTALL	CG802133	11/08/18	6,419.54	67660
371-000-370.00						6,419.54	
Total For Dept 000							6,419.54
Total For Fund 371 JAIL RESERVE FUND							6,419.54
Fund 412 MCF RENOVATIONS FUND							
Dept 000	LEGAL FEES	HILGER HAMMOND	SERVICES THRU 9/30/18 - BUILDING A	15644	11/01/18	8,768.91	67586
412-000-810.00	LEGAL FEES	STRAUB, PETTITT, AND	SERVICES FOR SEPT 2018 / BUILDING	36	11/01/18	1,712.01	67617
412-000-810.00	PROJECT EXPENSES	COMSTOCK CONSTRUCTION	SERVICE THRU SEPT 2018 / MAPLES PH	002	11/01/18	204.96	67575
412-000-967.00						10,685.88	
Total For Dept 000							10,685.88
Total For Fund 412 MCF RENOVATIONS FUND							10,685.88
Fund 516 DELINQUENT TAX REVOLVING FUND							
Dept 000	CASH OVER/SHORT	GERALD AND BETTY KLEI	OVERPAYMENT ON DELINQUENT TAXES	101918	11/01/18	5.02	67581
516-000-694.00	CASH OVER/SHORT	WALTER & GERALDINE DO	OVERPAYMENT OF DELINQUENT TAXES	101818	11/01/18	12.01	67628
516-000-694.00	CONTINGENCY	SUNTRUST BANK	QTRLY BANK FEE 9/30/18	347000120	11/08/18	33.75	67702
516-000-999.00						50.78	
Total For Dept 000							50.78
Total For Fund 516 DELINQUENT TAX REVOLVING FUND							50.78
Fund 532 TAX FORECLOSURE FUND							
Dept 253 COUNTY TREASURER	CONTRACTED SERVICES - RE	BENZIE COUNTY TREASUR	PETTY CASH REIMBURSEMENT	103118	11/01/18	90.00	67565
532-253-800.00							

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 532 TAX FORECLOSURE FUND							
Dept 253 COUNTY TREASURER							
532-253-800.00	CONTRACTED SERVICES - RE	BENZIE COUNTY REGISTE	TO RECORD 5 REDEMPTIONS	110218	11/08/18	150.00	67639
532-253-810.00	LEGAL FEES	MICHIGAN ASSOCIATION	ANNUAL MEMBERSHIP DUES	1118	11/01/18	500.00	67602
			Total For Dept 253 COUNTY TREASURER			740.00	
			Total For Fund 532 TAX FORECLOSURE FUND			740.00	
Fund 569 BUILDING AUTHORITY							
Dept 000							
569-000-721.00	PER DIEM	CLARK, JAMES	PER DIEM FOR BUILDING AUTHORITY	101818	11/01/18	35.00	67574
569-000-721.00	PER DIEM	JOHNSON, JEFF	PER DIEM FOR BUILDING AUTHORITY	101818	11/01/18	35.00	67589
569-000-860.00	TRAVEL	CLARK, JAMES	MILEAGE FOR 10/18/18	101818M	11/01/18	13.63	67574
569-000-860.00	TRAVEL	JOHNSON, JEFF	MILEAGE FOR 10/18/18	101818M	11/01/18	7.53	67589
			Total For Dept 000			91.16	
			Total For Fund 569 BUILDING AUTHORITY			91.16	
Fund 701 GENERAL AGENCY FUND							
Dept 136 DISTRICT COURT							
701-136-214.01	DUE TO SHERIFF'S DEPT -	BENZIE COUNTY SHERIFF	OCTOBER 2018 OWI REIMB	DP63	11/08/18	655.25	67643
701-136-228.20	DUE STATE - DNR JUDGE	STATE OF MICHIGAN	OCTOBER 2018 DISTRICT COURT FEE TR	DC10/2018	11/08/18	4,745.00	67699
701-136-228.30	DUE STATE - D. L. REINS	STATE OF MICHIGAN	OCTOBER 2018 DISTRICT COURT FEE TR	DC10/2018	11/08/18	90.00	67699
701-136-228.37	DUE STATE - CRIME VICTIM	STATE OF MICHIGAN	OCTOBER 2018 DISTRICT COURT FEE TR	DC10/2018	11/08/18	5,743.80	67699
701-136-228.42	DUE STATE - STATE COURT	STATE OF MICHIGAN	OCTOBER 2018 DISTRICT COURT FEE TR	DC10/2018	11/08/18	290.00	67699
701-136-228.47	DUE STATE - OWI REIMBURS	STATE OF MICHIGAN	OCTOBER 2018 DISTRICT COURT FEE TR	DC10/2018	11/08/18	200.00	67699
701-136-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	OCTOBER 2018 DISTRICT COURT FEE TR	DC10/2018	11/08/18	480.00	67699
701-136-228.57	DUE STATE - STATE JURY	STATE OF MICHIGAN	OCTOBER 2018 DISTRICT COURT FEE TR	DC10/2018	11/08/18	90.00	67699
701-136-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	OCTOBER 2018 DISTRICT COURT FEE TR	DC10/2018	11/08/18	2,366.00	67699
701-136-228.59	DUE STATE - JUSTICE SYST	STATE OF MICHIGAN	OCTOBER 2018 DISTRICT COURT FEE TR	DC10/2018	11/08/18	7,033.00	67699
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED: BIGELOW	18-321-FY	10/25/18	500.00	67475
701-136-265.00	CASH BONDS PAYABLE	NEIHARDT, DEVIN	BOND RETURNED: NEIHARDT	18-331-ST	10/25/18	100.00	67525
701-136-265.00	CASH BONDS PAYABLE	VIDEKL, JOSEPH	BOND RETURN: VIDEKI	18-309-ST	10/25/18	200.00	67548
701-136-265.00	CASH BONDS PAYABLE	BOYNTON, NEAL W	RETURN BOND: BOYNTON	18-083-FY	11/01/18	5,000.00	67568
701-136-271.00	RESTITUTIONS PAYABLE	MACKENZIE, VICKI	RESTITUTION PAID BY HEATHER MCPHER	18-069-SD	11/01/18	50.00	67594
701-136-271.00	RESTITUTIONS PAYABLE	BEEHLER, SCOTT	RESTITUTION FROM ETHAN C GOSMA	17-337-FY	11/08/18	200.00	67637
701-136-271.00	RESTITUTIONS PAYABLE	HERN, MICHAEL	RESTITUTION FROM CAITLYN FITZHUGH	17-284-FY	11/08/18	60.00	67666
701-136-271.00	RESTITUTIONS PAYABLE	REECER, BRADLEY	RESTITUTION FROM SHONNA GEE *PAID	15-004-SM	11/08/18	44.92	67692
701-136-272.00	RECOVERY COURT	BENZIE COUNTY SHERIFF	RECOVERY COURT DRUG TEST LOG	SC2	10/25/18	30.10	67484
701-136-275.00	REFUNDS	OSTRANDER, DAVID L	REFUND: OVERPAYMENT	18-X3337441B-SI	10/25/18	10.00	67531
			Total For Dept 136 DISTRICT COURT			27,888.07	
Dept 141 FRIEND OF THE COURT							
701-141-222.04	DUE MANISTEE - STATUTORY	MANISTEE COUNTY TREAS	FOC FEE COLLECTIONS OCT 2018	103118	11/01/18	952.04	67597
701-141-222.05	DUE MANISTEE - PROCESSIN	MANISTEE COUNTY TREAS	FOC FEE COLLECTIONS OCT 2018	103118	11/01/18	124.72	67597
			Total For Dept 141 FRIEND OF THE COURT			1,076.76	
Dept 148 PROBATE COURT							
701-148-228.06	DUE STATE - SHARED FEES	STATE OF MICHIGAN	OCTOBER 2018 PROBATE FEE TRANSMITT	10/2018	11/08/18	1,040.02	67698
701-148-228.42	DUE STATE - GENERAL FEES	STATE OF MICHIGAN	OCTOBER 2018 PROBATE FEE TRANSMITT	10/2018	11/08/18	140.25	67698
701-148-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	OCTOBER 2018 PROBATE FEE TRANSMITT	10/2018	11/08/18	200.00	67698
701-148-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	OCTOBER 2018 PROBATE FEE TRANSMITT	10/2018	11/08/18	1,200.00	67698
			Total For Dept 148 PROBATE COURT			2,580.27	
Dept 215 COUNTY CLERK							
701-215-228.05	DUE STATE - NOTARY FEES	MICHIGAN DEPARTMENT O	NOTARY FEE TRANSMITTAL	OCT 2018	11/08/18	12.00	67680

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 701 GENERAL AGENCY FUND							
Dept 215 COUNTY CLERK							
701-215-228.37	DUE STATE - CRIME VICTIM	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	OCTOBER 2018	11/08/18	489.60	67700
701-215-228.42	DUE STATE - STATE COURT	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	OCTOBER 2018	11/08/18	160.00	67700
701-215-228.56	DUE STATE - EFLING FEE	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	OCTOBER 2018	11/08/18	200.00	67700
701-215-228.57	DUE STATE - STATE JURY	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	OCTOBER 2018	11/08/18	25.00	67700
701-215-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	OCTOBER 2018	11/08/18	952.00	67700
701-215-228.59	DUE STATE - JUSTICE SYST	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	OCTOBER 2018	11/08/18	346.00	67700
701-215-265.00	CASH BONDS PAYABLE	BENZIE COUNTY CLERK	BOND MONEY APPLIED BRIAN BOUGHNER	18-2571-FC	11/01/18	180.00	67563
701-215-265.00	RESTITUTIONS PAYABLE	85TH DISTRICT COURT	BOND MONEY FOR ELIJAH LONSDALE	18-2571-FC	11/08/18	500.00	67631
701-215-271.00	RESTITUTIONS PAYABLE	CRIME VICTIM'S SERVIC	RESTITUTION FROM ROBERT CHEEK	11-2219-FC	10/25/18	139.04	67500
701-215-271.00	RESTITUTIONS PAYABLE	JACOB VON BUSKIRK	RESTITUTION FROM CODY HALL	14-2348-FH	10/25/18	20.00	67511
701-215-271.00	RESTITUTIONS PAYABLE	JUDITH VICKERY	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	10/25/18	50.00	67517
701-215-271.00	RESTITUTIONS PAYABLE	LUTHER MICHELS	RESTITUTION FROM ADRIAN GRAY	16-2475-FH	10/25/18	15.00	67559
701-215-271.00	RESTITUTIONS PAYABLE	AMANDA CARPETNER	RESTITUTION FROM PATRICK KUHLMAN	13-2315-FH	11/01/18	10.00	67590
701-215-271.00	RESTITUTIONS PAYABLE	JUDITH VICKERY	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	11/01/18	10.00	67598
701-215-271.00	RESTITUTIONS PAYABLE	MATTHEW STAPLETON	RESTITUTION FROM KELLI STAPLETON	13-2344-FC	11/01/18	4,000.00	67599
701-215-271.00	RESTITUTIONS PAYABLE	MEMBERS CREDIT UNION	RESTITUTION FROM JENNY KETZ	12-2274-FH	11/01/18	50.00	67599
701-215-271.00	RESTITUTIONS PAYABLE	TOM AND ROBIN LEE	RESTITUTION FROM DONALD MARSHALL	14-2364-FH	11/01/18	75.00	67621
701-215-271.00	RESTITUTIONS PAYABLE	TRAVERSE NARCOTICS TE	RESTITUTION FROM KYLE BARRINGER	17-2528-FH	11/01/18	10.00	67622
701-215-271.00	RESTITUTIONS PAYABLE	JACOB VON BUSKIRK	RESTITUTION FROM DAWN RUCKI	14-2350-FH	11/08/18	15.00	67672
701-215-271.00	RESTITUTIONS PAYABLE	JUDITH VICKERY	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	11/08/18	10.00	67673
701-215-271.00	RESTITUTIONS PAYABLE	LUTHER MICHELS	RESTITUTION FROM ADRIAN GRAY	16-2475-FH	11/08/18	20.00	67676
701-215-271.00	RESTITUTIONS PAYABLE	TRAVERSE NARCOTICS TE	RESTITUTION FROM KYLE BARRINGER	17-2528-FH	11/08/18	10.00	67706
701-215-271.10	FAMILY DIVISION RESTITUT	HONOR BANCORP INC.	RESTITUTION FROM ALEX SMITH	10-1656-DL	10/25/18	20.00	67507
701-215-271.10	FAMILY DIVISION RESTITUT	JOHN DAUGHERTY	RESTITUTION FROM CONNOR MILLER	06-1378-DL	11/01/18	10.00	67588
701-215-271.10	FAMILY DIVISION RESTITUT	CONNIE MCCLAREN	RESTITUTION FROM JOSHUA STEPHENSON	99-0399-DL	11/08/18	50.00	67650
701-215-299.03	CIRCUIT COURT MISCELLANE	DAVID W. SMITH	OVERPAYMENT OF AMBULANCE RE: DAVID	15-3655	10/25/18	50.00	67502
701-215-299.03	CIRCUIT COURT MISCELLANE	MEDICARE PLUE BLUE	OVERPAYMENT OF AMBULANCE RE: BERNI	17-16947	10/25/18	549.06	67521
701-215-299.03	CIRCUIT COURT MISCELLANE	85TH DISTRICT COURT	JOSHUA IDA	C14944035	11/08/18	20.00	67632
701-215-299.03	CIRCUIT COURT MISCELLANE	DEPT OF VETERANS AFFA	OVERPAYMENT OF AMBULANCE BILL FOR	17-16912	11/08/18	264.77	67654
701-215-299.03	CIRCUIT COURT MISCELLANE	EUNICE J. KITTENDORF	OVERPAYMENT OF AMBULANCE RUN	18-9317	11/08/18	175.00	67655
701-215-299.03	CIRCUIT COURT MISCELLANE	EUNICE J. KITTENDORF	OVERPAYMENT OF AMBULANCE BILL	18-6969	11/08/18	175.00	67656
Total For Dept 215 COUNTY CLERK						8,612.47	
Dept 253 COUNTY TREASURER							
701-253-275.00	TAX OVERPAYMENTS/REFUNDS	WINDERMULLER ELECTRIC,	REFUND FOR OVERPAYMENT ON PERMIT	OVERPYMT	10/25/18	160.00	67556
701-253-275.00	TAX OVERPAYMENTS/REFUNDS	CRAIG VUILLEMOT	OVERPAYMENT ON DOG LICENSE	110218	11/08/18	20.00	67652
Total For Dept 253 COUNTY TREASURER						180.00	
Dept 261 MSU EXTENSION							
701-261-235.00	DUE TO MSU	4-H LEADERS ASSOCIATI	SOLD 10 PLAT BOOKS	102218	11/01/18	300.00	67557
Total For Dept 261 MSU EXTENSION						300.00	
Dept 301 SHERIFF							
701-301-228.16	DUE STATE - FINGER PRINT	STATE OF MICHIGAN (#3	LIVESCAN OCT 2018 DUE STATE	551-528532	11/08/18	210.00	67701
Total For Fund 701 GENERAL AGENCY FUND						210.00	
						40,847.57	



GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
			Fund Totals:				
			Fund 101 GENERAL FUND			178,272.73	
			Fund 205 TNT OFFICER MILLAGE FUND			1,681.77	
			Fund 213 JAIL OPERATIONS FUND			44,075.48	
			Fund 214 EMERGENCY MEDICAL SERVICES			20,065.35	
			Fund 220 MARINE PATROL FUND			393.14	
			Fund 228 SOLID WASTE/RECYCLING FUND			1,717.11	
			Fund 247 ANIMAL CONTROL FUND			2,990.43	
			Fund 249 BUILDING DEPARTMENT FUND			3,441.66	
			Fund 256 REG OF DEEDS AUTOMATION FUN			1,859.49	
			Fund 261 911 EMERGENCY SERVICE FUND			5,511.54	
			Fund 292 CHILD CARE FUND			3,730.37	
			Fund 295 VETERAN'S MEMORIAL FUND			4,351.05	
			Fund 371 JAIL RESERVE FUND			6,419.54	
			Fund 412 MCF RENOVATIONS FUND			10,685.88	
			Fund 516 DELINQUENT TAX REVOLVING FU			50.78	
			Fund 532 TAX FORECLOSURE FUND			740.00	
			Fund 569 BUILDING AUTHORITY			91.16	
			Fund 701 GENERAL AGENCY FUND			40,847.57	
			Total For All Funds:			326,925.05	

**Finance Issues:**

Approval of the payment of bills from October 24, 2018 to November 12, 2018 in the amount of \$326,925.05.

The Michigan Association of Land Bank Leadership Summit was held October 23/24 in Frankenmuth. I was reelected treasurer of that group for another term. It was a great learning exchange, and I am looking forward to the projects that come from these informational exchanges in our own communities.

It is also tax printing time in our office. We are preparing the databass for Winter billing. Be patient with our office this week because of this added responsibility, but also because we will be short staffed this week as two members of our staff will be attending tax training both today and tomorrow.

Airport auditors will be in our office next week, in addition to continued tax printing in our office.

Fund	Description	Beginning Balance 10/01/2018	Total Debits	Total Credits	Ending Balance 11/13/2018
101	GENERAL FUND	1,006,814.46	1,592,912.34	1,543,310.56	1,056,416.24
201	BENZIE COUNTY ROAD COMMISSION	1,554,060.01	1,148,612.83	618,178.86	2,084,493.98
205	TNT OFFICER MILLAGE FUND	54,532.21	14,374.18	28,716.34	40,190.05
206	SHERIFF'S K-9 FUND	18,487.94	79.36	158.72	18,408.58
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	0.00	0.00	0.00	0.00
212	BENZIE KIDS	3,462.55	0.00	0.00	3,462.55
213	JAIL OPERATIONS FUND	122,177.79	232,728.01	429,894.81	(74,989.01)
214	EMERGENCY MEDICAL SERVICES (EMS) FUN	409,267.44	299,137.30	359,988.75	348,415.99
215	FRIEND OF THE COURT FUND	77,759.82	600.00	0.00	78,359.82
216	SEASONAL ROAD PATROL FUND	26,604.56	7,600.81	161.62	34,043.75
217	SNOWMOBILE PATROL FUND	7,174.00	69.51	139.02	7,104.49
218	PARKS & REC - ICE RINK	16.69	0.00	0.00	16.69
219	AIRPORT AUTHORITY FUND	745.28	4,606.19	9,212.38	(3,860.91)
220	MARINE PATROL FUND	2,854.68	1,663.72	3,327.44	1,190.96
221	BENZIE-LEELANAU DIST HEALTH DEPT FUN	31,991.49	394,806.29	322,889.54	103,908.24
228	SOLID WASTE/RECYCLING FUND	145,031.58	31,727.56	45,584.74	131,174.40
230	BETSIE VALLEY TRAIL MANAGEMENT FUND	(6,588.53)	10,794.86	1,589.72	2,616.61
231	SOIL EROSION (SESSC) FUND	36,643.00	3,640.00	5,600.00	34,683.00
235	CDBG GRANTS	0.00	0.00	0.00	0.00
241	LAND BANK AUTHOITY FUND	111,437.95	0.00	0.00	111,437.95
243	BROWNFIELD REDEVELOPMENT AUTHORITY F	20,719.82	0.00	0.00	20,719.82
244	E.D.C. ENTERPRISE FUND	3,233.54	2,423.37	0.00	5,656.91
245	REMONUMENTATION/SURVEY GRANT FUND	28,061.07	0.00	0.00	28,061.07
246	GIS INFORMATION SYSTEM	7,111.28	0.00	0.00	7,111.28
247	ANIMAL CONTROL FUND	173,464.43	21,476.65	34,942.76	159,998.32
249	BUILDING DEPARTMENT FUND	129,042.13	104,606.74	140,504.28	93,144.59
256	REG OF DEEDS AUTOMATION FUND	130,945.67	8,996.18	11,582.36	128,359.49
258	HOMELAND SECURITY GRANTS	1,629.99	0.00	0.00	1,629.99
260	CPL CLERK TECHNOLOGY FUND	29,453.27	1,258.00	0.00	30,711.27
261	911 EMERGENCY SERVICE FUND	436,216.42	292,824.19	188,991.76	540,048.85
262	DISPATCHER TRAINING FUND	20,042.49	0.00	0.00	20,042.49
263	LOCAL CORRECTION OFFICER'S TRAINING	12,785.64	1,400.00	0.00	14,185.64
264	SHERIFF FORFEITURE FUND	3,839.49	0.00	0.00	3,839.49
265	JUSTICE TRAINING (302) FUND	5,681.36	1,579.98	0.00	7,261.34
269	LAW LIBRARY FUND	1,713.96	1,232.64	2,465.28	481.32
276	COMMISSION ON AGING MILLAGE FUND	332,339.37	86,055.02	171,673.14	246,721.25
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	54,298.83	45,487.23	32,300.60	67,485.46
293	VETERAN'S RELIEF FUND	73,375.88	789.69	1,553.30	72,612.27
294	VETERANS TRUST FUND	0.00	0.00	0.00	0.00
295	VETERAN'S MEMORIAL FUND	61,581.19	4,784.80	8,769.60	57,596.39
296	JUVENILE JUSTICE FUND	(1,303.51)	3,880.50	2,806.26	(229.27)
310	GOVERNMENT CENTER ADDITION DEBT FUND	34,310.13	9,250.15	350.00	43,210.28
312	MAPLES DEBT/MILLAGE FUND	184,237.18	127.32	0.00	184,364.50
371	JAIL RESERVE FUND	67,442.36	6,419.54	12,839.08	61,022.82

FROM 10/01/2018 TO 11/13/2018

FUND: ALL FUNDS

CASH ACCOUNTS

Fund	Description	Beginning Balance 10/01/2018	Total Debits	Total Credits	Ending Balance 11/13/2018
401	CAPITAL IMPROVEMENT FUND	161,042.86	0.00	0.00	161,042.86
412	MCF RENOVATIONS FUND	279,460.33	212,949.68	425,899.36	66,510.65
415	RAILROAD POINT	7,486.02	0.00	0.00	7,486.02
425	EQUIPMENT REPLACEMENT FUND	62,162.67	14,898.65	0.00	77,061.32
512	MEDICAL CARE FACILITY FUND	1,775,919.54	901,240.74	871,168.40	1,805,991.88
516	DELINQUENT TAX REVOLVING FUND	4,577,214.08	240,838.80	183,390.47	4,634,662.41
532	TAX FORECLOSURE FUND	867,230.64	6,508.61	4,137.22	869,602.03
535	CDBG HOUSING GRANT FUND	66,036.82	24,038.00	0.00	90,074.82
569	BUILDING AUTHORITY	4,931.24	394.15	788.30	4,537.09
595	COMMISSARY/CONCESSION FUND-JAIL	1,410.36	0.00	0.00	1,410.36
616	TREASURER'S TAX ADMINISTRATION FUND	53,260.25	0.00	0.00	53,260.25
701	GENERAL AGENCY FUND	4,280,252.30	1,266,857.57	4,391,098.31	1,156,011.56
704	PAYROLL CLEARING FUND	17,491.65	293,253.81	237,225.65	73,519.81
721	LIBRARY PENAL FINE FUND	26,762.95	10,801.50	0.00	37,564.45
764	SHERIFF'S INMATE TRUST FUND	37,303.36	19,026.25	2,934.45	53,395.16
775	SUMMER TAX COLLECTION FUND	0.00	0.00	0.00	0.00
TOTAL - ALL FUNDS		17,635,299.98	7,326,752.72	10,094,173.08	14,867,879.62



## OFFICE OF THE TREASURER

**Michelle L. Thompson, Treasurer**

448 Court Place

Beulah, Michigan 49617

(231) 882-0011 Fax (231) 882-4844

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

TO: Benzie County Board of Commissioners

FROM: Michelle Thompson, County Treasurer

DATE: November 8, 2018

RE: Grant Administration

The County Treasurer's office was originally tasked with grant administration in the fall of 2009 when the County Administrator's office was disbanded. We were assigned a couple of annual grants for committees that do not have staff, namely Remonumentation and the maintenance grant for the Betsie Valley Trailway Management Committee. We have administered many Point Betsie Lighthouse grants, several trailway improvement grants, the Secondary Road Patrol grant, Homeland Security Grant, FEMA grant for RRPNA, along with others that have come along. With all of that came a learning opportunity, and it was so important to the improvements being made in Benzie County, we felt rewarded for our efforts. The County Treasurer's office has taken on additional tasks throughout my tenure, in team spirit, to better our County in many ways.

With the increasing obligations with tax foreclosure and the management of the process, the properties, and the people involved in this process, as well as the increase in the Land Bank activities as it relates to economic development in Benzie County, we find that our time is being stretched.

The Treasurer's office would like to continue the administration of the Remonumentation and BVTMC maintenance grants, as these are annual, and we are very knowledgeable with their processes. I believe that the Sheriff's office could be assigned the Secondary Road Patrol grant, as they have direct knowledge of the grant, its process, manage the functions, and they have done this in the past. The remaining grants will require someone to be assigned as the Grant Administrator for Benzie County.

Thank you for the opportunity to gain experience in grant administration and be involved with the projects relating to them. Thank you for allowing us to participate in the improvement of Benzie County, as we have taken great pride in doing this for you.

RECEIVED

NOV 08 2018

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

# Committee Of The Whole



## COMMISSIONERS

Page 3 of 4

October 23, 2018

MIDC Committee: Motion by Jeannot, seconded by Roelofs, to recommend to the Board of Commissioners to create the Public Defenders Committee. Ayes: Carland, Griner, Jeannot, Money, Roelofs and Sauer. Exc: Warsecke Nays: None Motion carried.

3:00 p.m. Public Input

Sherry Taylor – Frank Post request for cable, nobody questioned why he needs cable. You can watch any new on the internet. Last February when the Sheriff came before you to get funds for a matching grant, it was turned down.

Mitch Deisch will investigate other options besides cable for the Emergency Management Department and bring it back to the next Board of Commissioners meeting.

3:06 p.m. Public Input closed.

3:07 p.m. Motion by Roelofs, seconded by Sauer, to adjourn. Ayes: Carland, Griner, Jeannot, Money, Roelofs and Sauer. Exc: Warsecke Nays: None Motion carried.

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Coury Carland

Tammy Bowers, Benzie County Chief Deputy Clerk

**COMMISSIONERS**

Page 4 of 4

October 23, 2018

Motion by WW, seconded by BR, to approve the Committee of the Whole Consent Calendar as follows:

1. To approve the State of Michigan quote of \$108,000, with funds coming out of the 911 reserve 261-000-691.00, to purchase the additional equipment to finish the AFG project.
2. To approve cable TV for the Emergency Management Department up to \$1,100.
3. To authorize the cost of \$153,436.38, to be financed through Stryker, for the purchase of 5 new heart monitors, to be paid off over the next three years, with funds coming out of EMS Equipment 214-655-970.00.
4. To authorize the County Administrator to make decisions for use of space on a temporary basis.
5. To approve CoolLED to install the lighting in the Sheriff Department and Jail facility, with funds of \$25,882.40 from the jail reserve fund.
6. To approve the Travel and Business Expense Policy as revised.
7. To create the Public Defenders Committee.

## COMMISSIONERS

Page 2 of 4

October 23, 2018

Tom King:

Presented request to replace 5 heart monitors.

**Motion by Roelofs, seconded by Money to recommend to the Board of Commissioners to authorize the cost of \$153,436.38, to be financed through Stryker, for the purchase of 5 new heart monitors, to be paid off over the next three years, with funds coming out of EMS Equipment 214-655-970.00. Ayes: Carland, Griner, Jeannot, Money, Roelofs and Sauer. Exc: Warsecke Nays: None Motion carried.**

Tom King stated that Frank Post will be applying for a grant for the Lucas CPR devices. This item will be brought back later.

Mitch Deisch :

Compensation for new hires -- discussion held regarding probation period for new non-union employees regarding pay increases.

Space study -- need to move quicker on space for the Regional Defenders office. Comm Jeannot stated that we need to treat the Probation Department with the same priority as the MIDC office, regarding space issues.

**Motion by Carland, seconded by Roelofs, to recommend to the Board of Commissioners to authorize the County Administrator to make decisions for use of space on a temporary basis. Ayes: Carland, Griner, Jeannot, Money, Roelofs and Sauer. Exc: Warsecke Nays: None Motion carried.**

Susan Boyd:

Cool LED lighting:

**Motion by Roelofs, seconded by Money to recommend to the Board of Commissioners to approve Cool LED to install the lighting in the Sheriff Department and Jail facility, with funds of \$25,882.40 from the jail reserve fund. Ayes: Carland, Griner, Jeannot, Money, Roelofs and Sauer. Exc: Warsecke Nays: None Motion carried.**

Dan Smith wanted to let the Board of Commissioner know that that they will be using the funds from the jail reserve fund to hook up the new water valves to the generator. It was overlooked when they were installed that if the power goes out, the toilets cannot be flushed.

Maridee:

Travel Policy - Discussion was held regarding compensation for in county meal reimbursement and modification to travel policy. Under Meals: Change to "Benzie County will pay employee for meals while on approved business." Remove "that is conducted outside of the County." Remove all of Food Service/Tips. Under Travel Claims remove "meals".

**Motion by Sauer, seconded by Roelofs to recommend to the Board of Commissioners to approve the Travel and Business Expense Policy as revised. Ayes: Carland, Griner, Jeannot, Money, Roelofs and Sauer. Exc: Warsecke Nays: None Motion carried.**

COTW - to keep the public more informed, Maridee will post the COTW agendas, packet and minutes to the website.

**THE BENZIE COUNTY BOARD OF COMMISSIONERS  
COMMITTEE OF THE WHOLE  
October 23, 2018**

The Benzie County Board of Commissioners met as a Committee of the Whole on Tuesday, October 23, 2018, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Commissioner Coury Carland at 1:30 p.m.

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

The Pledge of Allegiance was recited.

**Agenda:**

Motion by Roelofs, seconded by Money, to approve the agenda as amended. Adding Ron Berns after #6; add CoolLED, Travel Policy, COTW and MIDC committee after #10. Ayes: Carland, Griner, Jeannot, Money, Roelofs and Sauer. Exc: Warsecke Nays: None Motion carried.

**Minutes:**

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

1:33 p.m. Public Input – None

Ron Berns:

Currently have a 911 failure right now. Three vendors and I are on a bridge call because we are switching from AT&T and PFN. Will take 30 minutes to load the program to resolve it. Calls are being routed through Manistee County. Request to go forward with additional channels to the radio towers, because we are adding 150 radios to the fire and EMS system. Cost will be \$108,000 to finish the AFG project.

**Motion by Sauer, seconded by Roelofs, to recommend to the Board of Commissioners to approve the State of Michigan quote of \$108,000, with funds coming out of the 911 reserve 261-000-691.00, to purchase the additional equipment to finish the AFG project. Ayes: Carland, Griner, Jeannot, Money, Roelofs and Sauer. Exc: Warsecke Nays: None Motion carried.**

Comm Jeannot – let the record reflect that this activity may be started in advance of the next Board of Commissioners meeting.

Frank Post: Not present.

Written request for up to \$1,100 annually for cable in the Emergency Management office.

**Motion by Jeannot, seconded by Money, to recommend to the Board of Commissioners, to approve cable TV for the Emergency Management Department up to \$1,100. Ayes: Carland, Griner, Jeannot, Money, Roelofs and Sauer. Exc: Warsecke Nays: None Motion carried.**

## BUDGET AMENDMENT REQUEST

This form is used when the below changes WILL increase or decrease the bottom line total of your budget.

This requires approval from the Board of Commissioners. Please fill out this form and present it to the County Administrator, with appropriate documentation supporting the amendment request.

DATE: 10/23/2018

Request to Amend the 2018/19 Budget for the following:

### Account to be Increased:

Line Number	Account Name	Amount
261-325-970.00	Equipment	108,000.00

Total \$ 108,000.00

### Account to be Decreased:

Line Number	Account Name	Amount
261-000-691.00	Fund Balance	108,000.00

Total \$ 108,000.00

SIGNED: \_\_\_\_\_

Add 3 channels to MPSCS towers - AFG Project

## BUDGET AMENDMENT REQUEST

This form is used when the below changes WILL increase or decrease the bottom line total of your budget.

This requires approval from the Board of Commissioners. Please fill out this form and present it to the County Administrator, with appropriate documentation supporting the amendment request.

DATE: 10/1/2018

Request to Amend the 2018/19 Budget for the following:

### Account to be Increased:

Line Number	Account Name	Amount
101-426-957.00	Miscellaneous	1,100.00

Total \$ 1,100.00



Grant Funding will be increased also

### Account to be Increased/Decreased:

Line Number	Account Name	Amount
101-000-691.00	Fund Balance	1,100.00

Total \$ 1,100.00

SIGNED: \_\_\_\_\_

## BUDGET AMENDMENT REQUEST

This form is used when the below changes WILL increase or decrease the bottom line total of your budget.

This requires approval from the Board of Commissioners. Please fill out this form and present it to the County Administrator, with appropriate documentation supporting the amendment request.

DATE: 10/18/2018

Request to Amend the 2018/19 Budget for the following:

### Account to be Increased:

Line Number	Account Name	Amount
371-000-970.00	Capital Outlay-Equipment	25,882.40

Total \$ 25,882.40

### Account to be Decreased:

Line Number	Account Name	Amount
371-000-691.00	Budgeted Use of Fund Balance	25,882.40

25,882.40

SIGNED: \_\_\_\_\_

*J. Boyd* *Sam Lee*



# Committee Appointments

# ACTION ITEMS



## Memorandum

**To:** Gary Sauer, Chairman of the Benzie County Board of Commissioners  
**From:** Frank Post, Emergency Management Coordinator  
**Date:** November 2, 2018  
**Subject:** 2% Revenue Sharing Grants

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Attached are 2% Applications for 2 projects that are county wide projects being facilitated through the Office of Emergency Management. The grant cycle closes on November 30<sup>th</sup>, 2018.

### **FIRE EXTINGUISHER TRAINER**

Benzie County Emergency Management is requesting a total of \$7,281.00 to purchase a fire extinguisher training system that will be used by the Office of Emergency Management, Citizens Emergency Response Team (CERT) and the six (6) Benzie County Fire Departments to train their personnel as well as the citizens in their community on the proper use of fire extinguishers.

### **LUCAS MECHANICAL CHEST COMPRESSION UNITS**

Benzie County Office of Emergency Management is sponsoring a request to purchase an additional seven (7) mechanical chest compression units at a cost of \$91,553 that will be supplied to all of the emergency first responder non-transport and two of the transport services in Benzie County. This is a follow up request for funding to complete our goal of all emergency first responder medical units in Benzie County with mechanical chest compression machines. If you will recall, the Grand Traverse Band of Ottawa and Chippewa Indians authorized \$29,180 in the grant cycle of January of 2016 that purchased two (2) of the units. The mechanical chest compression machines cost estimated at \$13,079.00 each (including spare battery and charging cord). We are proposing to deploy them to the first responder units that may reach individuals in "cardiac arrest" prior to an ambulances arrival and can begin the manual chest compressions.

### **RECOMMENDATION**

I am recommending the Benzie County Board of Commissioners approve the aforementioned applications and authorize the Chair to sign on behalf of the county.

RECEIVED

NOV 06 2018

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

## Tribal Council Allocation of 2% Funds Application Form

**PLEASE NOTE:**

Under the terms of the consent decree, which settled *Iribes v. Engler* (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

**ONLY APPLICATIONS FROM LOCAL UNITS OF GOVERNMENT LOCATED WITHIN  
GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% FUNDING**

1. Allocation Cycle: \_\_\_\_\_ JUNE – New submission date, Postmarked by **MAY 31st**  
 \_\_\_\_\_ **X** DECEMBER – New submission date, Postmarked by **NOVEMBER 30th**

2. Name of Applicant: Benzie County Office of Emergency Management  
Address: 448 Court Place Room 134  
Beulah, Michigan 49617

Phone #: (231) 882-0567 Fax #: (231) 882-0568

Printed Name: Gary Sauer

- **Authorized Signature:** \_\_\_\_\_  
(Signature of local unit of government official; e.g., county/city official, township supervisor, village president, college president, school superintendent)

Title: Chair, Benzie County Board of Commissioners

E-mail address: gsauer@benzieco.net

Printed Name of contact person: Frank Post

Telephone #: (231) 882-0567 Fax #: (231) 882-0568

E-mail address: fpost@benzieco.net

3. Type of Applicant: \_\_\_\_\_ Local Government \_\_\_\_\_ Local Court  
 \_\_\_\_\_ Township   X   County Commissioner \_\_\_\_\_ Road Commission  
 \_\_\_\_\_ Public School District \_\_\_\_\_ College \_\_\_\_\_ Charter School  
 \_\_\_\_\_ Public Library \_\_\_\_\_ Sheriff/Police Department \_\_\_\_\_ Fire Department  
 \_\_\_\_\_ 501c3 applying through local unit of government (name): \_\_\_\_\_

4. Fiscal Data: Amount Requested: \$ 7,281 Percent: 100 %  
Local Leveraging: \$ \_\_\_\_\_ Percent: 0 %  
(Match)  
Total Budget: \$ 7,281 Percent: 100 %

5. Target Population numbers: 22 Children 76 Adults 48 Elders  
(Indicate the 146 Total GTB member Community X Others  
number of GTB  
members)

6. Counties Impacted: \_\_\_\_\_ Antrim X Benzie \_\_\_\_\_ Charlevoix  
\_\_\_\_\_ Grand Traverse \_\_\_\_\_ Leelanau \_\_\_\_\_ Manistee

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

Benzie County Emergency Management is requesting a total of \$7,281.00 to purchase a fire extinguisher training system that will be used by the Office of Emergency Management, Citizens Emergency Response Team (CERT) and the six (6) Benzie County Fire Departments to train their personnel as well as the citizens in their community on the proper use of fire extinguishers.

According to a 2011 Harris interactive poll, 77% of employees said they would have felt more comfortable using a portable fire extinguisher to put out a fire had they been trained. Every facility has portable fire extinguishers. After all, it's required by law. However, most people do not know how to properly use them to put out a small fire before it grows? Fire extinguisher training ensures that our personnel, employees and citizens will be confident in their skills should a fire emergency occur and enables them to eliminate small fires before they grow and cause significant damage.

It only makes sense to prepare personnel, employees and citizens to use a fire extinguisher. The National Fire Prevention Association recommends that if an employer has provided portable fire extinguishers, the employer must also provide an educational program to familiarize employees with the principles of the fire extinguisher and the hazards involved in fighting incipient stage fires. This training is required to take place upon initial employment and annually thereafter. The local authority having jurisdiction for your facility may require that the training be provided more often.

Having employees trained to properly use a fire extinguisher is important and gives them confidence to react quickly during an emergency. This reality-based training will help protect our personnel, citizens and business'. Through hands-on training with fire simulations in a safe learning environment, we will be able to educate personnel, employees and citizens on the basics of fire extinguisher use, common fire hazards and proper extinguisher procedures.

This proposed fire extinguisher training system was presented to the Benzie County Firefighters/EMS Association and the Benzie County Fire Chiefs. Both organizations agree that it would be extremely beneficial to the Benzie County firefighting community and voted to endorse the proposed training at their October 16<sup>th</sup>, 2018 meeting.

8. This question only pertains to Indian Education Programs of Public-School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

- (a) Program formula: (1) \$5,000, up to \$10,000 per school district + (\$1,000, up to \$1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received, and the data provided within the report on the success of the school's Indian Education Program as a result of the 2% allocation.

**Please note:** 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of \$100,000, up to \$125,000 per school, based on the school's GTB membership count and data provided within the 2% report received from the previous year.

- (b) Recommendation from Parent Committee: \_\_\_\_\_ YES \_\_\_\_\_ NO

**Please have the Parent Committee sign the attached Certification Form.**

- (c) Describe parent involvement in project: \_\_\_\_\_

- (d) Does the school receive Title VII Indian Education Funds? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, how much: \_\_\_\_\_

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

Start Upon receipt of the grant Completion 90 days from receipt of the grant

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

X YES \_\_\_\_\_ NO. If yes, please list the start and end dates and amount:

There were successful grant applications prior to the grants listed below, however, I was unable to locate the dates and amounts in the records I had available to me.

Start Date	End Date	Amount
1/30/2015	6/2015	\$6,940.21
1/30/2015	6/2015	\$1,460.00
1/28/2016	4/2016	\$11,630.00
1/28/2016	4/2016	\$5,800.00
1/28/2016	4/2016	\$5,500.00
6/30/2016	9/2016	\$29,180.00
7/15/2017	12/2017	\$6,000.00

11. Is the proposed project new X or a continuation project \_\_\_\_\_?

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

12. If the previous project has been completed, did you submit your 2% report?   X   YES        NO.  
The 2% report must be submitted one year from the date you received your 2% award. If your report has not been submitted, your current application will not be considered! 2% Reports are mandatory for future grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682.
13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).  
Our rural community is home to many individuals who seek employment and entertainment at local casinos. These people are our family and friends and it is our job to ensure their safety. Local casinos provide a significant economic and social development boost to the region, thus enhancing the well-being of the community we all call home.
14. How will the success of the project be assessed (evaluation plan)? The training requested as a part a strategy to better educate our personnel, firefighters, businesses and citizens to act or react to fire when it is small and controllable and; thus; making Benzie County a safer community.
15. If new staff is required, will preference be given to Native American applicants?  
  X   YES        NO
16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

**IMPORTANT!! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:**

- 1) Execute authorized signature on first page, question #2.
- 2) Attach 1-page budget
- 3) Attach Parent Committee Certification Form if application is from an Indian Education/Title VII Program.
- 3) Submit by appropriate deadline:
  - If for June cycle, postmarked by May 31st.
  - If for December cycle, postmarked by November 30th.

Mail completed 2% applications to:

Attention: 2% Program  
Grand Traverse Band of Ottawa and Chippewa Indians  
2605 N.W. Bay Shore Drive  
Peshawbestown, MI 49682

If you have any questions, please call 231-534-7601



## Tribal Council Allocation of 2% Funds Application Form

**PLEASE NOTE:**

Under the terms of the consent decree, which settled *Tribes v. Engler* (Case No. 1:90-CV-611, U.S. Dist. Ct., West Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

**\*ONLY APPLICATIONS FROM LOCAL UNITS OF GOVERNMENT LOCATED WITHIN  
GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% FUNDING**

1. Allocation Cycle: \_\_\_\_\_ JUNE – New submission date, Postmarked by **MAY 31st**  
                                   **X** \_\_\_\_\_ DECEMBER – New submission date, Postmarked by **NOVEMBER 30th**

2. Name of Applicant: Benzie County Office of Emergency Management  
Address: 448 Court Place Room 134  
Beulah, Michigan 49617

Phone #: (231) 882-0567 Fax #: (231) 882-0568

Printed Name: Garv Sauer

- **Authorized Signature:** \_\_\_\_\_  
(Signature of local unit of government official; e.g., county/city official, township supervisor, village president, college president, school superintendent)

Title: Chair, Benzie County Board of Commissioners

E-mail address: gsauer@benzieco.net

Printed Name of contact person: Frank Post

Telephone #: (231) 882-0567 Fax #: (231) 882-0568

E-mail address: fpost@benzieco.net

3. Type of Applicant: \_\_\_\_\_ Local Government \_\_\_\_\_ Local Court  
 \_\_\_\_\_ Township   X   County Commissioner \_\_\_\_\_ Road Commission  
 \_\_\_\_\_ Public School District \_\_\_\_\_ College \_\_\_\_\_ Charter School  
 \_\_\_\_\_ Public Library \_\_\_\_\_ Sheriff/Police Department \_\_\_\_\_ Fire Department  
 \_\_\_\_\_ 501c3 applying through local unit of government (name): \_\_\_\_\_

4. Fiscal Data: Amount Requested: \$ 91,553 Percent: 100 %  
 Local Leveraging: \$ \_\_\_\_\_ Percent: 0 %  
 (Match)  
 Total Budget: \$ 91,553 Percent: 100 %
5. Target Population numbers: 22 Children 76 Adults 48 Elders  
146 Total GTB member Community X Others  
 (Indicate the number of GTB members)
6. Counties Impacted: \_\_\_\_\_ Antrim X Benzie \_\_\_\_\_ Charlevoix  
 \_\_\_\_\_ Grand Traverse \_\_\_\_\_ Leelanau \_\_\_\_\_ Manistee
7. Brief Description (purpose of funding); include statement of need:

Benzie County Office of Emergency Management is sponsoring a request to purchase an additional seven (7) mechanical chest compression units at a cost of \$91,553 that will be supplied to all of the emergency first responder non-transport and two of the transport services in Benzie County. This is a follow up request for funding to complete our goal of all emergency first responder medical units in Benzie County with mechanical chest compression machines. If you will recall, the Grand Traverse Band of Ottawa and Chippewa Indians authorized \$29,180 in the grant cycle of January of 2016 that purchased two (2) of the units. The mechanical chest compression machines cost estimated at \$13,079.00 each (including spare battery and charging cord). We are proposing to deploy them to the first responder units that may reach individuals in "cardiac arrest" prior to an ambulances arrival and can begin the manual chest compressions.

Sudden cardiac arrest remains a leading cause of death in the Western world. Although the average age is around 70, sudden cardiac arrest can strike even the young and athletic. The majority, 95% of all patients, die before they reach the hospital. Unfortunately, these figures have not changed throughout the years. If advanced care is readily available, maybe as high as 25-30% of all patients could survive.

Cardiac arrest – or "clinical death" – occurs when the heart suddenly and unexpectedly stops pumping and the blood circulation halts. The patient quickly becomes unconscious, without any subsequent breathing or pulse. As high as 70% of out-of-hospital cardiac arrests are caused by cardiac events. There is however a wide range of other events that can cause a cardiac arrest; for example, drowning, asthma, anaphylactic shock or traffic accidents.

Sudden clinical death can be reversible if the patient receives immediate care and the cause of the arrest can be found and treated appropriately. The rescuer should call for help and immediately start chest compressions to sustain blood flow to the patient's brain. An early shock from a defibrillator device can potentially restart the heart's pumping function. This together with advanced cardiopulmonary resuscitation (CPR) provided by swift-acting paramedics and followed by attentive hospital care are an integral part of the rescue activities that are called the chain of survival.

The Benzie County Medical First Responder community currently has five (5) of the mechanical chest compression machines in service on their Advanced Life Support Ambulances, as well as one of the non-transport Medical First Responder Units. There has seen a dramatic increase in survivability of "cardiac arrest" patients when deployed. Prior to Benzie County EMS receiving the two (2) mechanical chest compression machines

units, survival rates from "cardiac arrest" was a 1.9% survival rate. After the two (2) LUCAS units were deployed the survival rates increased to 16.5% survival.

The problem in Benzie County is we are a rural community and as such the time for an ambulance to arrive could be 10 to 15 minutes after the initial call of a "cardiac arrest". Often non-transport emergency first responders have been dispatched and are on scene prior to ambulance arrival and have made heroic efforts to save the victim, but without the mechanical chest compression machines, have been unsuccessful in resuscitating the patient.

The mechanical chest compression machines also facilitate the transportation of cardiac arrest patients with ongoing compressions, not only from the scene to the ambulance, but also inside a fast-moving ambulance. It is well established that effective CPR is very difficult to achieve manually in these situations. In addition, rescuers will no longer have to compromise their own safety by providing compression during transportation. With the mechanical chest compression machines consistently performing the compressions, rescuers are still able to sit firmly, belted and watching over the patient. This is extremely important based on the distances that our ambulances may have to travel to reach a critical care hospital.

This application was also presented to the Benzie County Fire and EMS Association that represents all of the fire and Emergency Medical Services in Benzie County, who fully endorsed this request with a unanimous vote of all members present at their October 16<sup>th</sup>, 2018 meeting.

8. This question only pertains to Indian Education Programs of Public School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

(a) **Program formula: (1) \$5,000, up to \$10,000 per school district + (\$1,000, up to \$1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received, and the data provided within the report on the success of the school's Indian Education Program as a result of the 2% allocation.**

**Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of \$100,000, up to \$125,000 per school, based on the school's GTB membership count and data provided within the 2% report received from the previous year.**

(b) Recommendation from Parent Committee: \_\_\_\_\_ YES \_\_\_\_\_ NO

**Please have the Parent Committee sign the attached Certification Form.**

(c) Describe parent involvement in project: \_\_\_\_\_

(d) Does the school receive Title VII Indian Education Funds? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, how much: \_\_\_\_\_

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

Start Upon receipt of the grant Completion 90 days from receipt of the grant

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

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

There were successful grant applications prior to the grants listed below, however, I was unable to locate the dates and amounts in the records I had available to me.

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1/28/2016	4/2016	\$5,500.00
6/30/2016	9/2016	\$29,180.00
7/15/2017	12/2017	\$6,000.00

11. Is the proposed project new            or a continuation project   X  ?

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

The equipment is quite expensive and cannot be funded at one time. We had made application in 2016 and did receive that partial funding. We feel the project is so important that we want to see it through to its conclusion. A subsequent application in November of 2017 did not receive funding.

12. If the previous project has been completed, did you submit your 2% report?            YES               NO.

**The 2% report must be submitted one year from the date you received your 2% award. If your report has not been submitted, your current application will not be considered! 2% Reports are mandatory for future grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682.**

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

Our rural community is home to many individuals who seek employment and entertainment at local casinos. These people are our family and friends and it is our job to ensure their safety. Local casinos provide a significant economic and social development boost to the region, thus enhancing the well-being of the community we all call home.

14. How will the success of the project be assessed (evaluation plan)? Through the "Quality Assurance Program", all cardiac arrest patients will be reviewed to show the effectiveness of the LUCAS units.

15. If new staff is required, will preference be given to Native American applicants?  
  X   YES           NO
16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

**IMPORTANT!! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:**

- 1) Execute authorized signature on first page, question #2.
- 2) Attach 1-page budget
- 3) Attach Parent Committee Certification Form if application is from an Indian Education/Title VII Program.
- 3) Submit by appropriate deadline:
  - If for June cycle, postmarked by May 31st.
  - If for December cycle, postmarked by November 30th.

Mail completed 2% applications to:

Attention: 2% Program  
Grand Traverse Band of Ottawa and Chippewa Indians  
2605 N.W. Bay Shore Drive  
Peshawbestown, MI 49682

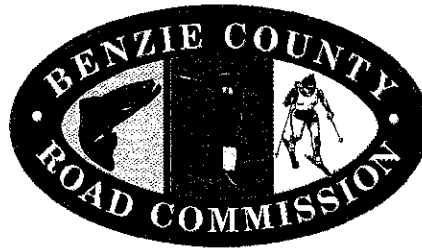
If you have any questions, please call 231-534-7601.

# Benzie County Emergency Management Mechanical Chest Compression Units

Product Description	Number Requested	Cost Per Item	Total Per Item
Manual Chest Compression Machine	7	\$ 13,079.00	\$ 91,553.00
Manual Chest Compression Machine Battery-Rechargeable Lithium Polymer	7	\$ 676.78	Included
Manual Chest Compression Machine Power Supply Cord	7	\$ 340.86	Included
Estimated Shipping	1	\$ 185.00	Included

PROJECT TOTAL \$ 91,553.00

ROBERT ROSA, CHAIRMAN  
TED MICK, VICE CHAIR  
JAMES BOWERS, MEMBER  
MATT SKEELS, MANAGER



11318 MAIN ST. - P. O. BOX 68  
HONOR, MI 49640-0068  
(231) 325-3051  
(231) 325-2767 FAX

**Your Local Road Professionals**

Date: October 26, 2018  
To: Benzie County Commissioners and Township Board members  
From: Matt Skeels, Manager  
Subject: Draft resolution in opposition to SB 396

The Michigan State Senate is considering a bill to allow exemption to seasonal frost laws to loggers. As you know, frost laws are intended to protect our fragile roads during their most vulnerable time, when frost is leaving the ground. We at the Road Commission have always tried to work with logging operations and routinely allow loggers and other industries to move equipment and/or products during frost laws when conditions are right and the chance of damaging roads is as low as possible. Adding another industry-wide exemption (such as the milk haulers have) will likely open the flood gates for other industries to request exemption and ultimately undermine the purpose of frost laws, resulting in damage to our public road system.

The County Road Association has drafted a resolution and is asking all Michigan Counties and Townships to consider adoption of the resolution.

If your board decides to adopt the resolution, please send it to your legislators and the appropriate statewide organizations such as MTA, MML, MAC, etc. Also, please send a copy of your resolution to us here at the Road Commission and we will send it to our state association (County Road Association).

Please feel free to contact me if you have any questions.

**RECEIVED**

**OCT 26 2018**

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617



**XXXXXX COUNTY BOARD OF COMMISSIONERS  
RESOLUTION ON SENATE BILL 396**

**WHEREAS**, Roads are the backbone to the social, cultural and economic stability of XXXXXX County and our region; and

**WHEREAS**, Senate Bill (SB) 396 (S-5) passed and reported out of the Senate Transportation Committee on September 6, 2018, allows exemptions from seasonal weight restrictions (also known as “frost laws”) to the forest product industry during the spring thaw when roads are the most vulnerable to damage from heavy loads; and

**WHEREAS**, It is a fact in XXXXXXXX County and throughout all Northern states that roads become soft in the spring as frost melts, and applying unrestricted 164,000-pound truck loading and traffic on soft roads, whether paved or unpaved, is poor public policy that defies common sense when it comes to road preservation, and will lead to significant damage to the road system, economic damage in XXXXX County and increased risk to drivers in our region; and

**WHEREAS**, SB-396 also grants exemptions to the forest industry that will allow the hauling of forest products and transport of equipment on the public road system without obtaining proper permits from road authorities at all times of the year; and

**WHEREAS**, the provisions of SB 396 *will result in costly damage to the public road system which is the opposite of what the Michigan Legislature and the people of Michigan called for in the 2015 Michigan Transportation Package*; and

**WHEREAS**, the provisions of SB 396 *will negatively impact the traveling public* accessing the road system, resulting in burdening road authorities with expensive reactive maintenance repairs and significantly increased taxpayer costs and township contributions to maintain the public road system; and

**WHEREAS**, the provisions in SB 396 and subsequent impacts to the local road system will negatively impact the health, safety and welfare of XXXXXX County residents and the traveling public; and

**WHEREAS**, XXXXXXXX County Commission and the XXXXX County Road Commission work closely with the logging industry to accommodate this valuable contributor to the Michigan economy, while also continuously monitoring road conditions and permitting the logging industry to move equipment and material on roads when the roads can structurally support such loading without negatively impacting the road system and the traveling public;

**THEREFORE, BE IT RESOLVED**, that the XXXXXXXX County Board of Commissioners hereby **strongly opposes** SB 396 (S-5); and

**BE IT FURTHER RESOLVED**, that a vote hereon be taken by aye and nay and spread at large on the minutes of the Board.

**RECEIVED**

OCT 26 2018

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

# **2018 BENZIE COUNTY CDBG Program Income Program Guidelines**

**Revised: 10-16-18**

## **Mission Statement**

This Program is intended to provide assistance to very low to moderate income households who reside within Benzie County in order to improve their standard of living. The Program promotes safe, decent and sanitary housing for county residents and helps to maintain and improve the housing stock within the county. The homes shall be owner occupied, single family residential units. Total household incomes must not exceed 80% of Area Median Income (AMI) per HUD's guidelines for Benzie County. Funding for the above activities is being provided from recaptured Community Development Block Grants (CDBG) referred to as Program Income (PI) and allocated to Northwest Michigan Community Action Agency (NMCAA) to administer for housing repair.

## **General Guidelines and Provisions**

These guidelines set forth general procedures, although the Benzie County Housing Committee, acting in an advisory position, may modify the requirements in individual cases based upon specific circumstances. This Committee may also recommend changes to the parameters in this document as recommended by the Benzie County Board of Commissioners.

Each improvement/repair must conform to HUD Housing Quality Standards (HQS) and applicable local zoning and ordinances and State code requirements when a permit is required. Households must have an ownership interest by deed, land contract, Life Estate or be subject to a mortgage. They must have occupied the home for at least one full year and must continue to occupy and maintain the property as their permanent residence for the length of their Mortgage and Note term, as applicable. If the total CDBG PI assistance does not exceed \$2,500, funds are provided as a grant and no lien is required. CDBG PI funding assistance that exceeds \$2,500 will be given as a 0% interest loan with Benzie County as the mortgagee. The loan is deferred (no monthly payment) until there is a change of ownership by sale, transfer, conveyance or if the owner no longer occupies the home as their principle residence. At such time the loan would be due and payable within 30 days following the transfer of ownership. The lien and repayment terms are explained in further detail on Page 8.

All assisted units must receive at least \$1,000 of funding assistance. Matching funds are used in many instances in order to cover the cost of the improvement and are sought out on a case-by-case basis. These leveraging resources must be identified when PI funds are committed and prior to the start of the project. If the homeowner is providing matching funds, these will be in the form of a money order / certified check or placed in escrow prior to contract signing.

## **Emergency Rehabilitation**

This program is intended to provide funds to alleviate emergency repair situations for eligible applicants of single family owner occupied residential dwellings. An emergency situation is defined as a condition of the property that presents an immediate threat to the health and safety of the occupants. This may include such things as a faulty furnace or boiler, defective wiring, leaking roof, inoperable septic system, well replacement, structural deficiencies, inaccessibility to the home, etc. These emergency repairs must meet HQS upon completion but not the entire dwelling.

## **Equal Opportunity**

Fair Housing Efforts:

Benzie County has a total population of 17,525 persons (U.S. Census Bureau 2010). The majority of that population, 96.1%, are Caucasian. Native Americans make up 1.4%, .3% are Asian, 0.4% are African American, 1.7% are Hispanic and .6% are other races. Rather than reducing the need for fair housing,



Equal Housing Opportunity



these smaller numbers increase the need to ensure that adequate housing is available to those individuals in minority populations.

Benzie County has implemented all fair housing requirements effective July 10, 2018 which include:

- Designation of the Benzie County Clerk as the Fair Housing Officer. This Designee will be responsible for accepting housing discrimination complaints, keeping record of them, and directing complainants to the Civil Rights Commission, HUD or other appropriate referral. They will also be responsible for notifying the Michigan Economic Development Corporation CDBG Program Specialist when a complaint is received;
- Implementation of a Fair Housing Log in which to track all Fair Housing activity and log complaints;
- Distribution of fair housing information and materials to consumers and local agencies concerned with housing issues;
- Copies of "Fair Housing It's Your Right" are kept on hand and available upon inquiry.
- All clients, applicants, and contractors are likewise informed and given literature on the Fair Housing Requirements of the CDBG Program by NMCAA staff;
- All advertisements and marketing materials will also include information concerning Fair Housing and will carry the Fair Housing logo.

In addition, the following activities will be utilized to further fair housing and affirmative action in Benzie County:

- The implementation of this program, which will assist low and very low-income homeowners unable to obtain conventional loans for home repairs;
- Counseling services provided to all applicants of the housing program in order to ensure that they are directed to the program best suited to their needs;
- Availability to the public, program participants and all interested persons of information regarding the protections against discrimination provided by Title VI of the Civil Rights Act and the Michigan Civil Rights Act (PA 453 of 1976);
- Publication of the program on a county wide basis that will allow equal opportunity for all residents; (The program will not discriminate based on race, color, sex, religion, sexual orientation, national origin, marital status, handicap or political affiliation)
- Approval of an equal opportunity/fair housing resolution in July 2018 by the County;
- Affirmative Marketing efforts will include: one page flyer in laymen's terms to be distributed throughout the County, posters in libraries, stores, service agencies, mailings to churches, announcements and advertisements in free newspapers and radio, among other efforts. Approximately \$300 of CDBG PI administration dollars will be used to implement the County's marketing plan, elements of which address fair housing.

Minority or female owned businesses:

Research indicates a very small number exist within Benzie County. Under the CDBG Program, Benzie County will continue to recruit female and minority owned businesses. This recruitment program will specifically identify the willingness to give bid opportunities through advertisements to said minority and female owned businesses.

The following steps will be taken to promote participation of such businesses throughout the program:

- The local building department and Home Builders Association will be contacted to maintain updated information on new contractors in the area;
- Advertisements will be placed in local newspapers to make local contractors aware of funding. These ads will contain an equal opportunity logo and will encourage minority and female contractors to apply;
- Projects will be awarded to licensed builders as well as licensed general contractors, home maintenance and repair, electrical, mechanical and plumbing contractors. This participation from diverse individual businesses has the potential to generate minority and female owned business participation.

Section 3 Certified Businesses:

Research indicates a very small number exist within Benzie County. To ensure that economic opportunities generated by CDBG project funds shall be directed to Section 3 Businesses, which are certified to be low income residents and businesses, Benzie County will, to the greatest extent feasible, give preference to those businesses that hire local, low income sub-contractors and workers if and when they hire new workers for CDBG projects.

The following steps will be taken to promote Section 3 Certified Businesses to participate in the program:

- Benzie County will encourage contractors working for this program to advertise job openings with Michigan Works, the local community college and at local public housing;
- A contractor's or sub-contractor's business may also become Section 3 certified if it is at least 51% owned by Section 3 residents (low income local resident or a resident of local public housing)

Contractors will be informed about Section 3 requirements at pre-construction conferences and encouraged to hire Section 3 qualified workers if they will be hiring anyone new for the project. Bid notices soliciting CDBG contractors in the newspapers will include an invitation to Section 3 businesses to apply, in addition to minority or female owned businesses. Benzie County will establish certification procedures and maintain a list of Section 3 businesses. Benzie County will document actions taken to comply with the requirements of Section 3. The Section 3 clause will be added to all Benzie County CDBG contracts.

#### Discrimination Complaints:

The Benzie County Housing Committee and the Fair Housing Officer will investigate all discrimination complaints by either contractors or applicants. Written complaint procedures will be given to all contractors and clients when they are selected to participate in the CDBG program. Also, fair housing issues brought forward will be referred to the Benzie County Fair Housing Officer and assisted according to fair housing guidelines (see Fair Housing Resolution). In addition, a formal appeals procedure is in effect for any Applicants wishing to appeal a denial of assistance. A written denial letter that describes the appeals procedure will be sent to every denied applicant. If an applicant decides to appeal, the written appeals procedure will provide guidance in that process.

#### Applicant Criteria

Applications will be accepted as funding sources become available. Once resources are allocated, the Program Administrator may limit the type and scope of applications accepted based upon the resources available. Eligibility determination and funding awards will be made from the information presented in the application package. Applicants must complete all required forms and return them along with proof of income and assets, valid deed to the property, proof of insurance and paid property taxes. Re-verification of income may be necessary if the project is delayed due to lack of funding or other required project components.

Applications will be processed on a first come, first served basis and in accordance with policies set by MEDC. However, when a project presents an immediate threat to the health and well-being of the occupants, priority will be given to these applicants over previous applications.

#### Criteria for applying:

- a. Applicants must be an individual or family resident of Benzie County who has ownership and occupies the single family, residential dwelling, as a primary residence. The property may be under a mortgage, land sales contract or a life lease. The land sales contract or mortgage must be current and recorded.
- b. Applicants must fully disclose all income sources and meet income requirements combining gross income of all household members who share the dwelling, as defined by HUD and Michigan Economic Development Corporation policy, excluding the income of those persons under the age of 18 or dependent full time students over \$480/yr. (This does not exclude social security, disability or



supplemental social security.) Income must not exceed 80% of area median income as determined annually by HUD.

c. Applicant must have occupied the premises for one (1) year prior to making application. Applicant must reside primarily in the premises for the period of the loan. Proof of home ownership must be provided i.e. a recorded warranty deed or title search back to last warranty deed.

d. Applicant's total liquid assets must not exceed \$10,000.00. Total of all assets must not exceed \$50,000.00 (excluding the value of the dwelling and essential means of transportation). Liquid assets do not include any retirement or other account that has a penalty for withdrawal.

e. Applicant and all other joint owners of the property must agree to sign a mortgage and allow a lien to be placed on the property for the total amount of the loan, including all related costs of the loan. In the case of a land contract, the land contract holder must also sign all appropriate mortgage documents.

f. Reverse mortgages will not be allowed.

g. Applicant will be required to show proof of current loss payable insurance listing Benzie County on the property and maintain said insurance for the duration of the terms of the loan.

h. Applicant will be required to show proof of current property tax payments and will be required to keep property taxes current (showing proof annually) for the duration of the loan.

i. Benzie County will follow the guidelines set out in MEDC's Policy regarding Conflict of Interest. Any applicants related to the Benzie County Housing Committee, Benzie County Board of Commissioners, Third Party Administrator, Consultants, or staff members must disclose their relationship on the application. Related board members or staff shall not participate in decisions regarding related applicants.

j. Applicants may re-apply for another CDBG loan anytime that an emergency repair is needed.

#### k. APPEALS PROCEDURE - DENIAL OF ASSISTANCE

1. Everyone who is denied benefits must receive written notice of the denial and the reason for the determination.
2. The applicant may appeal the denial either orally or in writing to the Housing Program staff within 14 days of receipt of the denial.
3. In the event that the applicant is not satisfied with the decision of the Housing Program staff, he/she may appeal to:  
Benzie County Housing Committee  
c/o Benzie County Clerk  
448 Court Place  
Beulah, Michigan 49617

#### Eligible Properties:

All units receiving CDBG assistance will have been owner occupied a minimum of one year and must be residential properties located within Benzie County boundaries. Eligible properties consist of single family homes constructed on site or pre-manufactured. Mobile homes must be permanently affixed to the property with tongue removed and manufactured after June 1976. The home must be considered suitable for year-round occupancy with designated areas for sleeping, food preparation/storage and bathroom facilities.

To finance the cost of the repair, the homeowner may not mortgage more than 100% of the true market value of the property after improvement. In order to determine the true market value of the home after improvement the administrator will consider current State Equalized Value times two (standard industry measure), any existing professional property appraisal, consultation with area realtors regarding surrounding properties and future value, and any other information available to gain a confident projection of after rehabilitation value.



In the event that during the time of the home visit a dwelling is considered to be too "cluttered" to complete the inspection or to allow contractors to complete the project, a deadline will be imposed upon the client to empty the house enough to allow access to the areas in need of repair. Contractors must be able to safely work on the home. If the homeowner does not adhere to the deadline, the project will be denied and Third Party Administrator will move to the next person on the waiting list.

Accommodations will be made, as is feasible, to expedite this process when the occupants are living in conditions that present a risk. Applicants will be encouraged to solicit their own bids from licensed and insured contractors for the needed repair. This will help to move the process along and also to determine a cost estimate.

Step 1. A successful applicant will have submitted an application complete with all required documentation. They will be determined income eligible and meet all other required eligibility criteria stated above.

Step 2. After the applicant household is determined eligible, the home will be inspected. Dwellings will be eligible if it is determined that the emergency health and safety concern(s) can be corrected using the funds available in the CDBG program. Matching funds can also be used to complete the project and correct the deficiencies. In cases where the initial inspection reveals that the home cannot be reasonably repaired or the cost of rehabilitation would exceed the anticipated post rehabilitation value of the property, replacement of the housing unit should be explored through other funding sources.

Step 3. Once it is determined that the house can be repaired with the funds that are available, the project will receive final approval from the Benzie County Housing Committee and the project will move forward.

### **Project Level of Improvement**

The Program emphasis is to correct deficiencies with the home in order to provide safe, sanitary, and decent living conditions to the population in greatest need. All repairs requiring permits will meet all applicable local codes and ordinances and shall comply with all applicable State and Federal Codes and Laws. The permit fees will be included in project costs. Homeowner labor will not be allowed for any portion of a project which is funded with CDBG.

All materials, equipment and fixtures used will be new, moderately priced and of durable quality. Materials and fixtures are typically 'available stock' items and no special order or designer features are allowed unless a unique structural condition warrants a special order. The necessity of any special orders will be determined by the administrator/inspector and this determination must be completed before any purchase or special order is made. In certain instances, the client may be allowed to choose an item above the allowed cost if they can pay out of pocket for the difference.

A concerted effort must be made to use materials that reduce the environmental impact of these construction/rehab projects. Materials removed from the job site must be disposed of properly and/or recycled whenever possible. Green measures with the use of the following are highly encouraged:

- Low-VOC caulks, sealants, stains, paints & primers
- Low flow showerheads and faucets
- Energy Star appliances and electrical fixtures
- CFL or LED replacement lighting
- High Efficiency furnace, boiler, water heater replacements
- Low E thermopane windows

Eligible Improvements may include, but are not limited to repair or replacement of defective furnaces and boilers, unsafe electrical components, leaking roofs, inadequate septic systems, well replacements, and other related costs necessary to bring the structure to minimum code. It shall include the provision of sanitation facilities, or the extension or finishing of space necessary to accommodate such facilities. Improvements may also include the construction of porches, ramps or accommodations to allow safe and necessary access to the home and living areas.



#### Unallowable Costs:

- a. New construction
- b. Expansion of structure, if not required by housing code
- c. Appliances such as air conditioners, water softeners, and garbage disposals
- d. Furnishings such as furniture and window coverings

#### Energy Efficiency:

For dwellings receiving assistance, energy conservation measures are encouraged and may include: 95% efficiency furnace/boiler replacements, water heaters, thermal window replacement, insulated doors and infiltration measures such as caulking and weather stripping as required by the appropriate rehabilitation standard. These measures will be coordinated with Northwest Michigan Community Action Agency's Weatherization Program whenever possible.

#### Handicap Accessibility:

Home improvements, modifications, and repairs, will to the greatest extent possible, take into consideration changes that will improve the accessibility, adaptability, and/or universal design of a home in anticipation of future needs of the homeowners. When current handicap accessibility is necessary, major structural improvements can be undertaken such as widening doorways, installing wheelchair ramps, installing walk-in showers, etc. The inhabitants must be able to use their homes for the primary functions of daily living including: cooking, eating, dressing, personal hygiene, sleeping, personal recreation and socializing with friends and family. An attempt will be made to thoughtfully consider design-build remodels that will account for existing and future needs of homeowners as they "age in place."

Projects will be exempt from the HUD Lead-Based Paint Requirements due to their emergent nature, however all homeowners will be provided with the Renovate Right pamphlet published by the EPA in order to raise awareness and educate the public about these risks.

### **Contractor Requirements**

#### Contractor Eligibility:

Eligible contractors shall be licensed by the State of Michigan. In addition, the contractor must provide evidence of Comprehensive Public Liability Insurance protecting the homeowner from bodily injury and property damage, and must furnish evidence of Worker's Compensation Insurance, or provide a signed Sole Proprietorship Affidavit. Finally, the contractor must fill out an application to participate which includes three past performance references and three supplier references. CDBG Program Administrator will review all of their documents including contacting references and will use due diligence in trying to ensure that all contractors added to our contractor list are both reputable and in good financial standing. Please note that although we primarily advertise and solicit locally for new contractors, we will accept applications from any contractor licensed throughout the State of Michigan. The Contractor will provide a Federal W-9 form and DUNS # for verification of non-debarment.

#### Contractor Selection Process:

The CDBG Program Administrator will maintain a master list of all licensed general contractors doing business within Benzie County. Each year, in addition to a newspaper posting, the Administrator will send a solicitation letter to the Home Builders Association for all of the contractors who are members of the Home Builders Association. The letter will explain the program, potential projects and invite them to participate. A contractor application will be included with the mailing so that any interested contractors may apply. All contractors will also be asked to furnish proof of current Michigan Builders license and necessary insurances. Also, at any point throughout the year, any licensed Michigan contractor who



learns of the program may inquire with our office and request an application. The CDBG Program Administrator will follow the same procedure of review for all contractors applications received. After a contractor's application, references and other documents have been reviewed with positive results, they will be added to our list of approved contractors.

The CDBG Program Administrator will rotate through this established contractor list when sending out bid packets for CDBG projects involving more than one trade. A minimum of two bids are required for each job, three bids are preferred. (This requirement may be waived if the only bidding contractor's bid is within 10% of the cost estimate, and the homeowner wishes to select the bidding contractor.) The contractor with the lowest responsible bid, unless excluded for any of the following reasons, wins the bid and will be contracted for the project. Reasons the low bid may be excluded include: the homeowner chooses another contractor and agrees to pay the difference, the CDBG construction coordinator finds the bid is grossly lower than all others and has no confidence in the bid, materials proposed do not meet specifications and/or the bid is not complete.

There are several situations in which a contractor may be removed from the CDBG contractor list. Each bid packet will contain a cover letter that asks the contractor to indicate if they will bid on the project and if not, would they be available to bid in the near future. If they check the box on the cover letter indicating they do not want to bid on future projects, they will be removed from the list immediately. Contractors that do not bid three consecutive requests for bid may also potentially be removed from the list at the discretion of the CDBG Program Administrator.

It may also be necessary to remove a contractor from the program because of work performance or various conflicts with them. The procedure for this type of situation will be as follows: if the administrator receives two or more complaints about a contractor's performance, or if the inspector fails the contractor's work two or more times, (or any combination of the above) the administrator will bring the contractor up for review. At that time an investigation will be done and facts will be gathered. These findings and a recommendation for removal (if appropriate) will be presented to the Housing Committee. The Committee will vote whether to remove the contractor. If the Committee votes for removal, the administrator has ten business days to notify the contractor in writing. If the contractor wishes to dispute the removal he/she has ten days from the date of notification to request a hearing in front of the Committee. This request can be done by mail, or fax to the administrator. The Committee has twenty business days to schedule a hearing. If the outcome of the hearing does not satisfy the contractor, then he/she may follow the conflict Resolution and Mediation procedures as outlined in that policy.

A contractor may be reinstated to work with the program one year from the date of removal if he/she satisfies the following: provides the administrator with at least three good references from customers with whom he/she had contracted since the removal from the program; agrees to a review by the Committee; and agrees to a probationary period to end after the completion of his/her first project. If all prove to be satisfactory, the contractor will be reinstated.

#### Conflict Resolution and Mediation:

Benzie County will follow the guidelines set in the Conflict Resolution and Mediation Policy when addressing any complaint situations. Written complaint procedures will be given to all contractors and clients when they are selected to participate in the CDBG program. Conflict Resolution Services in Traverse City will be utilized for mediation services.

### **Financing Mechanisms**

Program Income (PI) is generated from principal and interest on loans made from CDBG funds granted to Benzie County. These Program funds are recaptured from monthly mortgage payments or from proceeds from the sale of property that was improved in whole or in part with CDBG funds. Interest accrued from these funds deposited in an interest bearing account will also be treated as PI. These will be spent throughout the program term as outlined in Michigan Economic Development Corporation (MEDC) CDBG Housing Program Income Policy (Form 8-F).

Funds must be collected and not spent between the period of July 1 to June 30 (MEDC's fiscal year) of the year they were received. An accounting of all PI received will be provided to MEDC on the Program Year Certification Form (8-H) after June 30<sup>th</sup> and by July 31<sup>st</sup>. If the amount received is under \$35,000.00 during this time period, it is no longer federal money and the County may choose to spend it on other activities not related to Emergency Repair or Home Rehabilitation. If PI received during the period is over \$35,000.00, it is considered federally restricted and is subject to federal compliance requirements. The County can choose to spend it on CDBG related activities and can begin spending it after July 1<sup>st</sup> (of the following fiscal year) and by June 30<sup>th</sup> to a \$0 balance. Any funds not spent must be returned to the State of Michigan.

If program income funds identified as federal money are not spent out by June 30 of the year following the year they were received, then they will be returned to MEDC for recirculation to other CDBG programs.

Benzie County will implement the following lien structure with the use of CDBG Program Income:

- All loans will be interest free through the life of the loan.
- The Mortgage and Note will be between homeowner and Benzie County.
- All loans will be deferred with no payment required in order to assist homeowners who do not have the fiscal ability to make monthly payments.
- If the homeowner no longer occupies the home as his/her principal residence, the loan is due and payable within 45 days, unless a good faith effort to sell the property is demonstrated to the satisfaction of the Housing Committee.
- The entire loan will be due and payable within 30 days of title transfer unless an extension is granted by the Housing Committee.

Please see chart below for current program income guidelines. Note: Benzie County CDBG Income Guidelines will be adjusted when new HUD Section 8 income limits become effective. Please also see "Lien Requirements" below.

2018 INCOME GUIDELINES	HOUSEHOLD NUMBER							
	1	2	3	4	5	6	7	8
BENZIE COUNTY								
70% AMI	\$29,400	\$33,600	\$37,800	\$42,000	\$43,530	\$48,720	\$52,080	\$55,440
80% AMI	\$33,600	\$38,400	\$43,200	\$48,000	\$51,850	\$55,700	\$59,550	\$63,400
100% AMI	\$42,000	\$48,000	\$54,000	\$60,000	\$64,800	\$69,600	\$74,400	\$79,200

#### Lien Requirements:

- a) If the total amount of CDBG assistance for a project does not exceed \$2,500, no lien is required on the property. Assistance of this type is considered granted to the homeowner, regardless of income (as long as they meet eligibility).
- b) In rare instances, when a project does trigger the requirements of implementation of the HUD Lead-Based Paint Regulations @ 24 CFR Part 35 for OCD CDBG Recipients, and funds are spent to remediate lead hazards, then up to \$5,000.00 of these associated costs to meet these requirements will not be liened against the property.
- c) Liens are required on all projects exceeding \$2,500.00 or more. All legal owners of the property must sign the mortgage, only the borrowers residing in the home will sign the mortgage note.

For land contracts, an enforceable lien requires the signatures of both the CDBG applicant and all holders of the land contract in the chain of title. Only the borrowers will sign the mortgage note. An alternative to the land contract sellers signing the lien agreement would be for them to sign a Land Contract Subordination Agreement. This document will be recorded.

For life estates, the person granting the life estate must sign the lien, and the remainder (the person(s) who would receive the property upon the death of the occupant) must also sign the lien. All liens remain with the property until they are paid in full.

- d) All loans will be secured by a mortgage and promissory note executed by all legal owners of the property. All liens will be filed with Benzie County Register of Deeds.

Should ownership occupancy change during the term of the mortgage, the balance owing becomes due and payable within 45 days after transfer of title. Homeowners will be required to demonstrate a good faith effort to sell the property if payment is not made within 45 days. If no good faith effort is demonstrated, Benzie County will pursue its right to foreclose and recapture the amount owing from the proceeds of the sale of the property.

If at the time that a loan becomes payable (death of borrower(s), sale or transfer of property), and the owner's equity in the house is not sufficient to repay all existing mortgages, liens, and the CDBG loan, the Benzie County Housing Committee may vote to forgive the remaining portion of the CDBG loan so as not to place undue burden on the heirs of the estate, or in some circumstances, the borrower. This would be initiated by a formal request in writing from the borrower, or the heirs of the borrower. Benzie County would conduct an evaluation of the case, and would determine to what extent the deferred loan might be forgiven.

- e) Benzie County will determine if liens can be assumed by income-eligible heirs who will occupy the residence as their year round residence with review, approval of the Housing Committee.
- f) Subordination Policy. Subordination for better rate and term will usually be allowed with proper income and asset verification. Subordination of a lien where new debt is being incurred may be allowed by Benzie County only if the following criteria are met:
- i. The new debt must be for home improvements, emergency medical, transportation needs, or education. The following criteria ii. through vii. below must also be met.
  - ii. Each subordination request and accompanying documentation must be reviewed and approved on a case by case basis by the Benzie County Housing Committee.
  - iii. The total amount of all liens against the property (including the lien resulting from the Benzie County CDBG funding) cannot exceed 80% of the value of the property based on a current appraisal, except for rate and term only re-financing, which may be loaned out to 100% LTV.
  - iv. The household must have current income below 80% AMI and provide documentation of such.
  - v. A minimum of one year must have expired since the CDBG loan was received (completion of project).
  - vi. The interest rate for the new loan and associated loan costs must be competitive with the lowest rates and costs available in the lending industry. A worksheet evaluating current loan rates and costs must be part of the approval process.
  - vii. The proceeds of the loan to which Benzie County is subordinating must be disbursed by the lender for the stated purposes of the loan. Copies of the disbursement checks must be kept in the project file.
  - viii. Loan Assumption. An heir or immediate family member may make application to the Program for continuance of the loan. If the administrator determines that the applicant meets the program eligibility requirements in effect at the time of request, the applicant may assume the loan with approval of Benzie County. A written agreement will be signed by Benzie County and the new owner as evidence of approval of the loan payoff requirements. A joint recipient or surviving spouse shall automatically receive a continuance of the loan until the survivor dies, sells the property or no longer occupies the property as their primary residence.

Matching Funds:

Primary coordination will be with the United States Department of Agriculture Rural Development Agency home repair grants and loans. Other match sources in the community will be used to reach the maximum number of households possible and may include but are not limited to: Benzie Senior Resources, Benzie County Community Chest Grants, Department of Health and Human Services emergency services program for home repairs, local veterans assistance programs, and client contributions.

### **Administration Section**

#### **Time frames for activities:**

Based on CDBG renewal guidelines, the proposed term of each grant is July 1<sup>st</sup> of the new Program Year to June 30th. Once Program Income receivables have been determined and certified by MEDC, marketing for the new funding round will begin.

#### **Procurement of administrative services:**

Benzie County will contract out the administration of the CDBG Program Income to a third party entity. The County expects to award the entire 18% administration allowance to the contracted entity, based on past grant experience.

#### **Program implementation by the Third Party Administrator will include the following:**

- Preparation of the environmental review
- Outreach and public information about the program or project
- Processing applications for assistance
- Performance of property inspections and assessments
- Soliciting / Awarding project bids and contracts
- Supervising construction and project management
- Mortgage document preparation and processing
- Requesting resources and the financial tracking of these resources
- Reporting of project status and expenditures to County and MEDC

All Equal Access issues have been addressed in the Program Guidelines above.

#### **Benzie County will be responsible for:**

- Providing monthly program income receivables reports to administrator
- Providing a Program Year receivables report to administrator each month (7/1 to date)
- Approving project expenditures of CDBG PI funds
- Certifying Environmental Requirements per project
- Reimbursement of project and administrative costs to administrator

Benzie County will conduct a financial review through an independent contracted agent annually, in compliance with the Single Audit Act of 1984 and its applicable amendments. The Third Party Administrator will also comply with the Act and amendments and will conduct an annual financial review through an independent agent.

#### **Fair housing:**

Please see the Equal Opportunity section of the Program Guidelines for all fair housing compliance requirements.

#### **Technical assistance:**

Benzie County is not receiving technical assistance at this time, and does not foresee its necessity to carry out the CDBG PI grant through the Third Party Administrator.

#### **Planning for audit costs:**

The Third Party Administrator will use part of the 18% administration fee paid for its services to cover the CDBG portion of the Single Audit.

**Confidentiality:**

The Third Party Administrator shall comply with MEDC Confidentiality Policy as it relates to CDBG funds.

**Files:**

The Third Party Administrator shall be responsible for establishing a permanent file for all approved applications and ensure that all necessary and required documents are included in the applicant's permanent file as required by MEDC. The Third Party Administrator will release pertinent file documents to MEDC and Benzie County at the close of projects as is necessary and required.



**BENZIE CDBG – PROGRAM INCOME  
CONFLICT RESOLUTION and MEDIATION  
POLICY & PROCEDURE**

The following procedure has been established and implemented to address dissatisfied participants of the CDBG Emergency Repair Program in regards to program implementation, rehabilitation or emergency repair work performed:

Step 1: Any situation, dispute, or question regarding rehabilitation should be dealt with face to face between the homeowner and the contractor or the homeowner and the administrator. If the issue in question cannot be resolved through this communication then proceed to step two.

Step 2: The program administrator must be notified in writing of the complaint. Any complaints that are expressed by phone will not warrant formal action. The program administrator must respond to the client issue within 15 working days of the receipt of the written complaint. Upon written complaint from either the homeowner or the contractor, the program administrator will obtain necessary information from all involved parties for the Housing Committee, request that the housing inspector visit the site to view items cited in the complaint (if applicable), advise the Chairperson of the Housing Committee of the complaint and report the findings. This process could also be initiated by the administrator.

Step 3: Any complaint that has not been resolved at this point will be reviewed by a Review Committee. The review committee will be comprised of a representative of the County, and representatives of the Benzie County Housing Committee, with at least one representative being from the local community, and one representative having building/construction expertise. A mediator may be used to facilitate this review.

Step 4: Notify the client in writing of the review committee's decision within 15 working days of the date of the hearing.

Step 5: Should the above listed efforts fail to resolve all outstanding issues the program administrator must seek the services of the closest Dispute Resolution/ Mediation Program.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

**Local Dispute Resolution/Mediation Program**

**Conflict Resolution Services, Inc.  
521 S. Union St. Suite B  
Traverse City, MI 49684  
(231) 941-5835  
[www.CRSmediationTC.org](http://www.CRSmediationTC.org)**

THE HISTORY OF THE  
CITY OF BOSTON  
FROM 1630 TO 1800

BY  
JOHN H. COLEMAN  
OF THE  
BOSTON PUBLIC LIBRARY

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800, BY JOHN H. COLEMAN, OF THE BOSTON PUBLIC LIBRARY. THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800, BY JOHN H. COLEMAN, OF THE BOSTON PUBLIC LIBRARY.

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## CONFLICT OF INTEREST

### 24 CFR § 570.611 Conflict of interest.

#### a) Applicability.

- 1) In the procurement of supplies, equipment, construction, and services by recipients, and by subrecipients (including those specified at § 570.204(c)), the conflict of interest provisions in 24 CFR 85.36 and OMB Circular A-110, respectively, shall apply.
- 2) In all cases not governed by 24 CFR 85.36 and OMB Circular A-110, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient, by its subrecipients, or to individuals, businesses or other private entities under eligible activities which authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to § 570.202, or grants, loans and other assistance to businesses, individuals and other private entities pursuant to § 570.203, § 570.204 or § 570.455).

#### b) Conflicts prohibited. Except for the use of CDBG funds to pay salaries and other related administrative or personnel costs, the general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with who they have family or business ties, during their tenure or for one year thereafter. For the UDAG program, the above-stated restriction shall apply to all activities that are a part of the UDAG project, and shall cover any financial interest or benefit during, or at any time after, the person's tenure.

#### c) Persons covered. The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or subrecipients which are receiving funds under this part.

#### d) Exceptions: threshold requirements. Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it determines that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project. An exception may be considered only after the recipient has provided the following:

- 1) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
- 2) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

#### e) Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d) of this section, HUD shall consider the cumulative effect of the following factors, where applicable:

- 1) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;
- 2) Whether an opportunity was provided for open competitive bidding or negotiation;
- 3) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- 4) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question;
- 5) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
- 6) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- 7) Any other relevant consideration.

# 1919-1920

1919-1920

1919

The first year of the new century was marked by a series of events that shaped the course of history. The Russian Revolution of 1917 led to the establishment of the Soviet Union, a new superpower that would challenge the dominance of the United States and Europe. The Treaty of Versailles, signed in 1919, ended the First World War but also sowed the seeds of future conflict by imposing harsh terms on Germany. The influenza pandemic of 1918-1919 claimed the lives of tens of millions of people worldwide, a tragedy that would not be fully understood until decades later.

In the United States, the year 1919 was a period of intense social and political upheaval. The Red Scare, a wave of anti-communism, led to the arrest and deportation of many immigrants and radicals. The Supreme Court, in a series of decisions, began to curtail the rights of workers and minorities. The Ku Klux Klan, which had been largely dormant since the Reconstruction era, experienced a resurgence in membership and activity. The year also saw the birth of the modern labor movement, as workers organized to demand better wages and working conditions.

The year 1920 was a year of transition and change. The Prohibition Amendment, which banned the manufacture and sale of alcohol, was ratified in January. The United States entered the Second World War in December, a conflict that would reshape the world and lead to the development of nuclear weapons. The year also saw the beginning of the Great Depression, as the stock market crashed and unemployment soared.

The 1920s were a decade of contradictions. On the one hand, there was a period of economic prosperity and technological innovation, with the rise of the automobile and the radio. On the other hand, there was a sense of disillusion and despair, as the promises of progress and prosperity seemed to be slipping away. The decade was also marked by a series of scandals, including the Teapot Dome scandal and the trial of Sacco and Vanzetti. The 1920s would prove to be a pivotal time in American history, a decade that would shape the course of the nation for years to come.

The year 1920 was a year of significant events and changes. The Prohibition Amendment was ratified, and the United States entered the Second World War. The year also saw the beginning of the Great Depression and the birth of the modern labor movement. The 1920s were a decade of contradictions, a time of both prosperity and despair, of innovation and disillusion. The decade would prove to be a pivotal time in American history, a decade that would shape the course of the nation for years to come.

**CERTIFYING OFFICER DESIGNATION**  
(for Local Units of Government)

*The Certifying Officer, responsible for compliance with all environmental review requirements, is usually the chief elected official for the responsible entity/jurisdiction in which the project is located, or his/her designee. The designee should be an official with the legal authority to unilaterally sign a contract which obligates the grantee. The original of this executed form must be included in the Environmental Review Record.*

**Designation:**

**Name of Certifying Officer**, **Title of Certifying Officer**, of **Grantee Name** is the Certifying Officer as defined in 24 CFR Sec. 58.13 for the Environmental Review requirements of MSHDA CDBG funds, Grant Number: \_\_\_\_\_

Date: \_\_\_\_\_

Designated by: \_\_\_\_\_  
**Name, Title**

**Acknowledgement:**

I, **Name of Certifying Officer**, **Title of Certifying Officer**, accept the responsibilities of the Certifying Officer for **Name of Responsible Entity**, as defined in 24 CFR 58.13. I consent to assume the status of "responsible Federal official" as that term is used in section 102 of the National Environmental Policy Act of 1969 and understand that I am responsible for all the requirements of section 102 of NEPA and the related provisions in 40 CFR parts 1500 through 1508, and 24 CFR part 58, including the related Federal authorities listed in Sec. 58.5 insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.

On behalf of the recipient, I personally accept the jurisdiction of the Federal courts for enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Certifying Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Name of Certifying Officer**  
**Title**

# Correspondence

ROBERT ROSA, CHAIRMAN  
TED MICK, VICE CHAIR  
JAMES BOWERS, MEMBER  
MATT SKEELS, MANAGER



11318 MAIN ST. - P. O. BOX 68  
HONOR, MI 49640-0068  
(231) 325-3051  
(231) 325-2767 FAX

**Your Local Road Professionals**

October 26, 2018

To: Event Organizers & Township Officials

**RE: Applications for Permits to hold events on Benzie County public roads**

It has recently come to light that we must make an adjustment to our process for accepting applications for competitions, fundraisers or other activities that involve a partial or full closure of a county road.

The Road Commission derives authority to issue permits for these activities from the "Driveways, Banners and Parades Act" which may be found under MCL 247.321 (Act 200 of the Public Acts of 1969, as amended). Section 3 of that Act states: "A permit to temporarily close a highway, or a portion of the highway, for a parade, celebration, festival, or similar activity . . . may be issued by the highway authority only if requested by an authorized official designated by resolution of the governing body of a city, incorporated village, or township."

Based upon this language, we will no longer accept applications or issue any permits for this purpose unless the applicant meets the criteria listed above. We trust that those of you who are organizing upcoming events will understand this and make arrangements with your Township accordingly.

RECEIVED

OCT 26 2018

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617



**Page 2, Benzie CRC mtg 10/11/18**

Blue Cross Blue Shield December 2018 Renewal - Motion by Comm Mick and supported by Comm Bowers to approve option #2 presented by 44 North for the Blue Cross/Blue Shield Renewal, elect hard cap, switch carriers for vision and to move Life Insurance coverage from Lincoln Financial to Dearborn National. Ayes: Rosa, Mick and Bowers. Nays: None. Motion carried.

Encroachment Permit – Evans Brothers Fruit - Motion by Comm Rosa and supported by Comm Mick to approve the Encroachment Permit for Evans Brothers Fruit. Ayes: Rosa, Mick and Bowers. Nays: None. Motion carried.

November Meeting Dates - Motion by Comm Bowers and supported by Comm Mick to cancel the November 8, 2018 and the November 21, 2018 board meeting dates and to add a meeting date on November 13, 2018. Ayes: Rosa, Mick and Bowers. Motion carried

**Correspondence/Information/Discussion:**

MDOT Intersection Safety Results – Manager Skeels gave brief summary of MDOT's Intersection Safety Results. Comm Bowers asked if it was possible to put flashing cross roads sign at Cedar Run/Reynolds intersection. Manager Skeels will follow up with Mark at MDOT.

Public Hearing – Seasonal Roads – Birch Point & Fewins – Published in paper, hearing will be held at November 13, 2018 board meeting.

Local Road Policy – Manager Skeels presented a draft spreadsheet of the possible spread of the \$100,000 the board approved for FY 2019. Ideas were discussed on how to divide up funds between townships. Manager Skeels to continue working on this and bring it back to the board next meeting.

**Public Input:** Ron Evitts asked when the Wallin Road pit will get leveled off. Gary Sauers mentioned that if we want a copy of the police report from the Cedar Run/Reynolds road accident we will need to do a Freedom Of Information Act request for it. Gary Sauers also asked Manager Skeels to discuss Black Bridge with CRA.

**Board Round Table:** Employee Luncheon & Rodeo will be on October 12<sup>th</sup> at 11:30 AM. Manager Skeels mention we had to do a second water sample test, first test was not processed correctly. Comm Bowers asked about Fewins Road gravel, Ron Brown will be manually mixing to get to 22A Modified.

Meeting Adjourned at 10:50 AM.

Minutes approved 10/25/18.

---

Robert Rosa, Chairman

---

Jennifer L. Kolinske, Clerk

# **LAKE TOWNSHIP**

**5153 SCENIC HWY. (M-22)**

**HONOR, MICHIGAN 49640**

**PHONE: (231) 325-5202**

**FAX: (231) 325-4177**

**[www.laketwp.org](http://www.laketwp.org)**

3

October 24, 2018

To: All Benzie County Elected Officials and Staff

From: Lake Township

Please accept this letter as notice that due to the resignation of Richard Krupp as Zoning Administrator as of September 30, 2018 the Board has appointed Bob Blank, to serve as Zoning Administrator. All contact information has remained the same: Phone# 231-325-5202; Cell # 231-383-3017; email: [zoning\\_admin@laketwp.org](mailto:zoning_admin@laketwp.org).

If you have any further questions or concerns please don't hesitate to contact the Township.

Sincerely,



Anna Grobe

Lake Township Supervisor



**RECEIVED**

**OCT 31 2018**

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617



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

4

October 25, 2018

Frank Post  
Benzie County  
448 Court Place  
Beulah, MI 49617

**RE: RAP**

Dear Mr. Post,

In accord with your RAP application and documentation for your Court Security Improvements project, I am pleased to enclose our payment in the amount of \$7,603.

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

Sincerely,

*Cara Kowal* <sup>15P</sup>

Cara Kowal, ARM, CPCU  
Manager of Risk Management Services

CK/sp

cc: Dawn Olney  
MMRMA Risk Manager

Enclosure

**RECEIVED**

NOV 05 2018

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

# LITTLE PLATTE LAKE ELEVATION

LEGAL LEVEL 586.7

B.M. 2 IRON NE ABUTMENT ELEV. 589.44

5

NAME	DATE	DISTANCE TO WATER	ELEVATION	HIGH + LOW -	COMMENT
CD	7-5-18	2.95	586.49	-.21	
CD	7-5-18	—	—	—	put one board in
CD	7-12-18	2.67	586.77	+0.07	
CD	7-19-18	2.52	586.92	+0.22	
CD	7-22-18	—	—	—	pull one board
CD	7-26-18	2.86	586.58	-.12	
CD	7-26-18	—	—	—	put one board in
CD	8-2-18	2.52	586.92	+0.22	
CD	8-9-18	2.55	586.89	+0.19	
CD	8-16-18	2.52	586.92	+0.22	
CD	8-23-18	2.53	586.91	+0.21	
CD	8-27-18	—	—	—	pull one board
CD	8-31-18	2.44	587.00	+0.30	
CD	9-4-18	—	—	—	pull one board
CD	9-6-18	2.35	587.09	+0.39	pull one board
CD	9-13-18	2.86	586.58	-.12	
CD	9-14-18	—	—	—	drop one board
CD	9-20-18	3	586.44	-.26	
CD	9-27-18	3.12	586.32	-.38	
CD	10-4-18	2.95	586.49	-.21	
CD	10-11-18	2.63	586.81	+0.11	
CD	10-18-18	—	—	—	did not take
CD	10-25-18	3.03	586.41	-.29	
CD	10-30-18	3.11	586.33	-.37	pull <sup>one</sup> <del>two</del> boards
CD	11-1-18	3.15	586.29	-.41	
RECEIVED					

NOV 05 2018

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

LEGAL LEVELS	JAN. 1 - APR. 30	& NOV. 1 - DEC. 31	599.75
		MAY 1 - OCT. 31	600.25
B.M. N. SIDE BOAT RAMP	ELEV. 601.87		

600.25

B.M. N. SIDE BOAT RAMP ELEV. 601.87

NOV 05 2018

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617



2018 ANNUAL REPORT

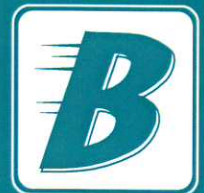
# FLY BENZIE BUS



FAST. EASY. RELIABLE.

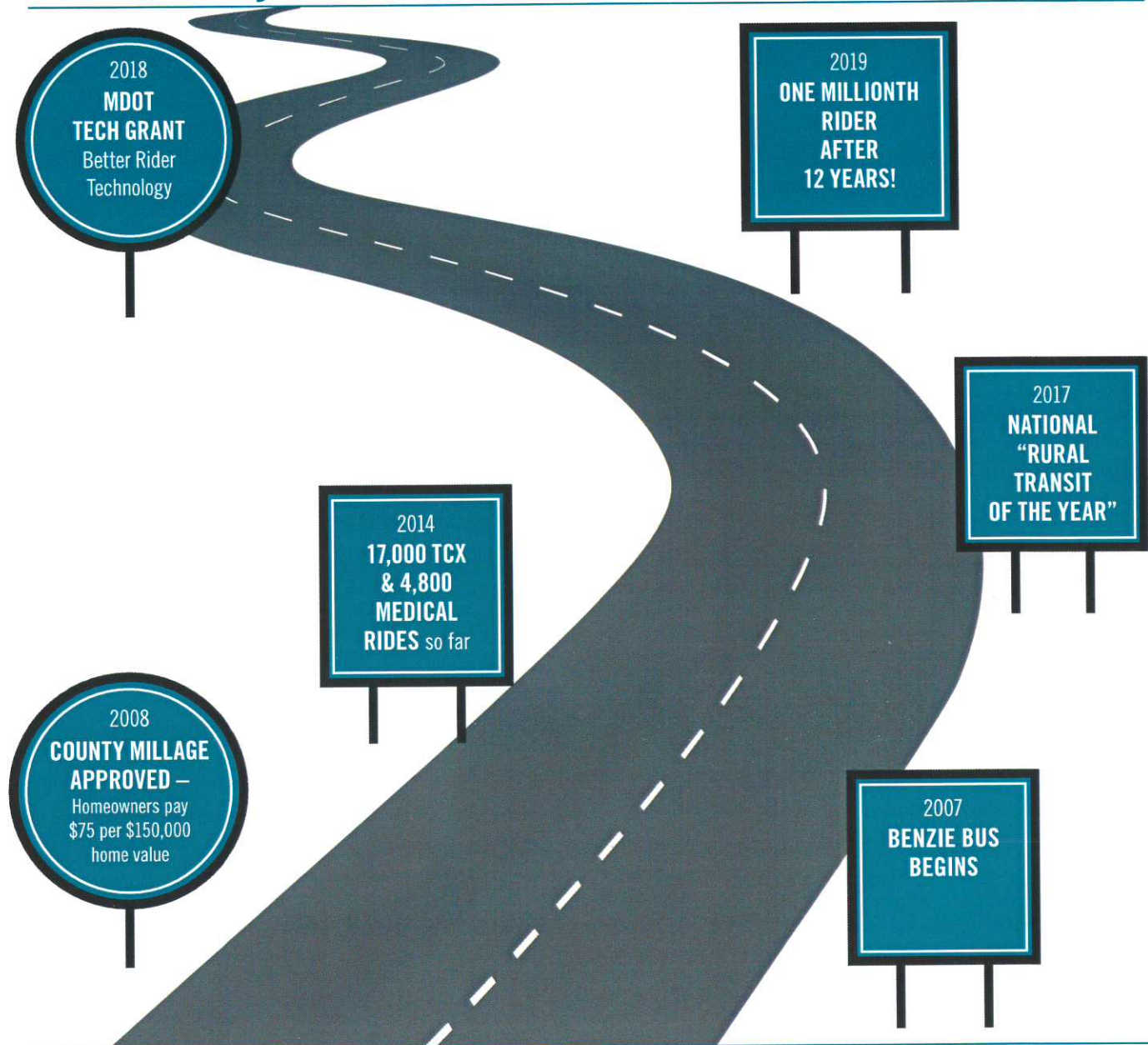
***BENZIE BUS***

CONNECTING PEOPLE TO COMMUNITY





# On Our Way to the Millionth Rider!



## LOCAL ADVISORY COMMITTEE

Matt Goodlin - *Chairman*  
Douglas Durand - *Vice Chair*  
Mary Carroll, Jerry Heiman, Richard Heniser,  
Ingemar Johansson, Beverly Popp, Dorene Strang,  
Ruth Ann Tyler, Jeannette Feeheley & Irene Nugent

## BOARD OF DIRECTORS

Amy Herczak - *Chairwoman*  
Eric VanDussen - *Vice Chair*  
Susan Kirkpatrick, Jennifer Kolinske, Anne Noah,  
Patti Roth, County Commissioner Evan Warsecke  
& Eugene Allen

## MANAGEMENT

Bill Kennis - *Executive Director*  
Chad Hollenbeck - *Operations Manager*  
Jessica Carland - *Mobility Manager*  
Wendy Wedemeier - *Financial Manager*  
Nancy Hunt - *HR & Office Manager*



# MSU Rider Survey Results

BATA, Bosch & Benzie Bus received grant funding from MDOT to address rural technology solutions. We are now working to meet the Top 3 Improvements identified through the MSU survey recommendations.

Top 3 Improvements			Satisfaction w/ overall service		
	2018			2018	TOT
Real time location information on app	72%	1	Very Dissatisfied	0%	
Text for reservations	59%	2	Dissatisfied	1%	
Online reservations	46%	3	Neutral	5%	
Mobile ticketing app	42%		Satisfied	34%	94%
Real time location information in bus shelters	31%		Very Satisfied	60%	

## What Riders Say

"I write to express my total gratitude to the Benzie Bus. I previously worked there and knew that we helped about 350 people each day but, until I became dependent on it; never realized the personal touch they deliver. I suffered a neck injury this past summer and was unable to drive for six weeks. I was able to get back and forth from work and grocery shop seamlessly using their service. In addition their TC Express route was able to accommodate my physical therapy appointments in Traverse City again making my transportation needs stress free. Their drivers are friendly, courteous and timely. Their dispatch team was amazing when it came to last minute changes in my schedule. Really proud to see the growth of this organization over the last eleven years and the service it provides to Benzie County residents." ~ Jennifer Kolinske



## Grant Funding

Benzie Bus received grant funding

- ✓ for 2 passenger shelters and 6 Ford Transit Buses = \$288,000
- ✓ to reward passengers for wearing seat belts!  
6 weeks = \$20 worth of groceries



## 2018 Performance #'s

- ✓ RECORD RIDERSHIP 95,051 Rides! (12% more than 2017)
- ✓ RECORD FAREBOX paid by passengers \$136,637 about 8% of Expenses
- ✓ LIQUID PROPANE LP propels 60% of our fleet saving \$36,000 per year





# Revenue & Expenses

## INCOME

Passenger/Contract Fares	135,637
Advertising Income	14,675
Taxes Levied Directly for/by TA	602,586
State Operating Assistance	599,707
Federal Assistance	282,520
<b>Total Income</b>	<b>\$1,647,218</b>

## EXPENSE

Total Labor Expense	928,902
Health & Retirement Benefits	236,639
Board Compensation	1,160
Service Expense	94,709
Fuel and Lubricants	102,786
Utilities & Business Insurance	74,586
<b>Total Expense</b>	<b>\$1,531,640</b>
<b>Estimated Reserves (unaudited)</b>	<b>\$115,578</b>

## Sponsored Shuttles

New Year's and Halloween shuttles are sponsored by local businesses giving riders safe options.



## Employee Bonuses

Employees earned bonuses and raises for reducing costs and exceptional customer service according to MSU survey results.

Driver professionalism	2018	TOT
Very Dissatisfied	0%	
Dissatisfied	0%	
Neutral	2%	
Satisfied	31%	97%
Very Satisfied	66%	



**BENZIE BUS**

**Benzie Transportation Authority**

Connecting People to Community

231.325.3000 office  
231.325.3007 fax

14150 US Highway 31  
Beulah, Michigan 49617

[www.BenzieBus.com](http://www.BenzieBus.com)