

BENZIE COUNTY BOARD OF COMMISSIONERS

448 COURT PLACE – BEULAH, MI 49617 – (231) 882-9671

www.benzieco.net

MEETING AGENDA

November 27, 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 – 11/13/2018 (open & closed)

PUBLIC INPUT

PUBLIC HEARING – VENTURE NORTH & STORMCLOUD BREWING CO.

ELECTED OFFICIALS & DEPT HEAD COMMENTS

COMMISSIONER REPORTS –

COUNTY ADMINISTRATOR'S REPORT –

FINANCE – Approval of Bills;

COMMITTEE OF THE WHOLE –

COMMITTEE APPOINTMENTS –

ACTION ITEMS – 2% Grant App Power Cot; MDOT Letter; VA Employment Contract; Point Betsie CZM Grant Agreement; Janitorial Services Contract w/ Budget Amendment

PRESENTATION OF CORRESPONDENCE

UNFINISHED BUSINESS

NEW BUSINESS –

10:00 Lisa Peacock & Heidi Britton – NM Health Services – dental program

10:30

10:45

PUBLIC COMMENT

ADJOURNMENT

Times Subject to Change

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

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

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

PUBLIC INPUT

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

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

Group Presentations – 15 minutes
Individual Presentations – 3 minutes

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

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

Commissioner Contacts:

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

November 13, 2018

The Benzie County Board of Commissioners met in a regular session on Tuesday, November 13, 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 (by phone), 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 23, 2018 as corrected on page 3, Comm Sauer comments \$72,000 should be \$7,200. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

9:03 a.m. Public Input

ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS

Tom King, EMS Director, spoke regarding the Heart Monitor Replacements with interest free financing; Grant funding for the Lucas CPR Device – Frank Post is working on a grant application; Power Cot/Power Load system – Frank Post is working on a grant application; fleet maintenance for vehicles and vehicle rotation. He would like to set a schedule and procedures for maintenance. Comm Jeannot asked about the Road Commission and schools – how do they handle maintenance. Tom stated that he would reach out to them. Comm Money also stated that he should check with Watson also.

Frank Post, Emergency Management Coordinator, provided September and October 2018 monthly reports. The school safety committee work group continues to meet monthly. The School Resource Officer millage was successful. Two school grants have been applied for from the State of Michigan and were successful – Frankfort for \$137,000 and Benzie Central \$44,000 for safety infrastructure. Working on closing out the Railroad Point grant regarding the Mollineaux Road property. They will hold a Search and Rescue Exercise on December 1. Comm Roelofs thanks Mr. Post for his diligence in the grant-writing accessibility. Mr. Post also presented the LEPC and LPT 2019 meeting schedule.

Ron Berns, 911 Director, provided a written report. There was a brief shutdown of the 911 system and calls were forwarded to Manistee – no calls were missed. Mr. Deisch asked Mr. Berns to add the Smart 911 calls to his monthly report.

COMMISSIONER REPORTS

Comm Jeannot reported on the Advocates; Benzie Senior Resources are looking closely at Platte River School. Attended the October 23 Summit. Housing action item later today. Lake Township

COMMISSIONERS

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November 13, 2018

has appointed Bob Blank as the Zoning Administrator. Last 60 days he stated that Scott Harrison has been appointed to the DHHS board and will be sworn in soon. Mountain Life Magazine had Roger Griner's Maple Syrup operation was the 2018 winner in their edition.

Comm Griner reported on MAC Transportation meeting – discussion regarding intelligent vehicles – there are no test facilities in the world. We have the finest highway system in the world in the US. In the next 50 years we can have 50% more cars to the road with the intelligent vehicles. He has asked Mitch to do a letter about what is important for the future: 1) cruise ships; 2) rails to Traverse City and 3) container project.

Comm Warsecke reported that he has attended the Inland Township meeting and the Benzie schools – at the school board meeting the Kindergarten class from Crystal Lake did a singing presentation; they discussed the school lunch program. Tomorrow he will attend Colfax Township. Happy Thanksgiving to everyone.

Comm Money reported on the Village of Honor and Homestead Township meeting. He also attended the Summit – he went with guarded interest, Sarah Lucas does a great job. Village of Honor – it is a pleasure to see good things going on there. Their sewer account is at \$70,000 after a windfall of a \$12,000. Homestead Township has been in meetings with the Lions Club to possibly make a purchase.

Comm Carland asked if there have been any discussions in the Village of Honor for a municipal water system? There has been discussion in the past but don't know where that goes.

Comm Jeannot inquired regarding St. Ambrose – been toned down? Rhetoric has toned down, but there is a new Noise Ordinance now.

Comm Carland reported that he did attend the Summit but feels it wasn't as well attended as in the past – feels it was due to the promotion. Would like to see an accumulation of a listserve for email addresses and do a large email blast to promote our events. Planning Commission has been discussing topics for the next one. The new marijuana issue would be a good topic to educate the people. Village of Beulah is approaching the end of their project – waiting for electricity to be ran to the tower. Airport is dealing with snow. Michigan Airport Planning Meeting in Lansing next week.

Comm Roelofs reported that he has attended an exit interview a couple of weeks ago. Benzie County Veterans Affairs held a special meeting last week and will recommend to the full board next week to contract with Karen Korolenko for the position of the new Benzie County Service Officer. Frankfort Elberta Schools Veterans appreciation breakfast was last Friday. Veterans event at the Memorial Park on Veterans Day went well – about 40 people were in attendance.

Comm Jeannot asked about the schedule of the new VA officer? 2-1/2 days per week – hoping for Monday, Tuesday and 1/2 day Wednesday.

10:00 a.m. – Jennifer Berkey, MSUE Contract

Ms. Berkey stated that 2,200+ residents were reached last year with MSU services.

Motion by Carland, seconded by Warsecke, to approve the contract with MSUE for 2018-19 as presented, authorizing the chairman to sign.

Comm Jeannot asked how this contract will affect our space needs? He feels that B, 2a language should be modified to reflect the we are going through space issues.

Comm Money stated that we can work on it.

COMMISSIONERS

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November 13, 2018

Ms. Berkey stated that they know they will be asked to move; just want to remain in this building. Roll call. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Motion by Jeannot, seconded by Griner, to direct the County Administrator to draft a memorandum to MSU identifying the fact that we are going to space needs planning. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

COMMISSIONER REPORTS (continued)

Comm Sauer reported that he attended the Summit as well and felt it was very good. Coury's presentation on the Airport was enjoyed and maybe he could do it here. He enjoyed the presentation by Josh Mills regarding the short-term rentals. He would like to see better participation by the townships. Blaine Township will hold a special meeting on December 3 to discuss two issues – Blight and Junk Cars. Road Commission meeting is today, and they will be discussing any changes to the Seasonal Road Policies. They had a concern with Homestead Road shoulders, have had it tested, and they will add 5-foot shoulders. The Veterans Memorial was great. He, his father and the Veterans were invited to Blaine Christian Church by Boy Scout Troup 10 for a dinner. Thompsonville will be closing out their water project and the need to consider installation of water meters.

10:25 a.m. Motion by Sauer, seconded by Carland, to enter closed session to discuss with our attorney trial and/or settlement strategy in the pending lawsuit Dinger vs Benzie County, et al, pursuant to MCL 15.268(e), because discussion on the open record will be detrimental to our position, and also to discuss material exempt from disclosure under the attorney-client privilege, MCL 15.243(1)(g), pursuant to MCL 15.268(h). Roll call. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

10:53 a.m. Re-enter Open Session

Motion by Sauer, seconded by Money, to support the attorney's recommendation to settle the Dinger vs Benzie County lawsuit. Roll call. Ayes: Carland, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: Griner Motion carried.

COUNTY ADMINISTRATOR'S REPORT – Mitch Deisch:

- Provides an Administrator Update written report.
- Changed the School Safety meeting to November 26 at 10:00 a.m.
- Ad Hoc space needs meeting tomorrow at 11:00 a.m.
- Clean Bids for Government Center are due November 16.
- Letter/memo from the County Treasurer regarding grant administration: have talked with Susan and she will be able to take them on within her current responsibilities.
- Chairman Sauer also stated that he would like to see the Secondary Road Patrol Grant also go to her as well.

Comm Jeannot inquired about the internet survey from 2 or 3 years ago. Are we making any progress regarding that. Mitch stated he is not survey; Susan has been focusing on the finance report and information to the attorneys regarding the opioid litigation.

COMMISSIONERS

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November 13, 2018

FINANCE

Bills: Motion by Warsecke, seconded by Carland, to approve payment of the bills from October 24, 2018 to November 12, 2018 in the amount of \$326,925.05 as presented. Roll call. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Michelle Thompson, County Treasurer, reported to the board that she has been busy with the Michigan Association of Land Bank Leadership Summit. They are also printing tax bills in her office at this time.

COMMITTEE OF THE WHOLE

Comm Carland removes item 2.

Motion by Warsecke, seconded by Roelofs, to approve items 1, 3-7 of the October 23, 2018 Committee of the Whole Consent Calendar as presented. Roll call. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

#2: Motion by Carland, seconded by Money, to approve cable TV for the Emergency Management Department up to \$1,100 as presented. Roll call. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Waltherhouse Nays: None Motion carried.

COMMITTEE APPOINTMENTS – None

ACTION ITEMS:

2% Grant Application: Motion by Warsecke, seconded by Carland, to approve the 2% Grant Application to the Grand Traverse Band for fire extinguisher training in the amount of \$7,281.00, authorizing the chairman to sign. Roll call. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

2% Grant Application: Motion by Warsecke, seconded by Roelofs, to approve the 2% Grant Application to the Grand Traverse Band for Lucas Mechanical Chest Compression Units in the amount of \$91,553.00, authorizing the chairman to sign. Roll call. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Road Commission Resolution re Logging: Motion by Carland, seconded by Griner, to adopt resolution 2018-024 opposing SB 396. Roll call. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

CDBG Guidelines: Motion by Jeannot, seconded by Warsecke, to adopt the 2018 CDBG Program Income Program Guidelines as amended. Roll call. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Certifying Officer: Motion by Jeannot, seconded by Money, to authorize the County Chair as the Certifying Officer for CDBG funds as presented. Roll call. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

PRESENTATION OF CORRESPONDENCE

- Road Commission memo regarding Applications for Permits to hold event on Benzie County Public Roads received.

COMMISSIONERS

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November 13, 2018

- Road Commission minutes of October 11, 2018 received.
- Lake Township memo regarding appointment of Bob Blank as the Zoning Administrator.
- MMRMA letter regarding RAP Grant in the amount of \$7,603 received.
- Little Platte Lake elevation report for October received.
- Crystal Lake elevation report for October received.
- Benzie Bus 2018 Annual Report received.

UNFINISHED BUSINESS -- None

NEW BUSINESS – None

11:30 a.m. Public Input – None

Gary G. Sauer, Chair

Dawn Olney, Benzie County Clerk

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1. Approved the agenda as presented.
2. Approved the regular session minutes of October 23, 2018 as corrected on page 3, Comm Sauer comments \$72,000 should be \$7,200.
3. Approved the contract with MSUE for 2018-19 as presented, authorizing the chairman to sign.
4. Approved to direct the County Administrator to draft a memorandum to MSU identifying the fact that we are going to space needs planning.
5. Entered closed session regarding pending lawsuit Dinger vs Benzie County, et al.
6. Approved to support the attorney's recommendation to settle the Dinger vs Benzie County lawsuit.
7. Approved payment of the bills from October 24, 2018 to November 12, 2018 in the amount of \$326,925.05 as presented.
8. Approved items 1, 3-7 of the October 23, 2018 Committee of the Whole Consent Calendar as presented.
9. Approved cable TV for the Emergency Management Department up to \$1,100 as presented.
10. Approved the 2% Grant Application to the Grand Traverse Band for fire extinguisher training in the amount of \$7,281.00, authorizing the chairman to sign.
11. Approved the 2% Grant Application to the Grand Traverse Band for Lucas Mechanical Chest Compression Units in the amount of \$91,553.00, authorizing the chairman to sign.
12. Adopted resolution 2018-024 opposing SB 396.
13. Adopted the 2018 CDBG Program Income Program Guidelines as amended.
14. Authorized the County Chair as the Certifying Officer for CDBG funds as presented.

COMMISSIONERS

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October 23, 2018

Motion by Warsecke, seconded by Roelofs, 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. **Removed from Consent Calendar.**
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.**

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

Destroy Date: _____

Closed Session

Dinger vs Benzie County et al

November 13, 2018

With Atty Allan Vander Laan via phone

**BENZIE COUNTY
NOTICE OF PUBLIC HEARING FOR
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FOR
STORMCLOUD BREWING CO.**

TO ALL INTERESTED AGENCIES, GROUPS AND PERSONS, NOTICE IS HEREBY GIVEN that the Benzie County Board of Commissioners will conduct a Public Hearing during their regularly scheduled board meeting on Tuesday, November 27, 2018 at 9:00 am. The hearing will be held at the Governmental Center at 448 Court Place, Beulah, MI 49617. The purpose of the public hearing is to allow for public comment on the use of Community Development Block Grant (CDBG) Regional Revolving Loan Fund for Stormcloud Brewing Co. Stormcloud is requesting a \$70,000.00 loan. The use of the funds are for new fermenting equipment and to hire 2 full time equivalent employees of which over 51% of the positions will be available to low and moderate income individuals.

Citizen views and comments on the CDBG project are welcome. Interested parties are invited to comment on the project in person at the public hearing or in writing by Monday, November 26 at 3:00 pm to: Dawn Olney, County Clerk, 448 Court Place, Beulah, MI 49617, 231-882-0000. If you require special accommodations to participate in the public hearing, please contact Dawn Olney, County Clerk. All aspects of the project will be open for discussion at the public hearing. The application may be examined Monday through Friday at the above address in the Office of the County Clerk during normal business hours.

RECEIVED

NOV 15 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



MEMORANDUM

November 16, 2018

To: Benzie County Commissioners

From: Laura Galbraith, Executive Director

Stormcloud Brewing Co. is submitting the enclosed CDBG Loan Program (CLP) application for the Community Development Block Grant (CDBG) Loan program. Stormcloud Brewing Co. is requesting a loan through the CDBG Loan Fund in the amount of \$70,000. The loan will be used to purchase manufacturing equipment and hire two (2) full-time equivalent positions over the course of two years, of which, at least 51% of these will be available to low to moderate income individuals.

Stormcloud Brewing Co. was established in 2013 in downtown Frankfort and has experienced very good growth and increasing sales. They recently completed construction of a new manufacturing facility just outside of town at 366 Parkview Lane. With the increased production space, Stormcloud has been able to offer two retail packaged products, Rainmaker Pale Ale and Whiled Away IPA. Several chain retailers have requested a third Stormcloud packaged product. In order to facilitate the volume of this request, additional equipment is required. Stormcloud plans to invest in new fermenters and tanks.

CDBG Loan Funds will be used in the following manner: two (2) 40 barrel Fermenters; one (1) 40 barrel Brite Tank; and two (2) 10 barrel Standard Foeders. This will allow Stormcloud to continue in a strong growth pattern, accommodate new customers, and hire new employees. The Benzie County CDBG Loan committee met on November 14 and unanimously approved the loan request.

Next Steps

- Benzie County Clerk must provide a brief description of the public hearing including the date of hearing, number of citizens attending the hearing and a summary description of substantive comments made at the hearing.
- Benzie County must pass a Resolution, as outlined in the CLP Application, after completion of the public participation requirements.

RECEIVED

NOV 19 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BENZIE COUNTY, MI 49617

202 E Grandview Parkway, Ste 303, Traverse City, MI 49684 P 231.995.7110 F 231.946.2565

www.venturenorthfunding.org

CDBG LOAN PROGRAM (CLP) APPLICATION

Use tab key to advance through document. Complete CLP Application in entirety and submit via email to Specialist.

UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) IDENTIFICATION SUMMARY			
IDENTIFICATION OF UGLG		FUNDING SOURCES (if multiple properties, include all)	
Unit of General Local Government (UGLG)	Benzie County	CDBG/ CDBG RLF	\$ 70,000
Street/PO Box	448 Court Place	UGLG	\$
City	Beulah	Private	\$
County	Benzie County	Other	\$
State/Zip	MI / 49617	Other	\$
Fiscal Year	2019	Other	\$
Chief Elected Official Name	Gary Sauer	TOTAL	\$ 70,000
Chief Elected Official Title	Chairman	# of FTEs 2 Must not exceed \$35,000 per FTE	
Chief Elected Official Email	garysauer53@yahoo.com	UGLG SAM # 5N5B9 www.sam.gov	
UGLG Project Contact (PC) Name	Susan Boyd	UGLG DUNS # 151930112 http://www.dnb.com/duns-number.html	
UGLG PC Title	County Finance Manager		
UGLG PC Address	448 Court Place, Beulah, MI 49617	UGLG Federal ID # 38-6004838	
UGLG PC Telephone Number	231-882-0035	UGLG Fiscal Year 10/1 to 9/30	
UGLG PC Fax Number	231-882-4844		
UGLG PC E-Mail Address	sboyd@benzieco.net	Census Tract # for Project 26019000500	
STATE GOVERNMENT REPRESENTATION			
Senator Name	Darwin L. Booher	Senate District	35
Representative Name	Curt VanderWall	House District	101
FEDERAL GOVERNMENT REPRESENTATION			
Representative Name	Jack Bergman	Congressional District	1

CLP FUND	Available Balance	\$ 428,825
	Less This Loan	\$ 70,000
	New Balance	\$ 358,825

RECEIVED

NOV 19 2018

UGLG CAPACITY AND CONFLICT OF INTEREST		
1	<p>Identify consultants who will be responsible for administering the proposed:</p> <p><input type="checkbox"/> NA, consultant not yet known</p> <p><input type="checkbox"/> NA, consultant not anticipated</p> <p><input checked="" type="checkbox"/> Consultant has been identified and contact information provided below:</p>	<p>Name Sara Christensen, Venture North Funding & Development</p> <p>Address 202 E Grandview Parkway</p> <p>Phone 231-995-7115</p> <p>Email sara@venturenorthfunding.org</p>
2	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>	<p>Has the UGLG received CDBG grants or loans in the past five years and/or have any open CDBG grants or loans? This includes CDBG grants or loans provided by the MSF/MEDC and all MSHDA CDBG programs.</p> <p>If yes, identify the projects and identify/describe all findings regarding those projects: MSHDA & MEDC CDBG, grants completed.</p>
3	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA</p>	<p>Does the applicant have any outstanding CDBG grants or loans that have not been drawn down?</p> <p>If yes, describe:</p>
4	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA</p>	<p>Will local officials and staff be a party to any contract involving the procurement of goods and services assisted with CDBG funds?</p> <p>If yes, describe:</p>
5	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA</p>	<p>Will any person who is an employee, agent, consultant, officer, elected or appointed official of the UGLG obtain a financial interest or benefit from a CDBG assisted activity or have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter?</p> <p>If yes, describe:</p>
6	<p>Indicate whether or not the UGLG has a contractual relationship with any of the following entities:</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Boge, Wybenga & Bradley, PC</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Farm Bureau</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Fifth Third Bank</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Grand Angels</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Greenstone Farm Credit Services</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Michigan Department of Licensing & Regulatory Affairs</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Michigan Department of Treasury</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Michigan Economic Development Corporation</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Springfield Smartroof</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Trustcott Rossman</p> <p>If yes to any of the above, describe the nature of relationship: MEDC - Subrecipient Agreement for Regionalization. LARA/OLSR Contract for Remonumentation.</p>	
7	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>	<p>UGLG will adhere to HUD, CDBG and MEDC rules, regulations and Grant Administration Manual requirements, policies, procedures and reporting requirements.</p>
8	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>	<p>Consultant will adhere to HUD, CDBG and MEDC rules, regulations and Grant Administration Manual requirements, policies, procedures and reporting requirements.</p>
9	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>	<p>UGLG and Consultant have read the Definitions and Instructions to Attachment D, Estimated Employment Creation and/or Retention Form, and understand</p>

		how to calculate and report Full-Time Job (FT) and Full-Time Equivalent Job (FTE) jobs for the base number of Existing Jobs <u>and</u> the number of Jobs to be Created. (An updated Attachment D is required to be submitted with the Request to Close memo).
PROJECT DESCRIPTION		
9	<p>Provide a clear and concise description of the overall proposed project including all work activities, number of businesses/properties involved, the type of assistance needed and why:</p> <p>Stormcloud Brewing Company opened in June 2013 just two blocks from Lake Michigan in the coastal city of Frankfort, located in northwest Lower Michigan. A small brewery specializing in Belgian-style brewing, Stormcloud offers 16 taps in addition to specialty pizzas and appetizers. In early 2018, Stormcloud broke ground on a new 12,759 square-foot production facility that would house a 20-barrel brewhouse, brewing laboratory, office space, public tasting room with merchandise space, and outdoor beer garden. Production in the new facility allowed Stormcloud to offer two retail packaged products, Rainmaker Pale Ale and Whiled Away IPA. Several chain retailers have requested a third Stormcloud packaged product. In order to facilitate the volume of this request, additional fermentation tanks will be required. The \$70,000 loan funds will be used to purchase the following equipment: two (2) 40 barrel Fermenters; one (1) 40 barrel Brite Tank; and two (2) 10 barrel Standard Foeders. This will allow Stormcloud to bring a new product to the market place, expand its geographic footprint beyond the 32 counties currently being served, and hire new employees. They plan to hire 2 full time equivalent employees within the next two years, of which at least 51% will be considered low to moderate income individuals.</p>	
10	<p>Provide the history of the problems associated with this project and explain how this project will help alleviate those problems.</p> <p>When Stormcloud Brewing opened for business in 2013, they operated with a used 8 barrel brewhouse and five (5) 10 barrel fermenters, roughly 1,500 sq.ft. to produce beer for consumption in the pub with extremely limited distribution. In 2014, the first full year of operations, 700 barrels of beer were produced. The following two years saw growth of over 20% and with the increased demand a 1,600 sq.ft. warehouse was secured to provide support for brewing operations. The conclusion of 2017 saw 1,250 barrels of beer produced. Their newly constructed 12,500 sq.ft. facility and additional production equipment is needed to bring the operations to full capacity to meet market demand and allow Stormcloud to continue growing and creating new jobs.</p>	

11	<p>Check all that apply and/or will occur for this project: Comments:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>National Objective</p> <p><input type="checkbox"/> Elimination/Prevention of Slum/Blight</p> <p><input type="checkbox"/> Immediate threat / urgent need</p> <p><input checked="" type="checkbox"/> Benefit persons of low/mod income</p> <p style="padding-left: 20px;"><input checked="" type="checkbox"/> Job Creation</p> <p style="padding-left: 20px;"><input type="checkbox"/> Housing Projects</p> <p style="padding-left: 20px;"><input type="checkbox"/> Infrastructure Projects</p> <p>Procurement</p> <p><input type="checkbox"/> Procurement of contractors</p> <p><input checked="" type="checkbox"/> Work to be done by owner</p> <p><input type="checkbox"/> Work to be done by sole proprietor contractor</p> <p>Section 3</p> <p><input type="checkbox"/> Section 3 required - CDBG over \$200k + construction activities</p> <p>Anticipated Environmental Review</p> <p><input type="checkbox"/> Exempt</p> <p><input checked="" type="checkbox"/> Categorical Exclusion Not Subject To (CENST)</p> <p><input type="checkbox"/> Categorical Exclusion Subject To (CEST)</p> <p><input type="checkbox"/> Environmental Assessment</p> <p>Property Disposition</p> <p><input type="checkbox"/> Acquisition of building</p> <p><input type="checkbox"/> Acquisition of property</p> <p><input type="checkbox"/> Currently has land contract</p> <p><input type="checkbox"/> Currently has lease</p> <p><input type="checkbox"/> Purchase Agreement required</p> <p><input type="checkbox"/> Relocation required</p> </div> <div style="width: 45%;"> <p>Job Activities</p> <p><input type="checkbox"/> Construction activities (ex: use of hammer and shovels, equipment installation, any digging, etc.)</p> <p><input type="checkbox"/> Electrical</p> <p><input type="checkbox"/> Plumbing</p> <p><input type="checkbox"/> Change in building footprint</p> <p><input type="checkbox"/> Equipment installation will require major construction</p> <p><input type="checkbox"/> Equipment installation will require minor construction</p> <p><input checked="" type="checkbox"/> Equipment is plug and play only</p> <p><input type="checkbox"/> Davis Bacon required – construction contract over \$2,000</p> <p>Business</p> <p><input type="checkbox"/> Seasonal Employer</p> <p><input checked="" type="checkbox"/> Open year round</p> <p><input type="checkbox"/> Open year round but ramps staff in spring/summer/fall</p> <p><input type="checkbox"/> Startup business</p> </div> </div>
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PROJECT SCHEDULE																										
12	<p>Provide an overall project schedule that includes the anticipated start and completion dates.</p> <p><i>NOTE: When completing the schedule, please refer to Application Guide with regard to when project costs can be incurred. This schedule will be incorporated into the Loan Exhibit with the UGLG.</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 35%;">ACTIVITIES</th> <th style="width: 30%;">START DATE</th> <th style="width: 35%;">END DATE</th> </tr> </thead> <tbody> <tr> <td>Engineering and/or Design</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Property Acquisition</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Bidding</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>CDBG-funded Activities</td> <td style="text-align: center;">12/10/2018</td> <td style="text-align: center;">12/09/2020</td> </tr> <tr> <td>UGLG-funded Activities</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Other-funded Activities</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Job Creation</td> <td style="text-align: center;">12/10/2018</td> <td style="text-align: center;">12/09/2020</td> </tr> </tbody> </table>		ACTIVITIES	START DATE	END DATE	Engineering and/or Design	NA	NA	Property Acquisition	NA	NA	Bidding	NA	NA	CDBG-funded Activities	12/10/2018	12/09/2020	UGLG-funded Activities	NA	NA	Other-funded Activities	NA	NA	Job Creation	12/10/2018	12/09/2020
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AUTHORIZED UGLG OFFICIAL	
Signature	
Name and Title	Gary Sauer, Board of Commissioners Chairman
Date	

ATTACHMENT A

PROJECT BUDGET

Complete this Project Budget to identify all funding sources and all project activities. List the specific source and dollar amount of any local, state, or other federal funding associated with this project including grants and/or loans. Tax incentives should NOT be included on the project budget.

- ☐ For general contractors - Attach 3 cost estimates or an independent third party quote for all CDBG-funded costs.
- ☐ For sole proprietor contractors – Attach 1 cost estimate
- ☒ For equipment – Attach list of items and cost or a screen print of items to be purchased.
- ☐ Attach an appraisal for CDBG-funded acquisitions.

NOTE: Costs for preparing independent cost estimates may be incurred at the UGLG's own risk without written authorization, but may not be included in the project budget as match. Refer to Application Guide for guidance on administrative costs.

Applicant	Benzie County
Project Title	Stormcloud Brewing Company Expansion Project

ACTIVITIES	CDBG	LOCAL	PRIVATE	OTHER	OTHER	TOTAL
Acquisition						
Administration						
Architecture / Engineering						
Building Improvements						
Demolition						
Infrastructure Improvements						
Machinery / Equipment	70,000					70,000
Planning						
Working Capital						
Inventory						
Marketing						
Payroll						
General Operating						
Packaging						
TOTALS	70,000					70,000

EQUIPMENT LIST - Stormcloud Brewing Company

Item	Quantity	Cost Per Item	Total
40 barrel Fermenter	2	\$19,000	\$38,000
40 barrel Brite Tank	1	\$19,000	\$19,000
10 barrel Standard Foeder	2	\$6,500	\$13,000
GRAND TOTAL			<u>\$70,000</u>

ATTACHMENT B

PROJECT DETAILS FOR BUSINESS/PRIVATE PROPERTY PROJECTS

COMPLETE ONE FOR EACH PROPERTY					
1	<div style="display: flex;"> <div style="flex: 1;"> Business Information: Business Name Address City State Zip Current Owner(s) Future Ownership </div> <div style="flex: 1; border-left: 1px solid black; padding-left: 10px;"> Stormcloud Brewing Company 366 Parkview Lane, Frankfort, MI 49635 Rick Schmitt NA </div> </div>				
2	<p>Provide nature of business and background:</p> <p>Stormcloud Brewing Company opened in June 2013 in downtown Frankfort as a small brew pub specializing in Belgian-style brewing. They saw exponential growth in the early years which caused them to expand the brewing process into a 1,600 sq.ft. In early 2018, they broke ground on a new 12,500 square-foot production facility that would house a 20-barrel brewhouse, brewing laboratory, office space, public tasting room with merchandise space, and outdoor beer garden. Production in the new facility allowed Stormcloud to offer two retail packaged products, Rainmaker Pale Ale and Whiled Away IPA. Several chain retailers have now requested a third Stormcloud packaged product. In order to facilitate the volume of this request, additional fermentation tanks will be required.</p>				
3	<p>Describe the specific work activities to be completed with CDBG funds <u>and</u> match funds (use bullets):</p> <ul style="list-style-type: none"> \$38,000 two (2) 40 barrel Fermenters; \$19,000 one (1) 40 barrel Brite Tank; \$13,000 two (2) 10 barrel Standard Foeders; 				
4	<p>Describe all leases, easements, and property option/purchase agreements needed in order to complete the project activities at this property location. Please identify all parties involved and any estimated costs associated with these activities:</p> <p><i>NOTE: Incurring costs; including CDBG, local, and private costs prior to authorization and/or completion of the environmental review could jeopardize the proposed CDBG funding.</i></p> <p>NA</p>				
5	<p>Check all statements that apply regarding occupancy:</p> <div style="margin-bottom: 10px;"> <input type="checkbox"/> The property does not have occupants (tenants, property owners, etc.). Therefore, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 will not apply. </div> <div> <input checked="" type="checkbox"/> The property does have occupants (tenants, property owners, etc.) and the occupants will not be permanently displaced. Please provide the following for each occupant: </div> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%; border-right: 1px solid black; padding-right: 10px;"> <input checked="" type="checkbox"/> Property Owner OR <input type="checkbox"/> Tenant <input type="checkbox"/> Residential OR <input checked="" type="checkbox"/> Business Name Address Phone Number Email Address </td> <td style="padding-left: 10px;"> Stormcloud Brewing Company, Rick Schmitt 301 Main Street, PO Box 2157, Frankfort, MI 49635 231-352-0118 rick@stormcloudbrewing.com </td> </tr> <tr> <td style="border-right: 1px solid black; padding-right: 10px;"> <input type="checkbox"/> Property Owner OR <input type="checkbox"/> Tenant <input type="checkbox"/> Residential OR <input type="checkbox"/> Business Name Address </td> <td></td> </tr> </table>	<input checked="" type="checkbox"/> Property Owner OR <input type="checkbox"/> Tenant <input type="checkbox"/> Residential OR <input checked="" type="checkbox"/> Business Name Address Phone Number Email Address	Stormcloud Brewing Company, Rick Schmitt 301 Main Street, PO Box 2157, Frankfort, MI 49635 231-352-0118 rick@stormcloudbrewing.com	<input type="checkbox"/> Property Owner OR <input type="checkbox"/> Tenant <input type="checkbox"/> Residential OR <input type="checkbox"/> Business Name Address	
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	Phone Number Email Address	
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6	What is the square footage of private space being improved? 12,500	
7	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA	Have CDBG funds been used at this property and/or business address in the past? If yes, describe:
8	Describe the source of the private funding and the status of any necessary approvals for financing: NA	
9	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Will the project relocate jobs from one labor market area to another? If yes, describe:

ATTACHMENT C

PROJECT SCOPE FOR PUBLIC IMPROVEMENTS (ONLY)

☒ Check if Not Applicable

1	Describe the specific work activities to be completed on UGLG- or publicly-owned property with CDBG funds and match funds.	
2	Describe the location and boundaries of the project , including the street address and property ownership (i.e. UGLG property, other public property, private property) where all project activities will occur.	
3	What is the square footage of public space being improved or reactivated?	
4	Attach a detailed map showing all project activities and any district they are located within (i.e. LDFA).	
5	Historic Property Screening: Is the property? (check all that apply): <input type="checkbox"/> Listed in the National Register of Historic Properties <input type="checkbox"/> Potentially eligible to be listed in the National Register of Historic Properties <input type="checkbox"/> Listed in a state or local inventory of historic places <input type="checkbox"/> Designated as a state or local landmark or historic district <input type="checkbox"/> None of the above Comments:	
6	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the project result in the demolition or conversion of residential dwelling units, both occupied and vacant ?
7	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the project result in special fees (ie, tap in / hookup fees, special assessments)?
8	<input type="checkbox"/> NA	Attach architectural renderings or pictures in color illustrating what the building will look like after project completion.
9	<input type="checkbox"/> NA	Other than the preliminary cost estimates, describe the status of any engineering plans or specifications . Attach engineering plans or specifications, if completed. <i>NOTE: Costs for engineering and/or architectural plans to be funded with non-CDBG funds may be incurred at the UGLG's own risk with written authorization from the MSF and may be included in the project budget as match.</i> <i>Costs for engineering and/or architectural plans to be funded with CDBG funds may be incurred with written authorization from the MSF once the Loan Exhibit has been executed and may be included in the project budget. CDBG Procurement requirements apply to all CDBG funded activities. CDBG funds may be jeopardized or withdrawn if written authorization from the MSF has not been provided prior to signing an engineering and/or architectural contract for expenses other than the preliminary costs for completing this Application.</i>
10	<input type="checkbox"/> NA	Describe all temporary or permanent relocation of businesses, non-profit organizations, homeowners, or tenants needed in order to complete the project. Include the address, names of anticipated displaced parties, type of displacement (residential or business) and whether the parties are owners and/or tenants.

11	<input type="checkbox"/> NA	<p>Describe all leases, easements, and property option/purchase agreements needed in order to complete the project activities at this property location. Include the anticipated seller, buyer, property description/location and cost.</p> <p><i>NOTE: Costs for acquiring real property, to be fully funded with non-CDBG monies, may be included in the project budget as match and may be incurred at the UGLG's own risk once the environmental review and Uniform Act requirements have been completed and written authorization to incur these costs has been provided by the MSF.</i></p> <p><i>Costs for acquiring real property, to be partially or fully funded with CDBG monies, may be included in the project budget and may be incurred with written authorization from the MSF once the environmental review and Uniform Act requirements have been completed and the Loan Exhibit has been executed by all parties.</i></p> <p><i>CDBG funds will be jeopardized or withdrawn if written authorization from the MSF has not been provided prior to signing option/purchase/lease/easement agreements.</i></p>
12	<input type="checkbox"/> NA	<p>List and describe the status of any local, state and federal permits required for implementation of the proposed project.</p>

ATTACHMENT D

ESTIMATED EMPLOYMENT CREATION AND/OR RETENTION FORM

The project is qualified based on the Low and Moderate Income Job Creation National Objective and at least 51% of the beneficiaries must be low and moderate income persons.

UGLG	Benzie County	Project Name	Stormcloud Brewing Co. Expansion Project
Business	Stormcloud Brewing Company	Contact Name	Rick Schmitt
Street Address (not POBox)	366 Parkview Lane	Contact Title	Co-Owner
City State Zip	Frankfort, MI 49635	Phone #	231-352-0118
DUNS #	04-574-0204	Fax #	
SIC #		Email Address	rick@stormcloudbrewing.com
LARA #		CCR #	

IMPORTANT: Read definitions and instructions on the following page for requirements on how to calculate and report Full-Time Job (FT) and Full-Time Equivalent Job (FTE) jobs. An updated form is required to be submitted with the Request to Close memo.

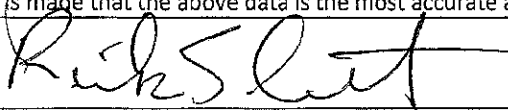
EMPLOYMENT CATEGORY	EXISTING JOBS		JOBS TO BE CREATED		
	NUMBER OF EXISTING PERMANENT FT AND FTE JOBS	AVERAGE HOURLY WAGE OF EXISTING JOBS	PERMANENT FT AND FTE JOBS TO BE CREATED	NEW HIRES LOWEST STARTING HOURLY WAGE	NEW HIRES AVERAGE STARTING HOURLY WAGE
Managerial	2	18.00			
Professional	7	16.00			
Technical	1	16.00			
Sales	1	20.00			
Clerical	1	14.00			
Craftsmen (skilled)	2	16.00			
Operators (semi-skilled)	2	15.00	1	14.00	15.00
Laborers (unskilled)	1	13.00			
Service Worker	13.7	12.00	1	10.50	12.00
TOTALS	30.7	14.25	2	10.50	13.50

List Fringe benefits to be provided for created jobs:

AUTHORIZED COMPANY OFFICIAL

Certification is made that the above data is the most accurate available based on current information and knowledge.

Signature:



Date: 10/29/18

Name: Rick Schmitt

Title: Co-Owner

DEFINITIONS AND INSTRUCTIONS

Full-Time Job (FT) - An employee who has 2,080 hours of paid employment on an annual basis or one that is paid for 35 or more hours per week.

Full-Time Equivalent Job (FTE) – A combination of employees that individually have less than 2080 hours of paid employment on an annual basis or work less than 40 hours per week, and are converted to full-time equivalent (FTE) jobs by dividing the total annual hours worked by 2,080 hours or dividing the total weekly hours worked by 40 hours.

New Job - A new FT or FTE permanent job that did not exist prior to this project and came about as a result of this project. The jobs are intended to be permanent and sustainable. Jobs that exist prior to the start of the project or result independently from the project will not be considered.

Number of Existing Permanent FT and FTE Jobs - Identify the present number of all FT and FTE permanent private sector jobs and the average hourly pay rate of existing jobs.

Permanent FT and FTE Jobs To Be Created - Identify the number of new FT or FTE jobs that **did not** exist prior to this project and came about as a result of this project. The jobs to be created are intended to be permanent and sustainable. Jobs that exist prior to the start of the project or result independently from the project should not be considered.

Employment Category Definitions:

Managerial	Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies and direct individual departments of special phases of a firm's operations.
Professional	Occupations requiring either college graduation or experience of such kind and amount as to provide a comparative background.
Technical	Occupations requiring a combination of basic scientific knowledge and manual skills which can be obtained through approximately 2 years of post-high school education, such as is offered in many technical institutions and junior colleges, or through equivalent on-the-job training.
Sales	Occupations engaging wholly or primarily in sales.
Clerical	All clerical-type work regardless of level of difficulty, where the activities are primarily non-manual.
Craftsman (skilled)	Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work; exercise independent judgment and usually require extensive training.
Operators (semi-skilled)	Workers who operate machines or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require limited training.
Laborers (unskilled)	Workers in manual occupations which generally require no special training.
Service worker	All workers in service type industries.

ATTACHMENT E

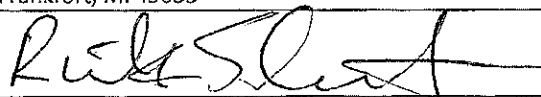
DOCUMENTATION OF BENEFIT TO LOW AND MODERATE INCOME PERSONS FORM

The UGLG and Company agree that 2 jobs will be created as a result of this project and at least 51% of the jobs will be held by low and moderate income persons. Income limits can be found at <https://www.huduser.gov/portal/datasets/il.html>.

Each party recognizes the following:

1. If the project results in more New Jobs than expected, then the 51% requirement shall apply to the higher job number.
2. The purpose for making an application for a CDBG loan is to create employment opportunities benefiting low and moderate income persons.
3. Should job creation goals for low and moderate income persons not be met, the project shall fail to qualify under the low and moderate income national objective.
4. The State retains the right to require the applicant or the company to repay the full amount of any loan funds awarded should the project fail to qualify under this National Objective.

AUTHORIZED UGLG OFFICIAL		
UGLG	Benzie County	
Signature		Date:
Name and Title	Gary Sauer, Board of Commissioners Chairman	
Phone #: 231-882-0011	Email Address: garysauer53@yahoo.com	

AUTHORIZED REPRESENTATIVE OF COMPANY		
Legal Business Name	Stormcloud Brewing Company	
Address	366 Parkview Lane	
City State Zip	Frankfort, MI 49635	
Signature		Date: 10/29/18
Name and Title	Rick Schmitt,	Co-Owner
Phone #: 231-352-0118	Email Address: rick@stormcloudbrewing.com	

ATTACHMENT F

COMMUNITY DEVELOPMENT PLAN

All UGLGs applying for funds under the CDBG Program are required to identify their community development and housing needs in accordance with the provisions set forth in Title 1 of the federal Housing and Community Development Act of 1974, as amended.

In order to comply with requirements outlined in federal legislation, it is not necessary for an UGLG to prepare an elaborate community development plan. It is expected that most UGLGs can satisfy this requirement in a 2-3 page narrative summary plan adopted by their governing body.

- ☐ **Attach** Community Development Plan which includes the 5 major elements below **OR**
☒ **Summarize** the following from your adopted plan:

1	<p>A statement assessing the needs and problems of the UGLG, including the needs of low and moderate income persons. In all applications, the assessment must address both overall community development and housing needs regardless of the category under which funding is requested.</p> <p>Benzie County is a small and rural county. It ranks in the bottom third of the State county populations. About 60% of the land area is state of federally owned. Benzie's population fluctuates significantly between summer and winter months. The county lacks resources to carry out major community development initiatives on its own. Benzie County utilizes partners/organizations such as Networks Northwest, Land Bank Authority, Benzie County Housing Authority to assist with workforce development, business development, and community development.</p>
2	<p>A summary list of possible long-term activities (two years or more) to address the identified needs and problems.</p> <p>Enhance critical infrastructure serving the county, to accommodate long term growth and prosperity; Encourage skilled trades training for youth and the underemployed; and Develop new opportunities related to value-added agriculture and agri-tourism, especially for the small farmer and entrepreneur.</p>
3	<p>A summary of contemplated short-term activities (one to two years) to address the identified needs and problems.</p> <p>Benzie County has recently updated its Master Plan and has developed a County wide strategic plan. Both of these plans along with the economic development plan and the contract with the Alliance for Economic Success will guide future economic development in Benzie County.</p>
4	<p>A description of the effect the proposed CDBG project will have on the UGLG.</p> <p>Benzie County is a community that is an economically underserved area. Stormcloud Brewing Company is an established, growing business in the rural community. The continuation of job growth in the region is extremely important. This company plans on hiring 2 FTEs within the next two years.</p>
5	<p>A plan for minimizing the displacement of persons as a result of loan-assisted activities and to assist persons actually displaced by such activities.</p> <p>There will not be any displaced individuals as a result of the CDBG assisted activities.</p>

ATTACHMENT G

UGLG PUBLIC PARTICIPATION CERTIFICATION

All UGLGs applying for funds under the Michigan CDBG Program are required to adhere to public participation provisions set forth in Title I of the Housing and Community Development Act of 1974, as amended.

A public hearing on the proposed project is required. The UGLG's Application must be completed and available for review at the public hearing. In order to document that public participation requirements have been met, attach the following:

☒ **Attach a copy of the published public notice** as described in the certification above. A minimum five (5) days' notice is required.

☒ **Attach a brief description of the public hearing(s)** including the date of hearing(s), number of citizens attending the hearing(s) and a summary description of substantive comments made at the hearing(s).

1. The UGLG has furnished its citizens with information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken. This includes the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons.
2. The UGLG has published a public notice in such manner to afford affected citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities.
3. One or more public hearings have been held to obtain the views of citizens on the proposed application and community development and housing needs.
4. Citizens have been provided reasonable access to the proposed application and related information on community development and housing needs.
5. The UGLG will provide its citizens with reasonable notice of, and opportunity to comment on, any substantial change proposed to be made in the use of funds if funds are received.
6. The UGLG provided for and encouraged citizen participation, with particular emphasis on participation by persons of low and moderate income, residents of slum and blight areas and of areas in which Section 106 funds are proposed to be used, and in the case of grantees described in Section 106(a), provided for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction. Opportunities to participate must be made available by advertising in publications, which are distributed in the slum and blight areas and the low and moderate income neighborhoods.
7. The UGLG provided citizens with reasonable and timely access to local meetings, information, and records relating to the applicant's proposed use of funds, as required by regulations of the Secretary, and relating to the actual use of funds under this title.
8. The UGLG provided for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee.
9. The UGLG provided for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. Review of program performance shall apply to previously funded CDBG grants or loans.
10. The UGLG has identified how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to

participate. If 51% of the expected participants are non-English speaking, the hearings will be advertised in a non-English publication available to those residents. A person fluent in their language must be available to discuss the project and respond to their questions at the hearings.

Signature

Date

Gary Sauer, Board of Commissioners Chairman

Name and Title of Authorized UGLG Official

ATTACHMENT H

UGLG AUTHORIZING RESOLUTION

The UGLG's Authorizing Resolution must be adopted after completion of the public participation requirements.

☒ **Attach** an authorizing resolution containing the following elements:

1	Identification of the proposed project.
2	Identification of the funding request and the commitment of the UGLG's matching funds.
3	Statement that the proposed project is consistent with the UGLG's community development plan as described in the Application.
4	Statement that at least 51% of the beneficiaries of the proposed project will be low and moderate income persons. -OR- Statement that the proposed project will clearly eliminate objectively determinable signs of blight and will be strictly limited to eliminating specific instances of blight (spot blight).
5	Statement that no project costs (CDBG and non-CDBG) will be incurred prior to a formal loan award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by your CDBG Project Manager.
6	Local authorization to submit the Michigan CDBG Application.
7	Identification, by name and title, of the person authorized to sign the Application and all attachments.
8	Identification, by name and title, of the person authorized to sign the Loan Exhibit and all amendments.
9	Identification, by name and title, of the person authorized to sign Payment Requests.

ATTACHMENT I

CERTIFICATION BY THE APPLICANT UGLG

I, **Gary Sauer, of Benzie County Commission**, certify that **Benzie County**:

1. Possesses legal authority to submit a loan application;
2. Has in a timely manner:
 - a. furnished its citizens information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons as a result of proposed activities and for assisting persons actually displaced;
 - b. published a public notice in such manner to afford citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities;
 - c. held one or more public hearings to obtain the views of citizens on the proposed application and community development and housing needs; and
 - d. made the proposed application available to the public;
3. Will conduct and administer the loan in conformity with Public Law 88-352 and Public Law 90-284, and will affirmatively further fair housing;
4. Has developed the proposed application so as to give maximum feasible priority to activities which will benefit low and moderate income families or aid to the prevention or elimination of slum or blight; or to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to health or welfare of the community where other financial resources are not available to meet such needs;
5. Has developed a community development plan that identifies community development and housing needs and specifies both short and long term community development objectives that have been developed in accordance with the primary objective and requirements of the Title I Housing and Community Development Act of 1974, as amended;
6. Will not attempt to recover any capital costs of public improvements assisted in whole or in part with Title I funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (A) Title I funds are used to pay the proportion of such fee or assessment that related to capital costs of such public improvement that are financed from revenue sources other than Title I funds; or (B) for purposes of assessing any amounts against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and (name of local unit) certifies that it lacks sufficient Title I funds to comply with the requirements of clause (A);
7. Will adopt a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdictions;
8. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any

federal contract, the making of any federal grant or loan, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;

9. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
10. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly;
11. Will comply with other provisions of Title I of the Housing and Community Development Act of 1987, as amended, and with other applicable laws.

Signature

Date

Gary Sauer, Board of Commissioners Chairman

Name and Title of Authorized UGLG Official

ATTACHMENT J

STATEMENT OF ASSURANCES

The UGLG hereby assures and certifies that it has complied or shall comply with Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301), and related statutes and implementing rules, regulations, and guidelines applicable to projects financed under the Michigan CDBG program. Specific assurances and certifications include but are not limited to the following:

1. Compliance with loan and financial management guidelines in 2 CFR Part 200, et al.; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule.
2. Compliance with Civil Rights and Equal Opportunity statutes as set forth in Title I of the Civil Rights Act of 1964 (Public Law 88-352), Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), the Michigan Civil Rights Act 453 of 1976, the Michigan Fair Employment Practices Act (MCL 423, 301-423, 311), related statutes and implementing rules and regulations.
3. Compliance with Labor Standards statutes as set forth in the Davis-Bacon Fair Labor Standards Act (40 U.S.C. 276a-276a-5), related statutes and implementing rules and regulations.
4. Compliance with Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4831).
5. Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) and implementing regulations.
6. Compliance with OMB Circular No. A-133, Audits of States, Local Governments and Non-Profit Organizations and implementing rules and regulations.
7. Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing rules and regulations 24 CFR Part 8.
8. Authorized state officials and representatives will have access to all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project in order to make audits, examinations, excerpts and transcripts; each contract or subcontract also shall provide for such success to relevant data and records pertaining to the development and implementation of the project.

The UGLG agrees to assume all of the responsibilities for environmental review, decision making and action as specified and required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and Section 104 (f) of Title I of the Housing and Community Development Act and implementing regulations 24 CFR Part 58.

Signature

Date

Gary Sauer, Board of Commissioners Chairman

Name and Title of Authorized UGLG Official

DETERMINATION OF LEVEL OF ENVIRONMENTAL REVIEW

CERTIFYING OFFICER

Gary Sauer, Chair Benzie County Board of Commission is designated the environmental certifying officer for the CDBG project described below. I certify that

PROJECT INFORMATION

Grantee (Unit of General Local Government) Benzie County

Grantee Address 448 Court Place, Beulah, MI 49617

Grantee Contact Person
Name and Phone Gary Sauer

Other Project Contact Person
Name and Phone Mitch Deisch, County Administrator, 231-882-0558

Grant Number (if assigned) _____

Project Title Stormcloud Brewing Co. CDBG Loan Fund

Project Description (provide in separate, attached sheets)

Stormcloud Brewing Co. was established in 2013 in downtown Frankfort and has experienced very good growth and increasing sales. They recently completed construction of a new manufacturing facility just outside of town at 366 Parkview Lane. With the increased production space, Stormcloud has been able to offer two retail packaged products, Rainmaker Pale Ale and Whiled Away IPA. Several chain retailers have requested a third Stormcloud packaged product. In order to facilitate the volume of this request, additional equipment is required.

Stormcloud is requesting a loan through the Community Development Block Grant Loan Fund in the amount of \$70,000 to purchase: two (2) 40 barrel Fermenters; one (1) 40 barrel Brite Tank; and two (2) 10 barrel Standard Foeders and hire 2 full-time equivalent positions within the next two years, of which at least 51% will be considered low to moderate income individuals.

PROJECT DETERMINATION (completed by the Environmental Review Officer)

All project activities have been reviewed and the project meets the following environmental determination:

- ☐ Exempt
- ☒ Categorically Excluded Not Subject To §58.5
- ☐ Categorically Excluded Subject To §58.5
- ☐ Environmental Assessment
- ☐ Environmental Impact Statement

Certifying Officer Signature
Gary Sauer, Benzie County Commissioner Chairman

Date

EXEMPT ACTIVITIES DETERMINATION LETTER

November 27, 2018

Michigan Economic Development Corporation
Community Development Block Grant Program
300 North Washington Square
Lansing, Michigan 48913

Re: Exempt Activities Determination

Dear Shawne Haddad:

Benzie County is hereby requesting release of funds provided under Stormcloud Brewing Company's CDBG Loan Fund Application.

Stormcloud Brewing Company's CDBG Loan Fund Application will provide funds for a loan to purchase new manufacturing equipment, which is an eligible activity. Such activities are exempt from environmental review requirements under 24 CFR 58.34(a).

In addition, Benzie County has reviewed and documented that we are in compliance with the requirement of 24 CFR 58.6 as follows:

1. The project will not involve property acquisition or construction residing in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards. (A copy of the flood insurance policy must be attached if the project is located in this type of area.)
2. The project will not take place in an area designated as part of the Coastal Barrier Resources System.
3. The project will not involve the sale or acquisition of an existing property in a Runway Clear Zone or Clear Zone, as defined in 24 CFR Part 51. (A signed disclosure statement must be attached if the project is located in this type of area.)

Please call if you need any additional information.

Sincerely,

Gary Sauer, Benzie County Board of Commissioners Chairman

FINDING OF CATEGORICAL EXCLUSION
(not subject to 58.5)
24 CFR 58.35(b)

Grantee Benzie County
Grant No. _____

I hereby certify that the following activities comprising the Stormcloud Brewing Co. CDBG Loan Fund Project have been reviewed and determined to be Categorically Excluded per 24 CFR 58.35(b) as follows:

- ☐ (1) Tenant-based rental assistance;
- ☐ (2) Supportive services including, but not limited to, health care, housing services, permanent housing placement, day care, nutritional services, short-term payments for rent/mortgage/utility costs, and assistance in gaining access to local, State, Federal government benefits and services;
- ☒ (3) Operation costs, including but not limited to, equipment purchases, inventory financing, interest subsidy, operation expenses, and similar costs not associated with construction or expansion of existing operations;
- ☐ (4) Economic development activities, including but not limited to, equipment purchases, inventory financing, interest subsidy, operating expenses and similar costs not associated with construction or expansion of existing operations;
- ☐ (5) Activities to assist home ownership of existing dwelling units including closing costs and down payment assistance to home buyers, and similar activities that result in the transfer of title to a property;
- ☐ (6) Affordable housing pre-development costs including legal, consulting, developer and other costs related to obtaining site options, project financing, administrative costs and fees for loan commitments, zoning approvals, and other related activities which do not have a physical impact.

Flood Insurance/Flood Disaster Protection Act

1. Does the project involve the acquisition, construction, or rehabilitation of structures, buildings, or mobile homes?

- ☒ No. Flood insurance is not required. The review of this factor is completed.
☐ Yes. Continue Review.

2. Is the structure or part of the structure located in a Federal Emergency Management Agency (FEMA) designated Special Flood Hazard Area?

- ☒ No. Cite Source Documentation: **FEMA Flood Map (Attachment A)**
Proceed with project.
☐ Yes. Cite Source Documentation:
Continue Review.

3. Is the community participating in the National Flood Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?

- ☐ Yes. Flood insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be maintained in this Environmental Review Record.
☒ No. **Federal assistance may not be used in the Special Flood Hazard Area.**

Coastal Barriers Resources Act

1. Is the project located in a coastal barrier resource area?

- ☒ No. Cite Source Documentation: John H. Chafee Coastal Barrier Resources System (Attachment B)
☐ Yes. **Federal assistance may not be used in such an area.**

Airport Runway Clear Zones and Clear Zones Disclosures

1. Does the project involve the sale or acquisition of existing property within a Civil Airport's Runway Clear Zone, Approach Protection Zone or a Military Installation's Clear Zone?

- ☒ No. Cite Source Documentation: ARCGIS-Airport Clear Zone Map (Attachment C)
☐ Yes. **Disclosure statement must be provided** and a copy of the signed disclosure statement must be maintained in this Environmental Review Record.

In accordance with 24 CFR 58.35(b), no further environmental approval form from HUD or the State is necessary for the drawdown of funds to implement this program.

Gary Sauer, Benzie Co. Commissioner Chair

Name and Title of Certifying Officer

Signature of Certifying Officer

Date

Sara Christensen

231-995-7115

Name of person preparing this form

Phone #

For State Use Only	Reviewed	Date
Compliance Specialist		



FEMA Flood Map Service Center: Search By Address

Navigation

Search

Languages

MSC Home (/portal/)

MSC Search by Address
(/portal/search)

MSC Search All Products
(/portal/advanceSearch)

▼ MSC Products and Tools
(/portal/resources/productsandtools)

Hazus
(/portal/resources/hazus)

LOMC Batch Files
(/portal/resources/lomc)

Product Availability
(/portal/productAvailability)

MSC Frequently Asked
Questions (FAQs)
(/portal/resources/faq)

MSC Email Subscriptions
(/portal/subscriptionHome)

Contact MSC Help
(/portal/resources/contact)

Enter an address, place, or coordinates: ?

366 Parkview Lane, Frankfort, MI 49635

Search

Whether you are in a high risk zone or not, you may need [flood insurance](https://www.fema.gov/national-flood-insurance-program) because most homeowners insurance doesn't cover flood damage. If you live in an area with low or moderate flood risk, you are 5 times more likely to experience flood than a fire in your home over the next 30 years. For many, a National Flood Insurance Program's flood insurance policy could cost less than \$400 per year. Call your insurance agent today and protect what you've built.

Learn more about [steps you can take](https://www.fema.gov/what-mitigation) to reduce the risk flood damage.

Search Results—Products for FRANKFORT, CITY OF

Show ALL Products » (<https://msc.fema.gov/portal/availabilitySearch?addcommunity=260029&communityName=FRAN>)

The flood map for the selected area is number **2600290001B**, effective on **03/18/1991** ?

MAP IMAGE



([https://msc.fema.gov/portal/viewProduct?](https://msc.fema.gov/portal/viewProduct?filepath=/26/P/Firm/2600290001B.tif&productID=2600290001B)

[filepath=/26/P/Firm/2600290001B.tif&productID=2600290001B\)](https://msc.fema.gov/portal/viewProduct?filepath=/26/P/Firm/2600290001B.tif&productID=2600290001B)



([https://msc.fema.gov/portal/downloadProduct?](https://msc.fema.gov/portal/downloadProduct?filepath=/26/P/Firm/2600290001B.tif&productTypeID=FINAL_PRODUCT&productSubTypeID=FIRM_PANEL&filetype=PDF)

[filepath=/26/P/Firm/2600290001B.tif&productTypeID=FINAL_PRODUCT&productSubTypeID=FIRM_PANEL&filetype=PDF](https://msc.fema.gov/portal/downloadProduct?filepath=/26/P/Firm/2600290001B.tif&productTypeID=FINAL_PRODUCT&productSubTypeID=FIRM_PANEL&filetype=PDF))

Changes to this FIRM ?

Revisions (0)
Amendments (0)
Revalidations (0)

You can choose a new flood map or move the location pin by selecting a different location on the locator map below or by entering a new location in the search field above. It may take a minute or more during peak hours to generate a dynamic FIRMette.



JOHN H. CHAFEE COASTAL BARRIER RESOURCES SYSTEM

MICHIGAN

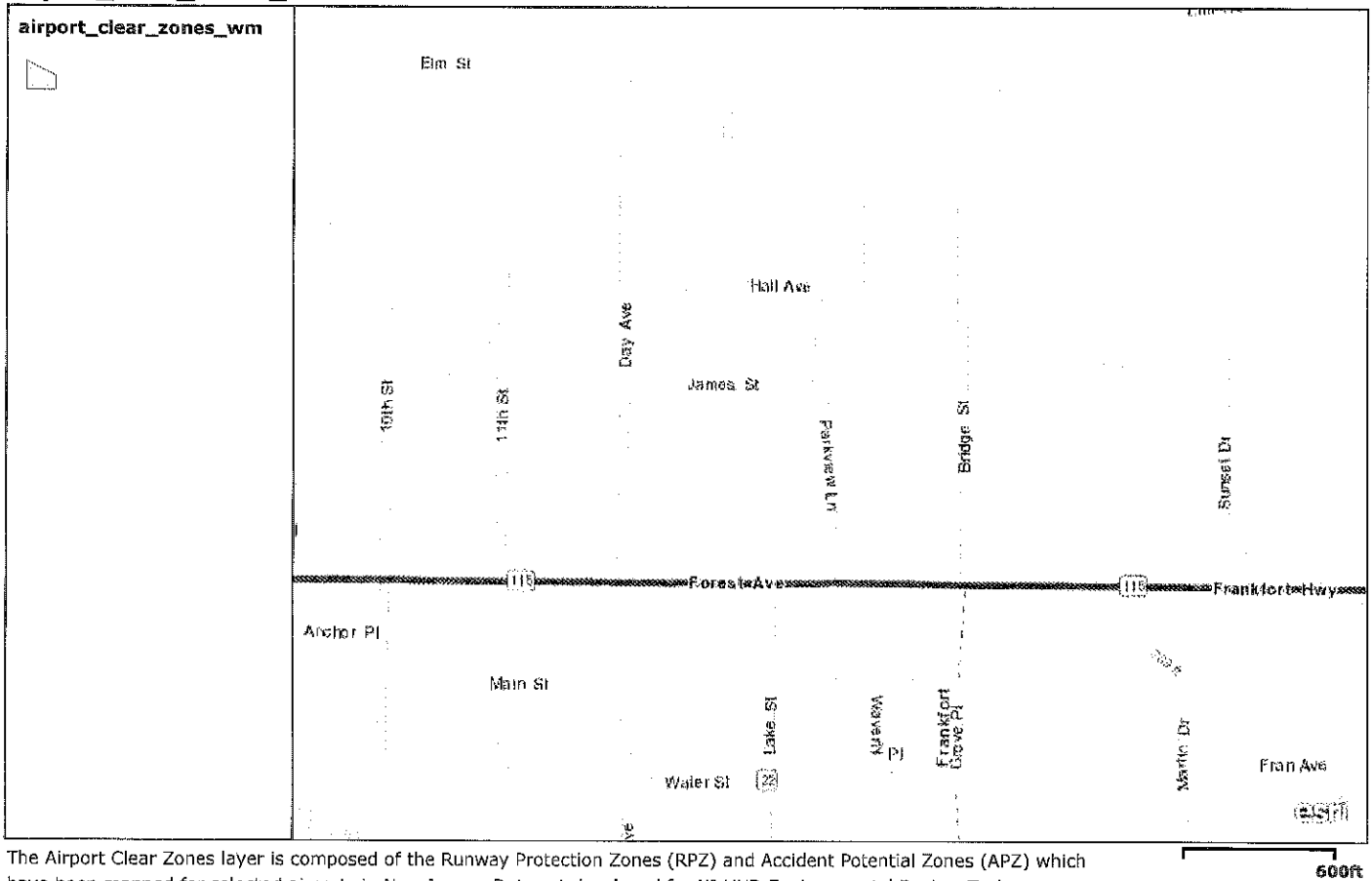


Boundaries of the John H. Chafee Coastal Barrier Resources System (CBRS) shown on this map were transferred from the official CBRS maps for this area and are depicted on this map (in red) for informational purposes only. The official CBRS maps are enacted by Congress via the Coastal Barrier Resources Act, as amended, and are maintained by the U.S. Fish and Wildlife Service. The official CBRS maps are available for download at <http://www.fws.gov/CBRA>.

Map Date: March 14, 2016



airport_clear_zones_wm



The Airport Clear Zones layer is composed of the Runway Protection Zones (RPZ) and Accident Potential Zones (APZ) which have been mapped for selected airports in New Jersey. Data set developed for NJ HUD Environmental Review Tool.

1/16/2014

Esri Canada, Esri, HERE, Garmin, INCREMENT P, Intermap, USGS, METI/NASA, EPA, USDA

2018-025
BENZIE COUNTY, MICHIGAN
AUTHORIZING RESOLUTION

Community Development Block Grant Loan Fund Application – Stormcloud Brewing Co.

WHEREAS, Stormcloud Brewing Co. is requesting a loan to purchase equipment from the Community Development Block Grant Loan Fund in the amount of \$70,000 to be used to hire at least 2 full-time equivalent positions over the course of two years; and,

WHEREAS, at least 51% of these positions will be available to low to moderate income individuals; and,

WHEREAS, the project is consistent with Benzie County's community development plan; and,

WHEREAS, no project costs (CDBG or non-CDBG) will be incurred prior to a formal loan award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by the CDBG Project Manager; and,

NOW, THEREFORE BE IT RESOLVED, that the Benzie County Board of Commissioners authorizes submittal of the application. Furthermore, that Gary Sauer, Chair of the Benzie County Board of Commissioners, is authorized to sign the Application and all attachments; the Loan Exhibit and all amendments; and Payment Requests.

Motion to approve the resolution as presented by _____, seconded by

_____.

ROLL CALL

AYE:

NAY:

ABSTAIN:

ABSENT:

Resolution declared adopted.

I, Dawn Olney, Benzie County Clerk, hereby certify that the above is a true and exact copy of a portion of minutes taken from a regular meeting of the County Commission held November 27, 2018.

Dawn Olney, Benzie County Clerk

Elected Officials and Department Head Comments

(A) County Name	(B) Taxable Value	(C) County Allocated / SET		(D) Est. County Allocated / SET Tax Dollars		(E) County EV		(F) Total County Debt Rate		(G) Est. County Debt Tax Dollars		(H) Total Est. County Tax Dollars		(I) Total RenZone Taxable Value	
		Rate / SET	Tax Dollars	Rate / SET	Tax Dollars	Operating Rate	Oper. Tax Dollars	Debt Rate	Tax Dollars	Debt Rate	Tax Dollars	Total Est. County Tax Dollars	Total RenZone Taxable Value	Rate / SET	Tax Dollars
Benzie	1,258,482,126.00	3.4528	4,345,287.10	4.4232	5,566,518.14	0.0000	0.00	0.0000	0.00	0.0000	799,136.14	10,710,941.38	0.00	0.00	0.00
STATE ED. TAX	1,257,201,126.00	6.0000	7,543,206.76	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.00	0.00	0.00	0.00

(J) Local Unit Name	(K) Taxable Value	(L) Total Allocated / Charter Rate		(M) Est. Local Allocated / Charter Tax Dollars		(N) Total Other Extra		(O) Est. Local EV / GL		(P) Total Debt Rate		(Q) Est. Local Debt Tax Dollars		(R) Total Est. Local Tax Dollars		(S) Total RenZone Taxable Value	
		Rate	Charter	Dollars	Dollars	Operating Rate	Oper. Tax Dollars	Rate	Tax Dollars	Debt Rate	Tax Dollars	Debt Rate	Tax Dollars	Total Est. Local Tax Dollars	Total RenZone Taxable Value	Rate / SET	Tax Dollars
Almira	153,307,156.00	0.7329	0.7329	112,358.81	2.1990	2.1990	337,122.44	0.0000	0.00	0.0000	0.00	0.0000	0.00	449,481.25	0.00	0.00	0.00
Benzonia	215,748,392.00	0.7960	0.7960	171,735.72	1.5931	1.5931	343,708.76	0.0000	0.00	0.0000	0.00	0.0000	0.00	515,444.48	0.00	0.00	0.00
Blaine	42,521,151.00	0.7491	0.7491	31,852.59	1.0000	1.0000	42,521.15	0.0000	0.00	0.0000	0.00	0.0000	0.00	74,373.74	0.00	0.00	0.00
Colfax	24,108,203.00	0.9108	0.9108	21,957.75	1.0000	1.0000	24,108.20	0.0000	0.00	0.0000	0.00	0.0000	0.00	46,065.95	0.00	0.00	0.00
Crystal Lake	168,732,763.00	0.6937	0.6937	117,049.92	0.9895	0.9895	166,961.07	0.0000	0.00	0.0000	0.00	0.0000	0.00	284,010.99	0.00	0.00	0.00
Gilmore	42,449,901.00	0.8228	0.8228	34,927.78	1.8870	1.8870	80,102.96	0.0000	0.00	0.0000	0.00	0.0000	0.00	115,030.74	0.00	0.00	0.00
Homestead	71,236,169.00	0.8975	0.8975	63,934.46	1.4890	1.4890	106,070.66	0.0000	0.00	0.0000	0.00	0.0000	0.00	170,005.12	0.00	0.00	0.00
Inland	68,934,791.00	0.7693	0.7693	53,031.53	2.9656	2.9656	204,433.02	0.0000	0.00	0.0000	0.00	0.0000	0.00	257,464.55	0.00	0.00	0.00
Joyfield	28,228,706.00	0.9866	0.9866	27,850.44	0.0000	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	27,850.44	0.00	0.00	0.00
Lake	249,887,658.00	0.5609	0.5609	140,161.99	0.3559	0.3559	88,935.02	0.0000	0.00	0.0000	0.00	0.0000	0.00	229,097.01	0.00	0.00	0.00
Platte	19,027,110.00	0.8508	0.8508	16,188.27	1.4549	1.4549	27,682.54	0.0000	0.00	0.0000	0.00	0.0000	0.00	43,870.81	0.00	0.00	0.00
Weldon	83,971,599.00	0.7337	0.7337	61,609.96	0.9801	0.9801	82,300.56	0.0000	0.00	0.0000	0.00	0.0000	0.00	143,910.52	0.00	0.00	0.00
Frankfort	90,328,527.00	12.7836	12.7836	1,154,723.76	0.9674	0.9674	87,383.82	1.8592	187,938.80	1.8592	17,707.38	1,410,046.38	0.00	1,410,046.38	0.00	0.00	0.00
BENZONIA	17,707,383.00	9.3000	9.3000	164,678.66	2.4000	2.4000	42,497.72	1.0000	65,211.06	1.0000	17,707.38	224,883.76	0.00	224,883.76	0.00	0.00	0.00
BEULAH	32,605,530.00	8.5073	8.5073	277,385.03	0.0000	0.0000	0.00	2.0000	65,211.06	2.0000	65,211.06	342,596.09	0.00	342,596.09	0.00	0.00	0.00
ELBERTA	9,746,375.00	7.8858	7.8858	76,857.96	3.1539	3.1539	30,739.09	4.1700	40,642.38	4.1700	40,642.38	148,239.43	0.00	148,239.43	0.00	0.00	0.00
HONOR	10,693,979.00	7.4009	7.4009	79,145.07	0.0000	0.0000	0.00	0.0000	0.00	0.0000	0.00	79,145.07	0.00	79,145.07	0.00	0.00	0.00
LAKE ANN	13,480,875.00	1.4701	1.4701	19,818.23	0.0000	0.0000	0.00	0.0000	0.00	0.0000	0.00	19,818.23	0.00	19,818.23	0.00	0.00	0.00
THOMPSONVILLE	6,159,983.00	7.1019	7.1019	43,747.58	0.0000	0.0000	0.00	0.0000	0.00	0.0000	0.00	43,747.58	0.00	43,747.58	0.00	0.00	0.00

RECEIVED

NOV 20 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

(A) Authority (Dist. Libraries, DDAs, Transit, Metro, Fire, etc.)	(B) Taxable Value	(C) Total Operating		(D) Est. Authority Oper.		(E) Total Debt Rate		(F) Est. Authority Debt Tax Dollars		(G) Est. Total Authority Tax Dollars		(BB) Total RenZone Taxable Value	
		Rate		Tax Dollars		Rate		Tax Dollars		Tax Dollars		Taxable Value	
LIBRARY - BENZIE SHORES	473,228,989.00	0.6000		283,937.39		0.0000		0.00		283,937.39		0.00	
LIBRARY - BETSIE VALLEY BENZIE CO.	108,079,802.00	0.3497		37,795.51		0.0000		0.00		37,795.51		0.00	
TRANSIT - BENZIE COUNTY	1,258,482,126.00	0.4911		618,040.57		0.0000		0.00		618,040.57		0.00	

(A) Local K12 School District Name	(B) Total Taxable Value		(C) Total NonHomestead Taxable Value		(D) Total Commercial Personal Taxable Value		(E) HH / Supplemental Rate		(F) Est. HH / Supplemental Tax Dollars		(G) Non Homestead Operating Rate		(H) Est. NH Operating Tax Dollars	
BENZIE COUNTY CENTRAL SCH	756,266,463.00		387,536,524.00		6,476,306.00		0.0000		0.00		18.0000		7,014,515.27	
FRANKFORT AREA SCHOOLS	465,712,874.00		302,010,592.00		8,865,100.00		0.0000		0.00		18.0000		5,489,381.26	
GLEN LAKE COMMUNITY SCH DIST	481,049.00		130,373.00		0.00		0.0000		0.00		15.0696		1,964.67	
TRAVERSE CITY SCHOOL DIST.	36,021,740.00		4,543,055.00		5,400.00		0.0000		0.00		18.0000		81,807.39	

(A) Local K12 School District Name	(I) Total Debt / Sinking Fund / Bldg Site Rate		(J) Est. Debt / Sinking Fund / Bldg Site Tax Dollars		(K) Total Recreational Rate		(L) Est. Recreational Tax Dollars		(M) Total Est. Local K12 School Tax Dollars		(BB) Total RenZone Taxable Value		(N) Non Homestead Comm.Pers. Operating Rate	
BENZIE COUNTY CENTRAL SCH	2.4969		1,888,321.73		0.0000		0.00		8,902,837.00		0.00		6.0000	
FRANKFORT AREA SCHOOLS	1.5200		707,883.57		0.0000		0.00		6,197,264.83		0.00		6.0000	
GLEN LAKE COMMUNITY SCH DIST	1.0700		514.72		0.0000		0.00		2,479.39		0.00		3.0696	
TRAVERSE CITY SCHOOL DIST.	3.1000		111,667.39		0.0000		0.00		193,474.78		0.00		6.0000	

RECEIVED

NOV 20 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

(A) Community College Name	(B) Taxable Value	(C) Total Operating Rate	(D) Est. Community College Oper. Tax Dollars	(E) Total Debt Rate	(F) Est. Community College Debt Tax Dollars	(G) Est. Total Community College Tax Dollars	(BB) Total RenZone Taxable Value	(H) Intermediate School District Name	(I) Taxable Value	(J) ISD Allocated Rate	(K) Est. ISD Allocated Tax Dollars	(L) ISD Total EV Operating Rate	(M) Est. ISD EV Operating (Spec Ed/Voc/Enh) Tax Dollars	(N) ISD Total Debt Rate	(O) Est. ISD Debt Tax Dollars	(P) Est. Total ISD Tax Dollars	(II) Total RenZone Taxable Value
TRAVERSE BAY	1,258,482,126.00	0.1951	245,529.86	2.7246	3,428,860.40	0.0000	0.00									3,674,390.26	0.00

Township / City	Village	School Code	Local School District	Total		Total Homestead		Total		Total Homestead		Total	
				Property Tax Rate	NonHomestead Property Tax Rate	Property Tax Rate	NonHomestead Property Tax Rate	Property Tax Rate	NonHomestead Property Tax Rate	Property Tax Rate	NonHomestead Property Tax Rate	Property Tax Rate	NonHomestead Property Tax Rate
Almira		10015	BENZIE COUNTY CENTRAL SCH	23.3506	41.3506	23.3506	41.3506	23.3506	41.3506	23.3506	41.3506	23.3506	41.3506
Almira	LAKE ANN	10015	BENZIE COUNTY CENTRAL SCH	24.8207	42.8207	24.8207	42.8207	24.8207	42.8207	24.8207	42.8207	24.8207	42.8207
Almira		28010	TRAVERSE CITY SCHOOL DIST.	23.9537	41.9537	23.9537	41.9537	23.9537	41.9537	23.9537	41.9537	23.9537	41.9537
Almira	LAKE ANN	28010	TRAVERSE CITY SCHOOL DIST.	25.4238	43.4238	25.4238	43.4238	25.4238	43.4238	25.4238	43.4238	25.4238	43.4238
Benzonia		10015	BENZIE COUNTY CENTRAL SCH	22.8078	40.8078	22.8078	40.8078	22.8078	40.8078	22.8078	40.8078	22.8078	40.8078
Benzonia	BENZONIA	10015	BENZIE COUNTY CENTRAL SCH	35.5078	53.5078	35.5078	53.5078	35.5078	53.5078	35.5078	53.5078	35.5078	53.5078
Benzonia	BEULAH	10015	BENZIE COUNTY CENTRAL SCH	33.3151	51.3151	33.3151	51.3151	33.3151	51.3151	33.3151	51.3151	33.3151	51.3151
Blaine		10015	BENZIE COUNTY CENTRAL SCH	22.7678	40.7678	22.7678	40.7678	22.7678	40.7678	22.7678	40.7678	22.7678	40.7678
Blaine		10025	FRANKFORT AREA SCHOOLS	21.7909	39.7909	21.7909	39.7909	21.7909	39.7909	21.7909	39.7909	21.7909	39.7909
Colfax		10015	BENZIE COUNTY CENTRAL SCH	22.6792	40.6792	22.6792	40.6792	22.6792	40.6792	22.6792	40.6792	22.6792	40.6792
Colfax	THOMPSONVILLE	10015	BENZIE COUNTY CENTRAL SCH	29.7811	47.7811	29.7811	47.7811	29.7811	47.7811	29.7811	47.7811	29.7811	47.7811
Crystal Lake		10025	FRANKFORT AREA SCHOOLS	21.7250	39.7250	21.7250	39.7250	21.7250	39.7250	21.7250	39.7250	21.7250	39.7250
Gilmore		10015	BENZIE COUNTY CENTRAL SCH	23.7285	41.7285	23.7285	41.7285	23.7285	41.7285	23.7285	41.7285	23.7285	41.7285
Gilmore		10025	FRANKFORT AREA SCHOOLS	22.7516	40.7516	22.7516	40.7516	22.7516	40.7516	22.7516	40.7516	22.7516	40.7516
Gilmore	ELBERTA	10025	FRANKFORT AREA SCHOOLS	37.9613	55.9613	37.9613	55.9613	37.9613	55.9613	37.9613	55.9613	37.9613	55.9613
Homestead		10015	BENZIE COUNTY CENTRAL SCH	22.8052	40.8052	22.8052	40.8052	22.8052	40.8052	22.8052	40.8052	22.8052	40.8052
Homestead	HONOR	10015	BENZIE COUNTY CENTRAL SCH	30.2061	48.2061	30.2061	48.2061	30.2061	48.2061	30.2061	48.2061	30.2061	48.2061
Inland		10015	BENZIE COUNTY CENTRAL SCH	24.1536	42.1536	24.1536	42.1536	24.1536	42.1536	24.1536	42.1536	24.1536	42.1536
Joyfield		10015	BENZIE COUNTY CENTRAL SCH	21.4053	39.4053	21.4053	39.4053	21.4053	39.4053	21.4053	39.4053	21.4053	39.4053
Lake		10015	BENZIE COUNTY CENTRAL SCH	21.3355	39.3355	21.3355	39.3355	21.3355	39.3355	21.3355	39.3355	21.3355	39.3355
Lake		10025	FRANKFORT AREA SCHOOLS	20.9586	38.9586	20.9586	38.9586	20.9586	38.9586	20.9586	38.9586	20.9586	38.9586
Platte		10015	BENZIE COUNTY CENTRAL SCH	22.7244	40.7244	22.7244	40.7244	22.7244	40.7244	22.7244	40.7244	22.7244	40.7244
Platte		45010	GLEN LAKE COMMUNITY SCH DIST	21.2975	36.3671	21.2975	36.3671	21.2975	36.3671	21.2975	36.3671	21.2975	36.3671
Weldon		10015	BENZIE COUNTY CENTRAL SCH	22.4822	40.4822	22.4822	40.4822	22.4822	40.4822	22.4822	40.4822	22.4822	40.4822
Weldon	THOMPSONVILLE	10015	BENZIE COUNTY CENTRAL SCH	29.5841	47.5841	29.5841	47.5841	29.5841	47.5841	29.5841	47.5841	29.5841	47.5841
Frankfort		10025	FRANKFORT AREA SCHOOLS	35.6520	53.6520	35.6520	53.6520	35.6520	53.6520	35.6520	53.6520	35.6520	53.6520

RECEIVED

NOV 20 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Local Municipality (Twp/City/Vlg)	ALL Purpose(s) of Qualifying Special Assessment Millage Rates for the Local Municipality Listed	Total of All Special Assessment Rates Levied UNITWIDE
Crystal Lake	Fire – 119	0.5000

Certification Statement

I hereby certify that this Statement Showing Mills Apportioned by the County Board of Commissioners and submitted to the State Tax Commission is a true statement of all ad valorem millages apportioned by the County Board of Commissioners of the

County of BENZIE for the year 2018

Thomas J. [Signature]
Signature of County Equalization Director

NOTARIZATION

[Signature] Notary Public
Benzie County, Michigan

STATE OF MICHIGAN

County of Benzie } ss

Subscribed before me this 20th

Day of November year 2018

My commission expires 11-23, 2024.

RECEIVED
NOV 20 2018
DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

2018 Tax Rate Request (This form must be completed and submitted on or before September 30, 2018)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

County	2018 Taxable Value of ALL Properties in the Unit as of 5-22-18	Non-Residence Zone
BENZIE	1,258,482,126	1,258,482,126
Local Government Unit	For LOCAL School Districts: 2018 Taxable Value of Non-Homesteaded and Non-Qualified Agricultural Properties if a millage is Levied Against Them	
BENZIE COUNTY		

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

The following tax rates have been authorized for levy on the 2018 tax roll.

(1)	(2)	(3)	(4)	(5)**	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Source	Purpose of Millage	Date of Election	Original Millage Authorized by Election, Charter, etc.	2017 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" Fraction	2018 Current Year "Headlee" Millage Reduction Fraction	2018 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" Fraction	Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	Maximum Allowable Millage Levy *	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec. 1	Expiration Date of Millage Authorized
FIXED	OPER	8/1982	5.2900	3.4692	0.9953	3.4528	1.0000	3.4528	3.4528	0.0000	INDEFINITE
X-Voted	ALS	8/2016	0.8000	0.7948	0.9953	0.7910	1.0000	0.7910	0.7910	0.7910	12/2021
X-Voted	Annl. Op	8/2017	0.0982	0.0982	0.9953	0.0977	1.0000	0.0977	0.0977	0.0977	12/2020
X-Voted	Cons Dist	8/2018	0.1250	0.1250	1.0000	0.1250	1.0000	0.1250	0.1250	0.1250	12/2021
X-Voted	Jail	8/2015	0.9000	0.8883	0.9953	0.8841	1.0000	0.8841	0.8841	0.8841	12/2020
X-Voted	MCF	8/2017	0.3626	0.3626	0.9953	0.3608	1.0000	0.3608	0.3608	0.3608	12/2021
X-Voted	MCF BOND	11/2010	0.6350	N/A	N/A	N/A	N/A	0.6350	0.6350	0.6350	12/2029
X-Voted	TNT Op	8/2018	0.0986	0.0986	1.0000	0.0986	1.0000	0.0986	0.0986	0.0986	12/2021
X-Voted	Road Imp	8/2018	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	12/2022
X-Voted	COA	8/2017	0.8500	0.8500	0.9953	0.8460	1.0000	0.8460	0.8460	0.8460	12/2019
X-Voted	Res Officer	11/18	0.1800	0.1800	1.0000	0.1800	1.0000	0.1800	0.1800	0.1800	12/2021
Levy	VETS	9/2018	0.1000	N/A	N/A	N/A	N/A	0.1000	0.1000	0.0400	12/2017

Prepared by	Thomas N. Longanbach	Telephone Number	231-882-0015	Title of Preparer	Equalization Director	Date	Nov. 27, 2018
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As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 360.121(3).

<input checked="" type="checkbox"/> Clerk	Signature	Type Name	Dawn Olney	Date	Nov. 27, 2018
<input type="checkbox"/> Secretary	Signature	Type Name	Gary Sauer	Date	Nov. 27, 2018
<input checked="" type="checkbox"/> Chairperson	Signature	Type Name		Date	
<input type="checkbox"/> President	Signature	Type Name		Date	

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

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2018 for instructions on completing this section.	Rate
Total school district operating rates to be levied (HH/Supp and NH Oper ONLY)	
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial	

2017 Non- Renaissance Zone 2017 TAXABLE VALUE	Approximate Max 2017 Revenue based on L-4029	2017 MAX Allowable Millage	% increase
1,199,224,010	4,160,347.93	3.4692	4.45%
	953,143.24	0.7948	4.44%
	117,763.79	0.0982	4.41%
	149,903.00	0.1250	4.94%
	1,065,270.68	0.8883	4.45%
	434,838.62	0.3626	4.42%
	761,507.24	0.6350	4.94%
	119,922.40	0.1000	3.47%
	1,199,224.01	1.0000	4.94%
	1,019,340.40	0.8500	4.45%
	215,860.32	0.1800	4.94%
	71,953.44	0.0600	-30.04%

BENZIE SENIOR RESOURCES
BOARD OF DIRECTORS MEETING
NOVEMBER 14, 2018

CHANGE IN LOCATION..... HOMESTEAD TOWNSHIP HALL, HONOR

4:30 P.M.

Agenda

Please turn off your cell phones and any other electronic devices

Call to Order

Prayer of Invocation

Pledge of Allegiance

Roll Call

Approval of the November 14, 2018 Agenda

Approval of Minutes from the previous meeting – October 17, 2018

Suggestion Box Contents

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

Finance Committee Report - Approval of BSR Financial Statements for October 2018

Information Items

- A. Directors Report – October/November 2018
- B. Program/Services Report – October 2018
- C. Senior Center Update – October/November 2018
- D. Board of Commissioners Update – by Commissioner Roger Griner

Action Items

New Business

- 1. MERS Report – Chris Cooke, Attorney
- 2. The Gathering Place Senior Center Survey Report – Heidi Gustine & Cathlyn Summerfield
- 3. Resignation of Board Members
- 4. Financial Audit Presentation
- 5. Christmas Potluck – Signup sheet

Old Business

- 1. Fund Develop Committee Update
- 2. December Board of Directors Meeting Date

Public Comment

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

Board Round Table Discussion/Evaluation of Meeting

Adjourn

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

NEXT MEETING
Wednesday, December 12, 2018 at 4:30 p.m.
The Gathering Place Senior Center
Honor, MI 49640

RECEIVED

NOV 20 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

BENZIE SENIOR RESOURCES
BOARD OF DIRECTORS MEETING

October 17, 2018

Chair Beverly Holbrook called the meeting to order at 4:32 p.m. Prayer of invocation was given by Ned. Pledge of Allegiance was recited by all.

ROLL CALL: Beverly Holbrook, Anne Dawe, Ned Edwards, Jane Elzerman, Shirley Robert, Nancy Mullen Call, and Denise Favreau. Absent and excused: Rosemary Russell, Barbara Johnson and Ron Dykstra. We also welcomed new board member, Chris Jahr. Also present: Doug Durand, Sabra Boyle, Sherri Moseler and Commissioner Roger Griner.

APPROVAL OF AGENDA

Item added to the agenda under New Business: Annual Dinner. Motion by Denise, supported by Jane to approve the agenda as amended. All ayes, motion carried.

APPROVAL OF MINUTES-Sept. 19, 2018

- Corrections made to the minutes from previous meeting: Under Action Items (3)- Property on Riverside Drive-Motion by Donna, supported by Barb to refrain from accepting the property due to the cost of improvements. Roll call vote taken. All ayes, motion carried.
- Under New Business (4)-Correction is "New Board Member, Chris Jahr, application given to the board for review"
- Under New Business (5)-Doug had a study of the Gathering Place done to look into the accessibility for handicapped persons. Should say "Handicap accessible parking is adequate".
- Under Old Business (B) 1. Walk-a-Thon Update-Correction is "Still waiting on one last business.

After corrections, motion by Nancy, supported by Jane to approve the minutes as amended. All ayes, motion carried.

No public input, suggestion box is empty.

Financial Committee Report: After discussion, motion by Denise, supported by Ned to approve the Financial Statement for September 2018 and year end. All ayes, motion carried.

ANNUAL MEETING ACTION ITEMS:

- a. Election of Officers: Recommendations/nominations made by the committee of Barbara Johnson, Anne Dawe and Denise Favreau:
 - Chairperson-Beverly Holbrook
 - Vice-Chairperson-Ron Dykstra
 - Secretary-Denise Favreau
 - Treasurer-Jane Elzerman

There were no other additional nominations, so a motion by Ned, supported by Nancy to accept the nominations. Roll call vote: Beverly Holbrook, yes; Anne Dawe, yes; Ned Edwards, yes; Jane Elzerman, yes; Shirley Robert, yes; Nancy Mullen Call, yes; Chris Jahr, yes; and Denise Favreau, yes. Members excused, Rosemary Russell, Barbara Johnson and Ron Dykstra. All ayes, motion carried, nominations accepted and slate of officers confirmed as recommended.

- b. Committee Appointments
 - 1. Leadership-Beverly Holbrook, Ron Dykstra, Denise Favreau, Jane Elzerman
 - 2. Finance-Jane Elzerman, Nancy Mullen Call, Beverly Holbrook
 - 3. Fund Development/Marketing-Nancy Mullen Call, Ron Dykstra, Ned Edwards, Barbara Johnson, Anne Dawe, Bob McQuilkin, Jean Bower
 - 4. Program and Personnel-Ad hoc
 - 5. Agency/Building Needs-Ron Dykstra, Shirley Robert, Ned Edwards, Chris Jahr, Jane Elzerman, Beverly Holbrook

Continue with normal Board of Directors Meeting

INFORMATION ITEMS:

- A. Director's Report-September/October 2018: Doug's report was received by the board. One of the major highlights: the signing, by the President, of the Fiscal Year (FY) 2019 Department of Defense and Labor, Health and Human Services Appropriations Act, which guarantees a \$10 million increase in funding for the Older Americans Act Nutrition Program.
- B. Program/Service Reports-Sept. 2018: The program/services report was presented. For Fiscal Year 2018, the Home Delivered Meals Program increased 15% as compared to FY 2017. There were 58,195 meals delivered! Another milestone! There were 103 bus passes issued to customers in Sept. 2018, representing 1,236 rides for the month. There were 19,536 rides provided for FY 2018, increase of 12% over FY 2017, or an additional 2,100 rides. In-Home Services caseload increased 27% in FY 2018. Total client hours increased 19%, and Respite Care visits increased 10% compared to FY 2017.

- C. Senior Center Coordinator's Report Sept./Oct 2018. The senior center reported was submitted and activities are well attended.
- D. Board of Commissioners Update-Commissioner Roger Griner presented the report for the Board of Commissioners.
 - Commissioner Griner volunteered to be on the Agency/Building Needs Committee starting January 2019. He will be off the Board of Commissioners at the end of 2018.
 - Benzie Summit will be held Oct. 30, 2018 at Grow Benzie.
 - The State of Michigan is looking for space for Lawyers to meet with clients. Looking at Government Center for space.

ACTION ITEMS: Nothing

NEW BUSINESS:

1. AAANM Nutritional Assessment Site Report-A report from Darcia Brewer, RD, Nutrition & Healthy Aging Programs Coordinator was presented to the Board. AAANM reviewed all programmatic areas and no findings of non-compliance were found. Great report!
2. Annual Dinner-There is two seats left for the Benzie County Chamber of Commerce Annual Dinner to be held from 5:30-9 p.m., Nov 13 at Crystal Mountain. Must RSVP by Nov. 8th. The cost is \$50/per person. BCCofC is celebrating the 2018 Outstanding Business of the Year-Stormcloud Brewing; and 2018 Community Impact Award Recipient-Benzie Senior Resources.

OLD BUSINESS:

1. MERS Update-Finance Committee met with Attorney Chris Cook regarding MERS. Chris is attempting to meet with MERS to try to lower our obligation even more. Chris will be attending the Nov 14th Board Meeting, with a final offer. We have to decide if we are going to accept the new offer to resolve this issue by Dec. 31.
2. Fund Development Committee Update-Ned reports that the banner has been running on the screen at the Garden Theater. Also at the Monday, 10/15 meeting the Year End Fundraising letter will be reviewed and sent out by the 11/5 meeting. The committee has been working on the Build a Van Campaign to get ready to send to inactive donors. A sample of the letter was passed out to board members. There may be a change from the cartoon van to a photograph of the "fleet" of meal delivery vans. Dawn & Doug are looking at photos of the van fleet. The yearend appeal letters generated \$51,000 in 2017.

PUBLIC COMMENT: none

BOARD ROUND TABLE DISCUSSION/EVALUATION OF MEETING-Beverly commented that we are in for a busy, busy year! We have a lot to do. This is going to be a GREAT year!

With no further business to discuss, motion by Ned, supported by Denise to adjourn the meeting. Meeting adjourned at 6:18 p.m.

Respectfully submitted

Denise Favreau, Board of Directors Secretary

Benzie Senior Resources

NEXT MEETING

WEDNESDAY, NOVEMBER 14, 2018

THE GATHERING PLACE SENIOR CENTER

HONOR, MI

Benzie Senior Resources
Executive Directors Report
October 2018 – November 2018

- The Financial Audit was completed by Anderson, Tackman & Company, PLC on October 29, 30, 31 & November 1, 2018. The preliminary report given on Thursday, November 1st were positive and we are just waiting for the final Audited Financial Statements for Board of Director's to review.
- Sherrie, Dave and I are working on updating the agency's policies and procedures to reflect new standards in the Nutrition and In-Home Healthcare Services.
- We have 8 churches participating this year in the Holiday Christmas Bag Program. They are: First Congregational Church of Frankfort, St. Andrews Presbyterian Church, Cornerstone Assembly of God, First Congregational UCC of Benzonia, Frankfort/Elberta United Methodist Church, Blaine Christian Church, Lake Ann United Methodist Church & Trinity Lutheran Church.
- We are wrapping up the Fall Clean Up Service and ramping up the Snow Removal Program.
- Jeff and I are working on 2019 Volunteer In-service Training topics and will be finalizing the topics and dates.
- I am working with Heidi Gustine and Cathlyn Sommerfield on The Gathering Place Senior Center Survey Results. I am excited to see the presentation at the November 14th Board of Directors Meeting and then setting the plan to present the results to the community.
- I am working on the Fiscal 2018 Year Annual Report and again our growth throughout the agency is amazing!
- I am still conducting interviews for the part-time receptionist position and the goal is to have the position filled later this month.
- The 5 Day Shelf Stable Emergency Boxes will be delivered the week of November 12th to all Home Delivered Meal Clients to be used for when bad weather prevents us from delivery meals and if there is a power outage.
- For Fiscal Year 2018, the Medicare/Medicaid Assistance Program (MMAP) volunteers saved those that they assisted a total of \$71,615. This amount is from savings through the client's Part D Drug Plans, extra help with paying for Medicare Part B Premiums, etc.
- On November 1st, we extended the lunch hour at The Gathering Place Senior Center an extra ½ hour to 1:30pm. This to help accommodate request from our patrons.

Legislative Updates

The Beat Goes On.....

Following an important midterm election season and record voter turnout, new public officials have been elected at every level of government, from local, Lansing to Washington.

No matter which political party controls Congress, we must continue to build bipartisan support to ensure that programs like Benzie Senior Resources receive the funding and resources necessary to continue serving the growing number of seniors in need of services.

Our message is clear: **Our services plays a proven and critical role in helping vulnerable seniors receive necessary nutrition, maintain social connection and remain safe and healthier in their homes. The need for the vital services we provide continues to grow while funding fails to keep pace, leaving far too many seniors on waiting lists or otherwise not receiving the services they need.**

Therefore, our advocacy efforts must continue as strong as ever as we work with the lame duck Congress over the next two months and welcome the new arriving legislators that arrive in January.

Volunteer Programs

The need for volunteers continues, especially for meal delivery. Our ad banner did run at the Garden Theater during October. Several new applications have come in and our winter only drivers are returning.

Program Report for October 2018

Nutritional Programs

Home Delivered Meals

Home Delivered Meals – 5,320 meals were provided to 152 clients in October 2018. **For year to date, this is an increase of 13% as compared to the same period in FY'2018.**

Congregate Meals

The Gathering Place and Thompsonville served 2,252 meals in October 2018. **For year to date this is a 7% reduction in number of meals served as compared to the same period in FY'2018.**

Other Programs/Services

Dining Out Program – 208 customers redeemed 546 vouchers in October 2018. **For Fiscal Year 2019, the number of clients will remain the same, but the number of vouchers will decline due to reducing the amount offered.**

Homemaker Program – 288 service units were provided to 120 clients in October 2018. **Year to date the number of clients is up 25% compared to 2018 and up 19% as compared to 2017.**

Lawn Mowing Chore Services – 15 mows were provided in October 2018. Twenty-four clients have sign up for the fall clean-up program.

Guardian Medical Monitoring – 27 customers receive this service at no cost to them. 15 clients are currently on the waiting list.

Benzie Bus Punch Cards – 150 bus passes were issued to customers in October 2018. This represents 1,800 rides for the month. **Year to date the program is up 20% compared to 2018 and up 35% as compared to 2017.**

Information & Assistance - The agency handled 1,017 calls in October 2018 regarding Information and Assistance for services and questions related to older adults. **Year to date the number of phone calls received is up 33% compared to 2018 and up 21.7% as compared to 2017.**

MMAPS – Twenty-eight individuals were helped with their Medicare needs in October 2018.

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

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

Foot Care – Fifty-one individuals were provided foot care at the clinics and five clients were seen in their homes in October 2018.

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

Emergency Senior Essential Needs Fund – One individual received financial assistance in October 2018 related to auto repairs.

The Gathering Place Senior Center – In October 2018, The Gathering Place Senior Center offered twenty-one core activities that 915-cumulative number of individuals participated in. The top five attended activities for October 2018 were: Music Programs, Card Games, Exercise Groups, Health Wellness, Technology & Educational Programs and Day Trips. **Year to date, this is a decrease of 1.8% as compared to the 2018 and an increase of 66.4% as compared to 2017.**

In-Home Services – Number of in-home care service clients is up 10.5% as compared to October 2017. With the largest increase occurring in sliding scale fee clients up 31.6%. Total Client hours is up 8.6% as compared to October 2017. Total number of in-home care service visits increased 40.7% as compared to October 2017.

Number of Home Health Care Clients

Month	Medicaid Waiver and Care Management	Sliding Scale Fee	Private Pay & Long-Term Care Insurance	Total Clients
October 2018	22	50	2	74
November 2018				
December 2018				
January 2019				
February 2019				
March 2019				
April 2019				
May 2019				
June 2019				
July 2019				
August 2019				
September 2019				

Client Total Hours

Month	Medicaid Waiver and Care Management	Sliding Scale Fee	Private Pay & Long-Term Care Insurance	Assessments	Total Hours
October 2018	597.5	613	171.25	57.75	1322.25
November 2018					
December 2018					
January 2019					
February 2019					
March 2019					
April 2019					
May 2019					
June 2019					
July 2019					
August 2019					
September 2019					

Client Total Visits

	RN Assess	RN Med Management	Personal Care	Respite	Homemaking	Foot Care-in home	Totals
October 2018	58	37	661	100	24	63	943
November 2018							0
December 2018							0
January 2019							0
February 2019							0
March 2019							0
April 2019							0
May 2019							0
June 2019							0
July 2019							0
August 2019							0
September 2019							0
TOTALS	58	37	661	100	24	63	943

Respectfully submitted,

Douglas Durand

BENZIE SENIOR RESOURCES
Statement of Financial Position
As of October 31, 2018

	<u>Oct 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · CENTRAL STATE BANK CHECKING	294,657.30
003 · CENTRAL STATE BANK HRA	113.80
006 · CENTRAL STATE BANK CD	13,291.66
009 · CENTRAL STATE BANK MM CHECKING	147,526.94
Total Checking/Savings	<u>455,589.70</u>
Accounts Receivable	
1200 · Accounts Receivable	3,381.25
Total Accounts Receivable	<u>3,381.25</u>
Other Current Assets	
109 · INVENTORY	8,337.69
Total Other Current Assets	<u>8,337.69</u>
Total Current Assets	<u>467,308.64</u>
Fixed Assets	
150 · BUILDING	480,375.70
151 · VEHICLES	126,726.00
152 · EQUIPMENT	100,289.95
157 · LAND IMPROVEMENTS	1,800.00
160 · ACCUMULATED DEPRECIATION	(306,323.40)
Total Fixed Assets	<u>402,868.25</u>
TOTAL ASSETS	<u><u>870,176.89</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	14,200.63
Total Accounts Payable	<u>14,200.63</u>
Other Current Liabilities	
2100 · Payroll Liabilities	3,726.78
238 · AFLAC PAYABLE	154.26
Total Other Current Liabilities	<u>3,881.04</u>
Total Current Liabilities	<u>18,081.67</u>
Long Term Liabilities	
Lease Payable	4,624.31
250 · MORTGAGE PAYABLE	133,832.40
260 · NET PENSION LIABILITY	552,311.00
Total Long Term Liabilities	<u>690,767.71</u>
Total Liabilities	<u>708,849.38</u>
Equity	
3000 · Opening Bal Equity	160,329.63
390 · FUND BALANCE - PROGRAMS	(570,978.00)
3900 · Retained Earnings	554,593.49
Net Income	17,382.39
Total Equity	<u>161,327.51</u>
TOTAL LIABILITIES & EQUITY	<u><u>870,176.89</u></u>

BENZIE SENIOR RESOURCES
Statement of Financial Position
As of October 31, 2018

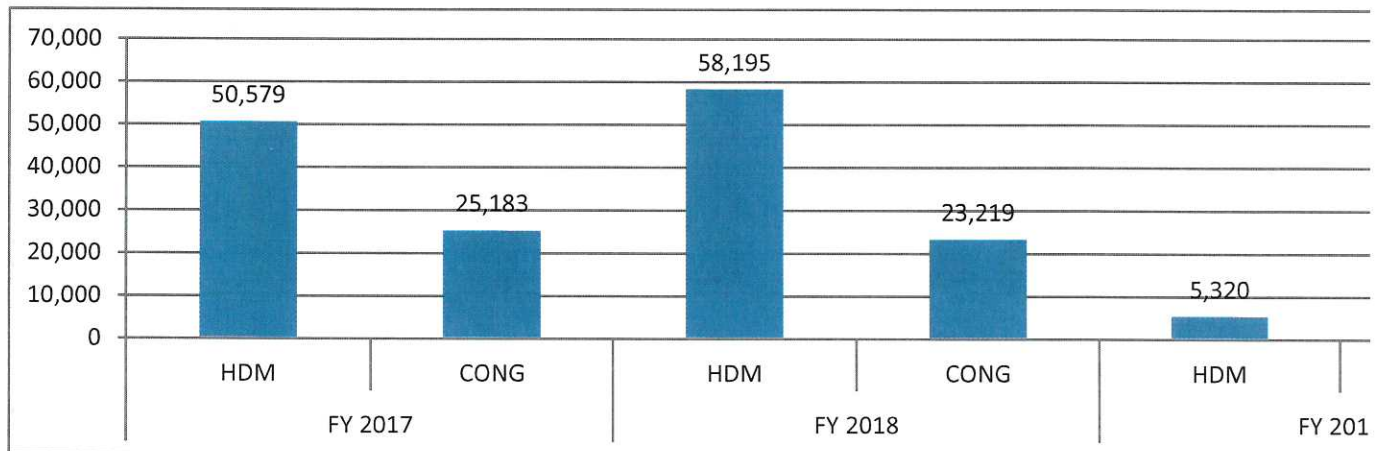
	<u>Oct 2018</u>	<u>Budget</u>	<u>\$ Change</u>
ORDINARY INCOME/EXPENSE			
INCOME			
519.03 · TITLE III C2 INCOME	6,564.50	8,141.00	(1,576.50)
519.04 · FEDERAL USDA	0.00	0.00	0.00
519.05 MIPPA (MMAP)	0.00	0.00	0.00
540 · GRANTS	0.00	0.00	0.00
561 - HDM WAIVER	0.00	950.00	(950.00)
642 · CHARGES FOR SERVICES/CONT	2,478.50	2,170.00	308.50
642.01 · FEE FOR SERVICE/CHORE	884.00	500.00	384.00
642.02 · FEE FOR SERVICE/HOMEMAKER	1,863.00	2,500.00	(637.00)
642.03 · FEE FOR SERV/SNOW REMOVAL	756.00	1,900.00	(1,144.00)
642.1 - FEE FOR SLIDING SCALE CLIENTS	0.00	5,000.00	(5,000.00)
642.05 - FEE FOR PRIVATE PAY & INS	0.00	1,400.00	(1,400.00)
670 - CLIENT INCOME	0.00	10,500.00	(10,500.00)
673 · NEWSLETTER SUB	30.00	60.00	(30.00)
675 · DONATIONS	13,459.86	9,080.00	4,379.86
676 · MILLAGE	85,836.57	88,723.00	(2,886.43)
680 · VOLUNTEER WAGES (IN-KIND).	5,932.50	6,800.00	(867.50)
677 - FUNDRAISING	25.00	500.00	(475.00)
681 - IN-KIND (non-volunteer)	695.91	525.00	170.91
690 - TRIP INCOME	2,143.00	0.00	2,143.00
691 - MISC INCOME	0.00	0.00	0.00
TOTAL INCOME	<u>120,668.84</u>	<u>138,749.00</u>	<u>(18,080.16)</u>
GROSS PROFIT	120,668.84	138,749.00	(18,080.16)
EXPENSE			
700 - ACCOUNTING FEES	0.00	0.00	0.00
705 · SALARY AND WAGES	48,443.28	63,423.00	(14,979.72)
708 · PAYROLL TAX EXPENSE	3,575.90	6,140.00	(2,564.10)
709 · EDUCATION/TRAINING	0.00	55.00	(55.00)
710 · EVENTS	344.17	176.00	168.17
715 · CLOTHING ALLOWANCE	1,714.67	1,000.00	714.67
717 · DUES/SUBSCRIPTIONS	0.00	0.00	0.00
720 - BAD DEBT	0.00	0.00	0.00
721 · COMPUTER EXPENSES	1,701.99	2,070.00	(368.01)
725 · FRINGE BENEFITS	(7,315.48)	9,296.00	(16,611.48)
726 - FUNDRAISING/MARKETING EXP	0.00	230.00	(230.00)
727 · SUPPLIES	2,628.96	2,332.00	296.96
727.2 · OFFICE EXP	937.19	917.00	20.19
727.3 - POSTAGE	1,296.11	65.00	1,231.11
727.4 - ADVERTISING	556.00	545.00	11.00
740 · FOOD	18,344.98	16,800.00	1,544.98
819 · CONTRACTUAL	6,290.70	17,296.00	(11,005.30)
820 · VOLUNTEER WAGES (IN-KIND)	5,932.50	6,800.00	(867.50)
825 · VOLUNTEER EXPENSES	1,069.00	865.00	204.00
850 · TELEPHONE	64.23	360.00	(295.77)
861 · TRAVEL/MILEAGE/GAS	4,005.30	2,400.00	1,605.30
900 · INTEREST EXPENSE	436.17	420.00	16.17

BENZIE SENIOR RESOURCES
Statement of Financial Position
As of October 31, 2018

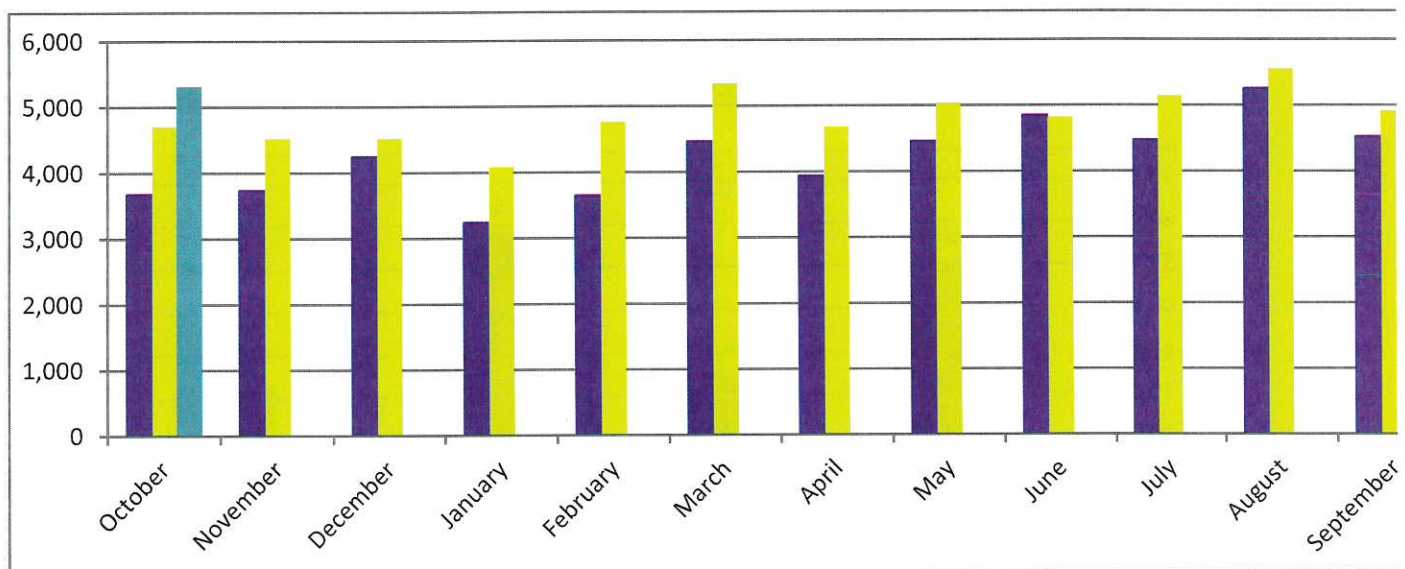
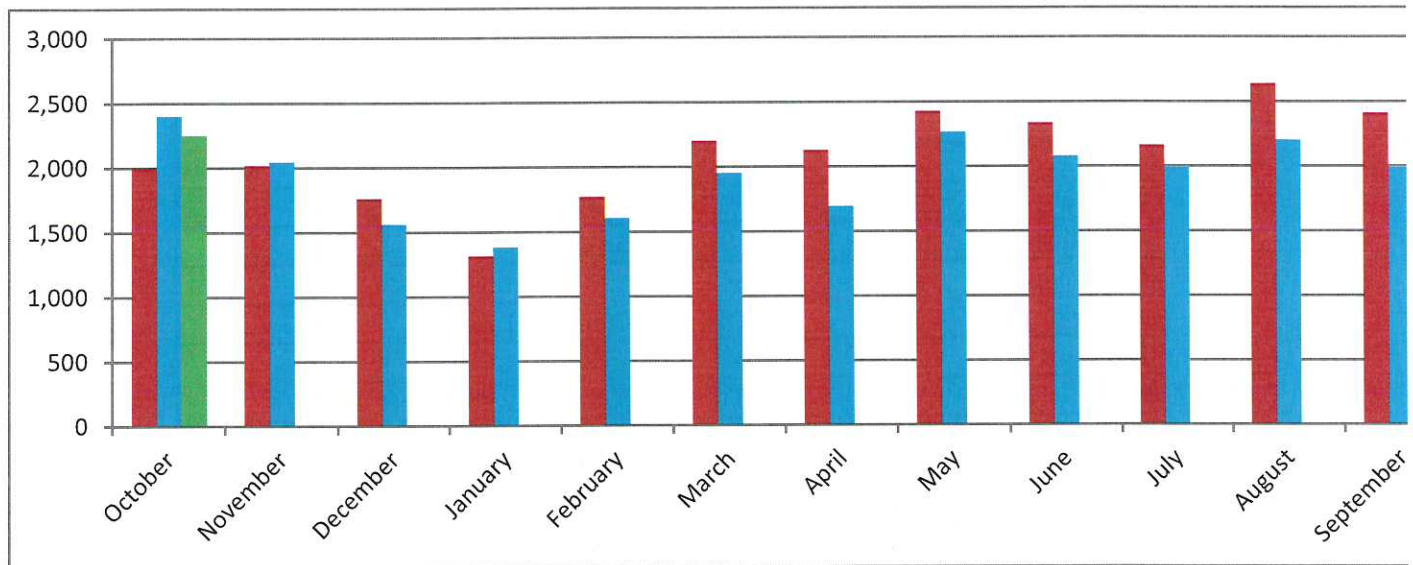
	<u>Oct 2018</u>	<u>Budget</u>	<u>\$ Change</u>
910 • INSURANCE	2,351.00	2,800.00	(449.00)
915 • PROJECTS	300.00	1,000.00	(700.00)
920 • UTILITIES	1,455.46	3,000.00	(1,544.54)
940 • DEPRECIATION EXPENSE	2,914.96	2,700.00	214.96
980 • EQUIPMENT/REPAIRS	1,700.01	1,585.00	115.01
980.1 - OUTDOOR MAINTENANCE	0.00	70.00	(70.00)
981 • HDM VEHICLE MAINT/GAS	702.59	1,375.00	(672.41)
980.2 - INDOOR MAINTENANCE	154.73	185.00	(30.27)
991 - TRIP EXPENSE	1,538.00	0.00	1,538.00
CAPITAL IMPROVEMENT EXPENSE	0.00	0.00	0.00
			0.00
TOTAL EXPENSE	<u>101,142.42</u>	<u>143,905.00</u>	<u>(42,762.58)</u>
NET ORDINARY INCOME	19,526.42	(5,156.00)	24,682.42
OTHER INCOME/EXPENSES			
OTHER INCOME			
990 • INTEREST/DIVIDEND INCOME	16.12	15.00	1.12
999 - OTHER INCOME	606.25	0.00	606.25
TOTAL OTHER INCOME	<u>622.37</u>	<u>15.00</u>	<u>607.37</u>
OTHER EXPENSE			
999.1 • OTHER EXPENSE	2,766.40	85.00	2,681.40
99999 - LEGAL EXPENSE	0.00	250.00	(250.00)
TOTAL OTHER EXPENSE	<u>2,766.40</u>	<u>85.00</u>	<u>2,681.40</u>
NET OTHER INCOME	<u>(2,144.03)</u>	<u>(70.00)</u>	<u>(2,074.03)</u>
NET INCOME	<u>17,382.39</u>	<u>(5,226.00)</u>	<u>22,608.39</u>

Benzie Senior Resources
HDM/Cong comparison
Units Served 2017-2018-2019

	FY 2017		FY 2018		FY 2019	
	HDM	CONG	HDM	CONG	HDM	CONG
October	3,684	2,000	4,714	2,405	5,320	2,252
November	3,744	2,018	4,531	2,049		
December	4,252	1,764	4,527	1,566		
January	3,248	1,318	4,096	1,388		
February	3,653	1,769	4,771	1,610		
March	4,470	2,203	5,351	1,955		
April	3,941	2,129	4,690	1,698		
May	4,463	2,430	5,046	2,271		
June	4,853	2,337	4,832	2,084		
July	4,481	2,162	5,151	1,995		
August	5,262	2,641	5,564	2,205		
September	4,528	2,412	4,922	1,993		
total meals	50,579	25,183	58,195	23,219	5,320	2,252



Benzie Senior Resources
HDM/Cong comparison
Units Served 2017-2018-2019



Senior Center Coordinator's Report November 9, 2018

Regular Happenings:

Tuesday Music and Dancing	Ol' Time Gathering	Blood Pressure Clinic
Chair Yoga	Thompsonville Meal	Bingo
Stretching with Doris	Wii Bowling	Zumba
Bunco	Yoga	Plarn
Little River Casino	Birthday celebrations	Cards
Hearing Clinic	Essential Estate Planning	Tech Support
Bible Study	Blood Sugar checks	Benzie Bus updates

Events:

We are adjusting the time we serve lunch to give you an extra half hour to get here!

As of November 1st, our lunch is served from 11:30 a.m.—1:30 p.m.

Gobble Gobble! Please note The Gathering Place Senior Center and the Benzie Senior Resources office are closed on Thursday, November 22 & Friday, November 23 for the Thanksgiving holiday.

We are collecting unwrapped, new toys for Toys for Tots until Friday, December 5th. The collection box is inside The Gathering Place Senior Center. Please help us make a child's Christmas just a little brighter!

Monday, November 12—Veteran's Day. All Veteran's eat free! Please join us as we thank our Veterans for their sacrifice to our country.

Thursday, November 15—Great American Smokeout! This is the day to quit. Go to www.cancer.org/healthy/stay-away-from-tobacco/guide-quitting-smoking.html to get started.

Friday, November 30—Benzie Bucks Auction beginning at 1:00 p.m. Collect your bucks when you join us for lunch or an activity and save them to buy a new treasure at the auction. This event is for those over 60 only. Our next Benzie Bucks Auction is on November 30th which means it's time to drop off your donations! Clean out those knickknacks and items you've never used, and I'll find them a new home. Please no clothing unless it is brand new.

We are making the season extra special by assembling and delivering gift bags to our homebound neighbors. Each bag is filled with a variety of items, such as: protein bars, crossword/word search puzzles, Kleenex, socks and lotion. Please help us gather any of the above items. You can drop them off at either The Gathering Place Senior Center or at the Benzie Senior Resources Administration Office by December 11th. Please help us spread some Christmas Cheer!

The Big Bear Sportsman's Club in Kaleva has a handicap accessible blind available for any disabled Veteran interested in bow, rifle or muzzleloader deer hunting seasons. The blind is located on 80 acres of prime hunting property and the hunter will have exclusive use of the blind and land. The blind is large enough for a wheelchair and two hunters. There are people who are available to help once there is a deer ready to be moved to a vehicle too. Call Kyle Converse for further information at 269-986-6211. And happy hunting!



Memo To: Board of Commissioners
From: Jesse Zylstra, Solid Waste and Recycling Coordinator
Date: November 21st, 2018
Subject: Recycling Coordinator's Activities

- **Illegal Dumpsite Cleanup:** Continued cleanup on second site in Almira Township. Additional sites reported and identified near Aylsworth Rd, 14 tires and full truckload of material removed from one of the locations.
- **Fiscal Year 2017/18: Totals being reported to MDEQ**
 - Single Stream/Residential: 1,087.88 Tons
 - HHW: 23,356 lbs
 - Electronics: 19,756 lbs
 - Batteries: 1,625 lbs
- **Tire Collections: 3 (Final Numbers)**
 - Frankfort: 984 Passenger Tires/23 Semi Tires (2 Trailers)
 - Thompsonville: 809 Passenger Tires/35 Semi Tires (1 Trailer)
 - Honor: 934 Passenger Tires/1 Semi Tire (1 Trailer)
- **Most Recent Recycling Numbers: October**
 - Tonnage: 89.85 tons
 - Volume: 2,995 yards
- **Grant Progress:**
 - EDU Grant: Request for Reimbursement has been submitted.
 - Reimbursement received for all funds minus 1-line item that has been purchased and submitted.
 - Scrap Tire Grant: Request for Reimbursement is being processed.
 - Application submitted for 2019.
- **Ongoing Activities:**
 - General oversight of school Cardboard Trailers, back under school care. Site Monitoring of the Fishing Line Recycling Locations. County-wide Battery Bucket pickups and sorting. Maintenance and upkeep of the 24/7 Recycling Sites.

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NOV 21 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Jesse Zylstra, Solid Waste and Recycling Coordinator

Commissioner Report

County Administrator's Report



Memo To: Board of Commission
From: Mitchell D. Deisch, Administrator
Date: November 20, 2018
Subject: Administrator Update 11/27/18 BOC meeting

1. **December 2018 Calendar** – Please see attached December 2018 calendar.
2. **MSU Extension Memo** – Attached is the memo to MSU Extension regarding Benzie County working on a Space Needs Study and the need to move their office to a different location. This memo was requested for the County Administrator to prepare at the November 13, 2018 BOC meeting.
3. **Cabling project** – Top Line and IT right were in the Govt Center this past weekend moving over new cabling to the new switches and wall plate. Approximately 120+ cable exchanges were made over the weekend. A meeting has been set with Top Line and IT Right to discuss the next phase, removal of old wire and putting in 10 additional line drops. This meeting will take place next week to set a firm schedule. This project is behind schedule due to a backordering of the 2 switches. Photographs of the new switches will be sent separately.
4. **Government Center Cleaning RFP** – The Government Center cleaning contract was initially bid in October 2018 and received 2 bids. We re-bid the cleaning contract in November 2018 and received 3 bids. The low responsible bidder is Gottschalk, who currently is the contractor of record. The bids have increased and will require a budget amendment. This contract is on the 11/27/18 BOC agenda for consideration.
5. **School Resource Officer Program** – With the citizens of Benzie County approving the SRO, several items need to be discussed and decided at the BOC level.
 - a. **Interlocal Agreement** – Attached is a draft of the interlocal agreement that was prepared by the City of Frankfort Attorney, which has been initially reviewed by the Benzie County Attorney. I wanted to get the draft out the BOC, so that you would have time to review and potentially make changes as desired. As of today, the City of Frankfort has not made a firm commitment on whether they want the officer in the Frankfort/Elberta Schools to be a City of Frankfort Police Officer or Sherriff Deputy. I have had multiple conversations with the City of Frankfort Police Chief about this issue.

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NOV 20 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

- b. **Millage amount** – Ultimately the BOC needs to set the millage amount up to. The ballot language states that the millage will be set up to .18 mills. For the program to get started, the BOC needs to take an affirmative action as to what the millage rate will be set at.
- 6. **Space Needs Study Request for Proposal** – The space needs RFP are out. Including the Benzie Record Patriot ad, eight consulting firms were directly solicited to receive RFP's. Last week the Ad Hoc Space Needs Committee met with 4 of the firms to discuss the project and then received a walking tour of both the Government Center and Sherriff Office/Jail Facility. In addition, I met with another consultant that could not attend the first meeting. The RFP's are due on November 30, 2018. Once the RFP are evaluated, interviews may be scheduled with the Ad Hoc Committee and selected consultants. I am currently working on a contract with the County Attorney for this project. More to follow.
- 7. **Annual Audit** – Auditors Anderson Tackman will be starting the 17/18 audit for Benzie County January 7, 2018.

December 2018

December 2018

January 2019

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

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



Memo To: Jennifer Berkey, MSU Extension
From: Mitchell D. Deisch, Administrator 
Date: November 20, 2018
Subject: Benzie County Space Needs Study / MSU Extension Office Space

This memo is being provided to MSU Extension to ensure you know Benzie County has currently submitted a request for proposal (RFP) for a space needs assessment for the Benzie County Government Center. The reason behind the space needs assessment is ensure that Benzie County is efficiently and effectively utilizing current and future government center space for both mandated and non-mandated services.

In addition to the space needs assessment, the county is being required to develop a system to provide enhanced indigent defense. This will result in the creation of the Benzie/Manistee Regional Public Defender's Office, which will require between 3-4 office to be dedicated for this purpose.

As we discussed multiple over the past few weeks, it is my intent to initially set up the Regional Public Defender's Office in the current government center space being used by MSU Extension. There is not a firm deadline for when this needs to occur, as Benzie County has 180 days to implement the new Regional Public Defenders Office once state funds are received. A good estimate would January – March 2019 for this transition to occur.

Based upon the need to relocate MSU Extension's office space, I will continue to work with your office to find the most appropriate location as possible. Please note that multiple moves might be necessary, based upon the results of the space needs assessment of the government center and ultimately the decisions of the Board of Commission.

MSU Extension has been a valued partner with Benzie County for decades and we look forward to continuing this relationship into the future.

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

cc: Benzie County Board of Commission

INTERLOCAL AGREEMENT FOR SCHOOL RESOURCE OFFICER FUNDING

This INTERLOCAL AGREEMENT FOR SCHOOL RESOURCE OFFICER FUNDING (Agreement) is agreed to and entered into by and between the CITY OF FRANKFORT, a Michigan municipal entity at 412 Main Street, P.O. Box 351, Frankfort, MI 49635 (City), and BENZIE COUNTY, a Michigan municipal entity at 448 Court Place, Beulah, Michigan 49617 (County), in accordance with the following provisions:

WHEREAS, the Urban Cooperation act, PA 7 of 1967, Extra Session amended (Act 7), provides that a public agency may enter into interlocal agreements with other public agencies to exercise jointly any power, privilege, or authority that the agencies share in common and that each might exercise separately; and

WHEREAS, the City of Frankfort and the County of Benzie were each duly established pursuant to State of Michigan statutes; and

WHEREAS, the City and County are each considered a "public agency" under Act 7; and

WHEREAS, the County has the authority to submit a millage request to the electors of the County; and

WHEREAS, the County submitted a millage request to the County electors to pay for one school resource officers for the Benzie Central School District and one school resource officer for the Frankfort-Elberta School District, and the electors approved said millage request on November 6, 2018; and

WHEREAS, the City and County desire to enter into this Interlocal Agreement to provide for the distribution of the School Resource Officer millage funding.

THEREFORE, the parties agree as follows:

1. Sharing of School Resource Officer Millage Revenues. Upon the execution of this Agreement and subject to the terms outlined herein, the millage revenues captured by the County shall be shared equally (50-50) between the City and the Benzie County Sheriff's Office, so that one-half of the funds will go to fund the Benzie Central School District's School Resource Officer and the other half will fund the Frankfort-Elberta School District's School Resource Officer.
2. Term. This Agreement shall continue for the duration of the period of the authorizing millage (currently set for four (4) years (2019-2022) inclusive) and all successive renewals thereof.
3. Use of School Resource Officer Millage Revenues. The City and the County shall only use the School Resource Officer Millage Revenues generated pursuant to the 2018 millage approval to pay for the School Resource Officer in each of the above-referenced districts as well as the equipment necessary to equip and support each School Resource Officer in their respective districts.
1. County as Agent under this Agreement. The City may designate the County as the City's agent for collection and disbursement of all millage revenues generated by the 2018 millage

approval until such time as the authorizing millage expires.

2. Sheriff's Office Acknowledgement. By his signature below, the Benzie County Sheriff's Office acknowledges the terms of this Agreement and the commitments made by the parties hereto.
3. Effective Date. This Agreement shall commence upon its approval by the County Board of Commissioners and by the City Council of the City and after having been duly executed by their authorized representatives and filed with the County Clerk and Secretary of State of the State of Michigan as required by Act 7.
4. Severability. To the extent that any provisions contained in this Agreement is deemed unenforceable, to the extent possible, the remaining terms shall remain in effect.

The City and County, by their authorized representatives, have executed this Agreement as indicated on the attached signature page:

BENZIE COUNTY:

This Agreement was approved by the Benzie County Board of Commissioners. The Chairperson and Secretary were authorized to sign this agreement on the _____ day of _____, 2018 and was signed by the same on the _____ day of _____, 2018.

Witnesses

BENZIE COUNTY BOARD OF COMMISSIONERS

Chairperson, _____

STATE OF MICHIGAN)
COUNTY OF BENZIE) ss.

The foregoing Interlocal Agreement was acknowledged before me on this _____ day of _____, 2018 by _____, known by me to be the Chairperson of the Board of Commissioners of Benzie County, who has executed this Agreement with the authority and on behalf of said County.

_____, Notary Public
_____, County, Michigan
Acting in _____ County, Michigan
My Commission Expires: _____

CITY OF FRANKFORT:

This Agreement was approved by the City Council of the City of Frankfort. The Mayor and Clerk were authorized to sign this agreement on the ____ day of _____, 2018 and was signed by the same on the ____ day of _____, 2018.

Witnesses

CITY OF FRANKFORT

Mayor, _____

Clerk, _____

STATE OF MICHIGAN)
COUNTY OF BENZIE) ss.

The foregoing Interlocal Agreement was acknowledged before me on this ____ day of _____, 2018 by _____, known by me to be the Mayor of the City of Frankfort, who has executed this Agreement with the authority and on behalf of said City.

Notary
Public

County, Michigan
Acting in _____ County,
Michigan My Commission Expires:

BENZIE COUNTY SHERIFF'S OFFICE:

This Agreement is hereby acknowledged and agreed to by the Benzie County Sheriff's Office on this ____ day of _____, 2018.

BENZIE COUNTY SHERIFF'S OFFICE

Benzie County Sheriff _____

FINANCE REPORT

BILLS TO BE APPROVED November 27, 2018

Motion to approve Vouchers in the amount of:

\$	124,265.74	General Fund (101)
\$	21,737.16	Jail Fund (213)
\$	16,494.04	Ambulance Fund & ALS (214)
\$	16,061.16	Funds 105-238
\$	1,499.93	ACO Fund (247)
\$	-	Building (249)
\$	5,350.25	Dispatch 911 Fund (261)
\$	104,081.39	Funds 239-292
\$	94,909.48	Funds 293-640
\$	17,206.65	701 Fund
\$	-	Trust and Agency Funds & MSU Trust and Agency Fund (702-771)
<u>\$</u>	<u>401,605.80</u>	

RECEIVED

NOV 21 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

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	JEANNOT, ART	MILEAGE FOR NOVEMBER 2018	MILEAGE	11/15/18	68.67	67755
101-101-860.00	TRAVEL	WARSCKE, EVAN	MILEAGE FOR NOVEMBER 2018	NOVEMBER 2018	11/15/18	32.70	67788
101-101-955.00	CONVENTIONS & MEETINGS	NETWORKS NORTHWEST	PLANNING FOR NM SEASONAL ECONOMY M	12/3/18	11/15/18	135.00	67765
			Total For Dept 101 BOARD OF COMMISSIONERS			236.37	
Dept 131 CIRCUIT COURT							
101-131-810.00	LEGAL FEES	CICCHELLI, ANTHONY	MONTHLY COURT APPT ATTRNY FOR 2017	NOVEMBER 2018	11/13/18	2,094.16	67716
101-131-810.00	LEGAL FEES	GRAFF, JACOB	MONTHLY COURT APPT ATTRNY FOR 2017	NOVEMBER 2018	11/13/18	1,110.75	67720
101-131-810.00	LEGAL FEES	HUFT, DAVID G.	MONTHLY COURT APPT ATTRNY FOR 2017	NOVEMBER 2018	11/13/18	2,094.16	67721
101-131-810.00	LEGAL FEES	MCCARN-DINEHART, TRAC	MONTHLY COURT APPT ATTRNY FOR 2017	NOVEMBER 2018	11/13/18	984.00	67723
101-131-810.00	LEGAL FEES	SMITH, MICHAEL LAWRE	MONTHLY COURT APPT ATTRNY FOR 2017	NOVEMBER 2018	11/13/18	1,110.75	67724
101-131-810.00	LEGAL FEES	SPIILLIAN, JOHN	MONTHLY COURT APPT ATTRNY FOR 2017	NOVEMBER 2018	11/13/18	1,110.75	67725
101-131-860.00	TRAVEL	KELLEY, CLAYTON	MILEAGE FOR OCTOBER/NOVEMBER 2018	3950	11/21/18	122.99	67829
			Total For Dept 131 CIRCUIT COURT			8,627.56	
Dept 136 DISTRICT COURT							
101-136-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CEN	CHAIRMAT	434576-0	11/15/18	69.99	67754
101-136-727.00	OFFICE SUPPLIES	TREND WINDOW & DESIGN	WINDOW SHADES	16087	11/15/18	281.00	67778
101-136-727.00	OFFICE SUPPLIES	VISA-KIM NOWAK	MCAFFEE/AMAZON SUB/FEES	DP76	11/15/18	110.70	67783
101-136-805.00	COURT APPOINTED ATTORNEY	CICCHELLI, ANTHONY	PENFOLD	18-0021-GA	11/15/18	175.00	67740
101-136-805.00	COURT APPOINTED ATTORNEY	CICCHELLI, ANTHONY	WILSON	18-376-SM	11/15/18	250.00	67741
101-136-805.00	COURT APPOINTED ATTORNEY	GRAFF, JACOB	REED	18-313-SM	11/21/18	250.00	67820
101-136-805.00	COURT APPOINTED ATTORNEY	MCAYOY, PATRICIA L	SIEDLACZEK	18-0153-MI	11/21/18	100.00	67836
101-136-805.00	COURT APPOINTED ATTORNEY	SMITH & JOHNSON	HOUGHTALLING / NOTHAGEL	DP83	11/21/18	270.00	67853
101-136-805.00	COURT APPOINTED ATTORNEY	SMITH, MICHAEL LAWRE	BRANCH	18-333-SM	11/21/18	250.00	67854
101-136-805.00	COURT APPOINTED ATTORNEY	SMITH, MICHAEL LAWRE	PENFOLD	DP84	11/21/18	70.00	67855
101-136-830.10	SERVICE CONTRACT	VISA-KIM NOWAK	MCAFFEE/AMAZON SUB/FEES	DP76	11/15/18	95.39	67783
101-136-853.00	CELLULAR PHONES	CENTURYLINK	COUNTY 800 NUMBERS & LONG DISTANCE	1454147060	11/15/18	4.20	67738
101-136-962.20	JIS RELATED COSTS	STATE OF MICHIGAN	OCT-NOV-DEC 2018 USER FEES	DP86	11/21/18	874.22	67856
101-136-970.00	EQUIPMENT	I.T. RIGHT	AMO - COMPUTER	20157828	11/21/18	780.00	67824
			Total For Dept 136 DISTRICT COURT			3,580.50	
Dept 141 FRIEND OF THE COURT							
101-141-850.00	TELEPHONE	CENTURYLINK	COUNTY 800 NUMBERS & LONG DISTANCE	1454147060	11/15/18	7.37	67738
			Total For Dept 141 FRIEND OF THE COURT			7.37	
Dept 142 JUVENILE DIVISION							
101-142-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CEN	PLANNERS	434345	11/21/18	144.83	67825
101-142-962.00	JIS RELATED COSTS	STATE OF MICHIGAN	JIS	11/16	11/21/18	1,735.38	67857
101-142-970.00	EQUIPMENT	UNITI EQUIPMENT FINAN	COPIER LEASE	454333	11/21/18	78.15	67865
			Total For Dept 142 JUVENILE DIVISION			1,958.36	
Dept 172 ADMINISTRATOR							
101-172-860.00	TRAVEL	DEISCH, MITCH	MILEAGE ALLOWANCE	NOVEMBER 2018	11/13/18	300.00	67718
101-172-900.00	PRINTING & PUBLISHING	PIONEER GROUP	ANNUAL SUBSCRIPTION TO RECORD PATR	0052626	11/15/18	42.75	67768
101-172-955.00	CONVENTIONS & MEETINGS	NETWORKS NORTHWEST	PLANNING FOR NM SEASONAL ECONOMY M	12/3/18	11/15/18	45.00	67765
101-172-961.00	TRAINING & SCHOOLS	VISA-MITCHELL DEISCH	TRAINING MATERIALS/TESTING SHRM	NOVEMBER 2018	11/21/18	439.02	67866
			Total For Dept 172 ADMINISTRATOR			826.77	
Dept 215 COUNTY CLERK							
101-215-860.00	TRAVEL	CUTLER, MARIDEE	MILEAGE FOR SHRM CLASS	MILEAGE	11/15/18	106.29	67748
101-215-860.00	TRAVEL	CUTLER, MARIDEE	MILEAGE FOR SHRM CLASS/PRINTS FOR	MILEAGE	11/21/18	69.11	67808
			Total For Dept 215 COUNTY CLERK			175.40	

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Fund 101 GENERAL FUND							
Dept 253 COUNTY TREASURER							
101-253-860.00	TRAVEL	CARA FRIES	TRAVEL FOR MTA CLASS IN OKEMOS	11/13/18	11/15/18	217.51	67736
101-253-860.00	TRAVEL	LONG, KELLY	TRAVEL FOR MTA CLASS IN GAYLORD	11/13/18	11/15/18	110.09	67758
			Total For Dept 253 COUNTY TREASURER			327.60	
Dept 257 EQUALIZATION DEPARTMENT							
101-257-860.00	TRAVEL	LINDSAY, BRIANNE	MILEAGE FOR FIELD WORK	11/07/18	11/15/18	104.64	67757
101-257-970.00	EQUIPMENT	VISA=THOMAS LONGANBAC	DELL COMPUTER	30030493087.1	11/21/18	1,232.12	67868
			Total For Dept 257 EQUALIZATION DEPARTMENT			1,336.76	
Dept 261 MSU EXTENSION							
101-261-703.04	WAGES-PART TIME SECRETAR	MSU EXTENSION BUSINES	D. LONGO WAGE AND FRINGES	TOINV17-19 BENZ	11/21/18	923.63	67842
			Total For Dept 261 MSU EXTENSION			923.63	
Dept 265 BUILDING & GROUNDS							
101-265-750.00	MAINTENANCE SUPPLIES	KSS ENTERPRISES	CLEANING SUPPLIES	1124032	11/21/18	190.51	67830
101-265-750.00	MAINTENANCE SUPPLIES	DISPENSER, STRAPING TAPE, CARTON S	DISPENSER, STRAPING TAPE, CARTON S	155500	11/21/18	29.96	67844
101-265-850.00	TELEPHONE	CENTURYLINK	COUNTY 800 NUMBERS & LONG DISTANCE	1454147060	11/15/18	62.78	67738
101-265-850.00	TELEPHONE	TELNET WORLDWIDE	PRI CIRCUIT FOR FAX MACHINES	149859	11/21/18	467.38	67859
101-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	GOVERNMENT CENTER NATURAL GAS	910020931200	11/21/18	615.29	67812
101-265-924.00	ELECTRIC	CONSUMERS ENERGY	GOVERNMENT CNT ELECTRIC 10/11 - 11	100000514248	11/15/18	3,296.04	67745
101-265-935.00	BUILDING REPAIRS	SUMMIT COMPANIES	FIRE ALARM REPAIR	1316020	11/21/18	305.00	67858
			Total For Dept 265 BUILDING & GROUNDS			4,966.96	
Dept 266 LEGAL & CONTRACTED SERVICES							
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY,	LEGAL FEES FOR OCTOBER 2018	OCTOBER 2018	11/21/18	2,308.02	67806
101-266-810.00	LEGAL FEES	CUMMINGS, MCCLOREY, D	LEGAL SERVICES FOR OCTOBER 2018	253267	11/21/18	604.00	67807
101-266-810.00	LEGAL FEES	CUMMINGS, MCCLOREY, D	LEGAL SERVICES FOR OCTOBER 2018	253266	11/21/18	60.00	67807
101-266-815.00	AUDITORS	ANDERSON, TACKMAN & C	PROGRESS BILLING THRU 9/30/18	121560	11/15/18	558.18	67732
			Total For Dept 266 LEGAL & CONTRACTED SERVICES			3,530.20	
Dept 267 PROSECUTING ATTORNEY							
101-267-727.00	OFFICE SUPPLIES	JACKPINE	JACKPINE BUSINESS CENTER/INVOICE F 434607-0		11/15/18	91.44	67753
			Total For Dept 267 PROSECUTING ATTORNEY			91.44	
Dept 268 REGISTER OF DEEDS							
101-268-800.00	CONTRACTED SERVICES - LA	FIDLAR TECHNOLOGIES I	LAREDO USAGE FEE OCTOBER 2018	0221646-IN	11/21/18	885.87	67818
			Total For Dept 268 REGISTER OF DEEDS			885.87	
Dept 275 DRAIN COMMISSION							
101-275-819.00	CONTRACT SERVICE - LAKE	DIXON, CRAIG	MONTHLY CONTRACTED SERVICES FOR DA NOVEMBER 2018		11/13/18	333.33	67719
			Total For Dept 275 DRAIN COMMISSION			333.33	
Dept 286 TECHNOLOGY SUPPORT							
101-286-850.01	INTERNET SERVICE	MERIT NETWORK INC.	SEPTEMBER 2018 EXTRA BANDWIDTH	80731	11/21/18	108.00	67840
101-286-963.00	COMPUTER SUPPORT	MILLENNIA TECHNOLOGIE	TICKET 10172 - FAX MACHINES NOT WO 12842		11/15/18	86.25	67764
			Total For Dept 286 TECHNOLOGY SUPPORT			194.25	
Dept 301 SHERIFF							
101-301-727.00	OFFICE SUPPLIES	VISA=TED SCHENDEL 686	VEH RPR/T&S/OFF SUP/UNIF/K9/MAINT	10302018	11/15/18	59.58	67785
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVIC	CMPTX SPKRS SHERIFF	16TC-YIMR-Y36V	11/21/18	81.73	67794
101-301-748.00	GAS, OIL & GREASE	XPRESS LUBE	15-1 OIL CHG	36881	11/15/18	59.85	67790
101-301-748.00	GAS, OIL & GREASE	XPRESS LUBE	14-4 OIL CHG	38538	11/21/18	39.95	67869
101-301-748.00	GAS, OIL & GREASE	XPRESS LUBE	13-1 OIL CHG	38544	11/21/18	49.90	67869
101-301-749.00	VEHICLE REPAIRS	VISA=TED SCHENDEL 686	VEH RPR/T&S/OFF SUP/UNIF/K9/MAINT	10302018	11/15/18	27.74	67785

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Fund 101 GENERAL FUND							
Dept 301 SHERIFF							
101-301-751.00	UNIFORMS	EMBROID ME OF TRAVERS	UNIFORMS	E18690	11/15/18	136.00	67750
101-301-751.00	UNIFORMS	VISA=ROSA KYLE	TRNG &SCH, UNIFORMS	10302018	11/15/18	150.89	67784
101-301-751.00	UNIFORMS	VISA=TED SCHENDEL	VEH RPR/T&S/OFF SUP/UNIF/K9/MAINT	10302018	11/15/18	547.40	67785
101-301-752.10	DRY CLEANERS	ROBBIE'S DRY CLEANERS	OCTOBER 18 DRY CLEANING	2483	11/15/18	67.95	67769
101-301-850.00	TELEPHONE	CHARTER COMMUNICATION	DEC CABLE 2018	0010078111218	11/21/18	30.92	67804
101-301-955.00	CONVENTIONS & DUES	MICHIGAN SHERIFFS ASS	MSA ANNL DUES 2019	20180901	11/21/18	565.00	67841
101-301-956.00	EMPLOYEE PHYSICALS	THE WALK IN CLINIC	PRE EMPLOY PHYS SHERIFF DEPUTY	HOMAN 203636	11/15/18	137.00	67773
101-301-961.00	TRAINING & SCHOOLS	VISA=ROSA KYLE	TRNG &SCH, UNIFORMS	10302018	11/15/18	482.93	67784
			Total For Dept 301 SHERIFF			2,436.84	
Dept 333 SECONDARY ROAD PATROL							
101-333-725.00	FRINGE BENEFITS	ADVANCED BENEFIT SOLU	COBRA DMINISTRATIVE FEE NOVEMBER 2	186797	11/15/18	22.90	67728
101-333-725.00	FRINGE BENEFITS	ADVANCED BENEFIT SOLU	NOVEMBER 2018 VISION COVERAGE	186797	11/15/18	25.46	67728
101-333-725.00	FRINGE BENEFITS	BLUE CARE NETWORK	BCN COVERAGE DECEMBER 2018	182190042386	11/15/18	1,332.37	67734
101-333-725.00	FRINGE BENEFITS	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR OCTOBER	OCTOBER 2018	11/16/18	37.66	67791
101-333-725.00	FRINGE BENEFITS	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR NOVEMBER	NOVEMBER 2018	11/16/18	37.66	67791
			Total For Dept 333 SECONDARY ROAD PATROL			1,456.05	
Dept 426 EMERGENCY MANAGEMENT							
101-426-725.00	FRINGE BENEFITS	ADVANCED BENEFIT SOLU	COBRA DMINISTRATIVE FEE NOVEMBER 2	186797	11/15/18	18.40	67728
101-426-725.00	FRINGE BENEFITS	ADVANCED BENEFIT SOLU	NOVEMBER 2018 VISION COVERAGE	186797	11/15/18	9.83	67728
101-426-725.00	FRINGE BENEFITS	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR OCTOBER	OCTOBER 2018	11/16/18	39.34	67791
101-426-725.00	FRINGE BENEFITS	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR NOVEMBER	NOVEMBER 2018	11/16/18	39.34	67791
101-426-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIEL	DECEMBER 2018 HEALTH INS PPO	007016437	11/21/18	497.61	67799
101-426-850.00	TELEPHONE	VERIZON WIRELESS	CELLULAR PHONE BILLING	9817564075	11/15/18	49.12	67780
			Total For Dept 426 EMERGENCY MANAGEMENT			653.64	
Dept 648 MEDICAL EXAMINER							
101-648-835.00	LAB FEES	NMS LABS	LAB FEES FOR OCTOBER 2018	1068619	11/21/18	289.00	67843
101-648-970.00	EQUIPMENT- MEDICAL EXAMI	TRINITY FLUIDS	HIGH RISK LATEX EXAM GLOVES	7029	11/15/18	107.00	67779
101-648-970.00	EQUIPMENT- MEDICAL EXAMI	TRINITY FLUIDS	NITRILE PROTECTOR GLOVES	7040	11/21/18	106.00	67864
			Total For Dept 648 MEDICAL EXAMINER			502.00	
Dept 728 INTERGOVERNMENTAL							
101-728-865.00	LIQUOR TAX - NO MI REG E	NORTHERN MICHIGAN REG	4TH QTR LIQUOR TAX	SALES00027	11/15/18	22,037.63	67766
			Total For Dept 728 INTERGOVERNMENTAL			22,037.63	
Dept 851 INSURANCE & BONDS							
101-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR OCTOBER	OCTOBER 2018	11/16/18	204.85	67791
101-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR NOVEMBER	NOVEMBER 2018	11/16/18	190.62	67791
			Total For Dept 851 INSURANCE & BONDS			395.47	
Dept 852 MEDICAL INSURANCE							
101-852-717.00	MEDICAL/DENTAL/VISION IN	CONQUEST, JEFF	MONTHLY RETIREE HEALTHCARE SUPPLEM	NOVEMBER 2018	11/13/18	175.00	67717
101-852-717.00	MEDICAL/DENTAL/VISION IN	KOSIBOSKI, JEFFREY	RETIREE HEALTH SUPPLEMENT BENEFIT	NOVEMBER 2018	11/13/18	175.00	67722
101-852-717.00	MEDICAL/DENTAL/VISION IN	TUCKER, DAVID	MONTHLY RETIREE HEALTHCARE SUPPLEM	NOVEMBER 2018	11/13/18	175.00	67726
101-852-717.00	MEDICAL/DENTAL/VISION IN	ADVANCED BENEFIT SOLU	NOVEMBER 2018 VISION COVERAGE	186797	11/15/18	817.22	67728
101-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	BCN COVERAGE DECEMBER 2018	182190042386	11/15/18	47,004.36	67734
101-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CROSS BLUE SHIEL	DECEMBER 2018 HEALTH INS PPO	007016437	11/21/18	1,194.28	67799
101-852-717.00	MEDICAL/DENTAL/VISION IN	EHIM	PHARMACY CLIENT LINE/SET UP	111618-2410	11/21/18	16,000.00	67815
101-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR OCTOBER	OCTOBER 2018	11/16/18	1,199.07	67791
101-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR NOVEMBER	NOVEMBER 2018	11/16/18	1,111.74	67791
101-852-800.00	CONTRACTED SERVICES - CA	ADVANCED BENEFIT SOLU	COBRA DMINISTRATIVE FEE NOVEMBER 2	186797	11/15/18	896.20	67728

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Fund 101 GENERAL FUND							
Dept 852 MEDICAL INSURANCE							
101-852-874.00	MEDICAL INSURANCE - RET	ADVANCED BENEFIT SOLU	NOVEMBER 2018 VISION COVERAGE	186797	11/15/18	33.87	67728
			Total For Dept 852 MEDICAL INSURANCE			68,781.74	
			Total For Fund 101 GENERAL FUND			124,265.74	
Fund 205 TNT OFFICER MILLAGE FUND							
Dept 000							
205-000-725.00	FRINGE BENEFITS	ADVANCED BENEFIT SOLU	COBRA DMINISTRATIVE FEE NOVEMBER 2	186797	11/15/18	22.90	67728
205-000-725.00	FRINGE BENEFITS	ADVANCED BENEFIT SOLU	NOVEMBER 2018 VISION COVERAGE	186797	11/15/18	25.46	67728
205-000-725.00	FRINGE BENEFITS	BLUE CARE NETWORK	BCN COVERAGE DECEMBER 2018	182190042386	11/15/18	1,332.37	67734
205-000-725.00	FRINGE BENEFITS	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR OCTOBER	OCTOBER 2018	11/16/18	39.18	67791
205-000-725.00	FRINGE BENEFITS	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR NOVEMBER	NOVEMBER 2018	11/16/18	39.18	67791
			Total For Dept 000			1,459.09	
			Total For Fund 205 TNT OFFICER MILLAGE FUND			1,459.09	
Fund 206 SHERIFF'S K-9 FUND							
Dept 000							
206-000-967.00	PROJECT EXPENSES	VISA=TED SCHEDEL 686	VEH RPR/T&S/OFF SUP/UNIF/K9/MAINT	10302018	11/15/18	121.98	67785
			Total For Dept 000			121.98	
			Total For Fund 206 SHERIFF'S K-9 FUND			121.98	
Fund 213 JAIL OPERATIONS FUND							
Dept 265 BUILDING & GROUNDS							
213-265-783.00	EQUIP. SERVICES & SUPPLI	VISA=TED SCHEDEL 686	VEH RPR/T&S/OFF SUP/UNIF/K9/MAINT	10302018	11/15/18	15.49	67785
213-265-783.00	EQUIP. SERVICES & SUPPLI	KSS ENTERPRISES	LINERS/PT/TP/WIPES	1126621	11/21/18	558.32	67830
213-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELLULAR PHONE BILLING	9817564075	11/15/18	3.43	67780
213-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	OCT 2018 HEAT	101018 -110818	11/21/18	862.41	67811
213-265-924.00	ELECTRIC	CONSUMERS ENERGY	POWER 10/11/2018 TO 11/08/2018	11082018	11/15/18	3,585.58	67744
			Total For Dept 265 BUILDING & GROUNDS			5,025.23	
Dept 351 JAIL - CORRECTIONS							
213-351-727.00	OFFICE SUPPLIES	VISA=TED SCHEDEL 686	VEH RPR/T&S/OFF SUP/UNIF/K9/MAINT	10302018	11/15/18	110.42	67785
213-351-748.00	GAS, OIL & GREASE	VISA=DAN SMITH	TRNSP/FUEL/UNIF/T&S/ EQUIPT	10302018	11/15/18	45.20	67782
213-351-751.00	UNIFORMS	VISA=DAN SMITH	TRNSP/FUEL/UNIF/T&S/ EQUIPT	10302018	11/15/18	427.98	67782
213-351-752.10	DRY CLEANERS	ROBBIE'S DRY CLEANERS	OCTOBER 18 DRY CLEANING	2483	11/15/18	334.50	67769
213-351-865.00	PRISONER TRANSFER	VISA=DAN SMITH	TRNSP/FUEL/UNIF/T&S/ EQUIPT	10302018	11/15/18	13.22	67782
213-351-956.00	EMPLOYEE PHYSICALS	THE WALK IN CLINIC	PRE EMPLY PHYS KUTCHINSKI	203776	11/15/18	137.00	67774
213-351-961.00	TRAINING & SCHOOLS	VISA=DAN SMITH	TRNSP/FUEL/UNIF/T&S/ EQUIPT	10302018	11/15/18	47.86	67782
213-351-961.00	TRAINING & SCHOOLS	VISA=TED SCHEDEL 686	VEH RPR/T&S/OFF SUP/UNIF/K9/MAINT	10302018	11/15/18	187.31	67785
213-351-961.04	PRISONERS SCHOOLING	HEIMAN, BARBARA	10/31 11/7 11/14	11132018	11/15/18	280.00	67751
213-351-970.00	EQUIPMENT	VISA=DAN SMITH	TRNSP/FUEL/UNIF/T&S/ EQUIPT	10302018	11/15/18	59.98	67782
213-351-980.01	BIO-HAZARDS EQUIPMENT	LOU'S GLOVES	GLOVES BIOHAZARD	025811	11/21/18	228.00	67832
			Total For Dept 351 JAIL - CORRECTIONS			1,871.47	
Dept 851 INSURANCE & BONDS							
213-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR OCTOBER	OCTOBER 2018	11/16/18	76.50	67791
213-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR NOVEMBER	NOVEMBER 2018	11/16/18	68.00	67791
			Total For Dept 851 INSURANCE & BONDS			144.50	
Dept 852 MEDICAL INSURANCE							
213-852-717.00	MEDICAL/DENTAL/VISION IN	ADVANCED BENEFIT SOLU	NOVEMBER 2018 VISION COVERAGE	186797	11/15/18	159.75	67728
213-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	BCN COVERAGE DECEMBER 2018	182190042386	11/15/18	13,292.16	67734

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Fund 213 JAIL OPERATIONS FUND							
Dept 852 MEDICAL INSURANCE							
213-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR OCTOBER	OCTOBER 2018	11/16/18	560.11	67791
213-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR NOVEMBER	NOVEMBER 2018	11/16/18	513.29	67791
213-852-800.00	CONTRACTED SERVICES - CA	ADVANCED BENEFIT SOLU	COBRA DMINISTRATIVE FEE NOVEMBER 2	186797	11/15/18	170.65	67728
			Total For Dept 852 MEDICAL INSURANCE			14,695.96	
			Total For Fund 213 JAIL OPERATIONS FUND			21,737.16	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 265 BUILDING & GROUNDS							
214-265-853.00	CELLULAR PHONES	VERTIZON WIRELESS	CELLULAR PHONE BILLING	9817564075	11/15/18	53.53	67780
214-265-923.00	FUEL - PROPANE GAS	DTE ENERGY	227 PINE LANE	910020931077	11/21/18	11.65	67810
214-265-923.00	FUEL - PROPANE GAS	DTE ENERGY	STATION 3 NATURAL GAS	910020929022	11/21/18	69.15	67813
214-265-923.00	FUEL - PROPANE GAS	DTE ENERGY	NATURAL GAS FOR STATION 2	920005954614	11/21/18	116.73	67814
			Total For Dept 265 BUILDING & GROUNDS			251.06	
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
214-655-721.00	PER DIEM	DAGNEAU-BATES, MARTHA	PER DIEM FOR EMS ADVISOR COMMITTEE	PER DIEM	11/21/18	35.00	67809
214-655-721.00	PER DIEM	FRANKE, JIM	PER DIEM FOR EMS ADVISOR COMMITTEE	PER DIEM	11/21/18	35.00	67819
214-655-721.00	PER DIEM	JOWETT, GAYLORD	PER DIEM FOR EMS ADVISOR COMMITTEE	PER DIEM	11/21/18	35.00	67827
214-655-721.00	PER DIEM	MARKEY, TIM	PER DIEM FOR EMS ADVISOR COMMITTEE	PER DIEM	11/21/18	35.00	67833
214-655-721.00	PER DIEM	MEAD, MICHAEL	PER DIEM FOR EMS ADVISOR COMMITTEE	PER DIEM	11/21/18	35.00	67838
214-655-721.00	PER DIEM	PARRISH, CHRIS	PER DIEM FOR EMS ADVISOR COMMITTEE	PER DIEM	11/21/18	35.00	67847
214-655-860.00	TRAVEL	DAGNEAU-BATES, MARTHA	MILEAGE FOR EMS ADVISOR COMMITTEE	MILEAGE	11/21/18	18.86	67809
214-655-860.00	TRAVEL	FRANKE, JIM	MILEAGE FOR EMS ADVISOR COMMITTEE	MILEAGE	11/21/18	5.45	67819
214-655-860.00	TRAVEL	MARKEY, TIM	MILEAGE FOR EMS ADVISOR COMMITTEE	MILEAGE	11/21/18	10.90	67833
214-655-860.00	TRAVEL	MEAD, MICHAEL	MILEAGE FOR EMS ADVISOR COMMITTEE	MILEAGE	11/21/18	7.63	67838
214-655-860.00	TRAVEL	PARRISH, CHRIS	MILEAGE FOR EMS ADVISOR COMMITTEE	MILEAGE	11/21/18	15.81	67847
			Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)			268.65	
Dept 851 INSURANCE & BONDS							
214-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR OCTOBER	OCTOBER 2018	11/16/18	68.00	67791
214-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR NOVEMBER	NOVEMBER 2018	11/16/18	59.50	67791
			Total For Dept 851 INSURANCE & BONDS			127.50	
Dept 852 MEDICAL INSURANCE							
214-852-717.00	MEDICAL/DENTAL/VISION IN	ADVANCED BENEFIT SOLU	NOVEMBER 2018 VISION COVERAGE	186797	11/15/18	319.85	67728
214-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	BCN COVERAGE DECEMBER 2018	182190042386	11/15/18	14,328.92	67734
214-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR OCTOBER	OCTOBER 2018	11/16/18	472.30	67791
214-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR NOVEMBER	NOVEMBER 2018	11/16/18	409.26	67791
214-852-800.00	CONTRACTED SERVICES - CA	ADVANCED BENEFIT SOLU	COBRA DMINISTRATIVE FEE NOVEMBER 2	186797	11/15/18	316.50	67728
			Total For Dept 852 MEDICAL INSURANCE			15,846.83	
			Total For Fund 214 EMERGENCY MEDICAL SERVICES (E			16,494.04	
Fund 220 MARINE PATROL FUND							
Dept 000							
220-000-970.00	EQUIPMENT	VISA-ROSA KYLE	MARINE PATROL EQUIP - LIFT	10302018	11/15/18	93.27	67784
			Total For Dept 000			93.27	
			Total For Fund 220 MARINE PATROL FUND			93.27	
Fund 228 SOLID WASTE/RECYCLING FUND							
Dept 000							
228-000-800.00	CONTRACTED SERVICES	AMERICAN WASTE	RECYCLE SERVICE FOR OCTOBER 2018	2756265	11/15/18	13,770.30	67730

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 228 SOLID WASTE/RECYCLING FUND							
Dept 000							
228-000-934.00	OTHER REPAIRS/ MAINTENAN	NUGENT HARDWARE	TRAILER STEP REPAIR	155067	11/15/18	15.16	67767
228-000-934.00	OTHER REPAIRS/ MAINTENAN	NUGENT HARDWARE	SNOW REMOVAL	155379	11/15/18	56.77	67767
			Total For Dept 000			13,842.23	
Dept 851 INSURANCE & BONDS							
228-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR OCTOBER	OCTOBER 2018	11/16/18	4.25	67791
228-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR NOVEMBER	NOVEMBER 2018	11/16/18	4.25	67791
			Total For Dept 851 INSURANCE & BONDS			8.50	
Dept 852 MEDICAL INSURANCE							
228-852-717.00	MEDICAL/DENTAL/VISION IN	ADVANCED BENEFIT SOLU	NOVEMBER 2018 VISION COVERAGE	186797	11/15/18	9.83	67728
228-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	BCN COVERAGE DECEMBER 2018	182190042386	11/15/18	444.12	67734
228-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR OCTOBER	OCTOBER 2018	11/16/18	29.62	67791
228-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR NOVEMBER	NOVEMBER 2018	11/16/18	29.62	67791
228-852-800.00	CONTRACTED SRVS - CADILL	ADVANCED BENEFIT SOLU	COBRA DMINISTRATIVE FEE NOVEMBER 2	186797	11/15/18	22.90	67728
			Total For Dept 852 MEDICAL INSURANCE			536.09	
Fund 245 REMONUMENTATION/SURVEY GRANT FUND							
Dept 000							
245-000-721.00	PEER GROUP	ANDERSEN, CHRISTY	PEER GROUP MEETING 11/13/18	111318	11/21/18	175.00	67795
245-000-721.00	PEER GROUP	PAPINEAU, WENDY	PEER MEETING 11/13/18	111318	11/21/18	175.00	67846
245-000-721.00	PEER GROUP	PAT BENTLEY	PEER GROUP MEETING	111318	11/21/18	175.00	67848
			Total For Dept 000			525.00	
Fund 247 ANIMAL CONTROL FUND							
Dept 265 BUILDING & GROUNDS							
247-265-924.00	ELECTRIC & HEATING	DTE ENERGY	GOVERNMENT CENTER NATUAL GAS	910020931200	11/21/18	(47.23)	67812
			Total For Dept 265 BUILDING & GROUNDS			(47.23)	
Dept 851 INSURANCE & BONDS							
247-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR OCTOBER	OCTOBER 2018	11/16/18	8.50	67791
247-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR NOVEMBER	NOVEMBER 2018	11/16/18	8.50	67791
			Total For Dept 851 INSURANCE & BONDS			17.00	
Dept 852 MEDICAL INSURANCE							
247-852-717.00	MEDICAL/DENTAL/VISION IN	ADVANCED BENEFIT SOLU	NOVEMBER 2018 VISION COVERAGE	186797	11/15/18	25.46	67728
247-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	BCN COVERAGE DECEMBER 2018	182190042386	11/15/18	1,332.37	67734
247-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR OCTOBER	OCTOBER 2018	11/16/18	53.35	67791
247-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR NOVEMBER	NOVEMBER 2018	11/16/18	53.35	67791
247-852-800.00	CONTRACTED SERVICES - CA	ADVANCED BENEFIT SOLU	COBRA DMINISTRATIVE FEE NOVEMBER 2	186797	11/15/18	18.40	67728
			Total For Dept 852 MEDICAL INSURANCE			1,482.93	
Fund 261 911 EMERGENCY SERVICE FUND							
Dept 325 DISPATCH/COMMUNICATION							
261-325-721.00	OFFICE SUPPLIES	VISA=RON BERNIS	DEC VISA PYMT	11152018	11/21/18	1,371.75	67867
261-325-751.00	UNIFORMS	VISA=RON BERNIS	DEC VISA PYMT	11152018	11/21/18	87.00	67867
261-325-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELLULAR PHONE BILLING	9817564075	11/15/18	(57.54)	67780
261-325-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELLULAR BILLING	9817490204	11/15/18	117.03	67781

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Fund 261 911 EMERGENCY SERVICE FUND							
Dept 325 DISPATCH/COMMUNICATION							
261-325-955.10	DUES & REGISTRATIONS	MICHIGAN COMMUNICATIO	2019 ANNUAL DUES	19MEMBER	11/15/18	125.00	67762
			Total For Dept 325 DISPATCH/COMMUNICATION			1,643.24	
Dept 851 INSURANCE & BONDS							
261-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR OCTOBER	OCTOBER 2018	11/16/18	34.00	67791
261-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR NOVEMBER	NOVEMBER 2018	11/16/18	34.00	67791
			Total For Dept 851 INSURANCE & BONDS			68.00	
Dept 852 MEDICAL INSURANCE							
261-852-717.00	MEDICAL/DENTAL/VISION IN	ADVANCED BENEFIT SOLU	NOVEMBER 2018 VISION COVERAGE	186797	11/15/18	93.20	67728
261-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	BCN COVERAGE DECEMBER 2018	182190042386	11/15/18	4,352.38	67734
261-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR OCTOBER	OCTOBER 2018	11/16/18	254.94	67791
261-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	STD/LTD, LIFE, AD & D FOR NOVEMBER	NOVEMBER 2018	11/16/18	254.94	67791
261-852-800.00	CONTRACTED SERVICES - CA	ADVANCED BENEFIT SOLU	CORRA DMINISTRATIVE FEE NOVEMBER 2	186797	11/15/18	142.30	67728
			Total For Dept 852 MEDICAL INSURANCE			5,097.76	
			Total For Fund 261 911 EMERGENCY SERVICE FUND			6,809.00	
Fund 262 DISPATCHER TRAINING FUND							
Dept 000							
262-000-961.00	TRAINING & SCHOOLS	DONNA STEVENS	TRAVEL REIMBURSEMENT	11052018	11/15/18	274.26	67749
262-000-961.00	TRAINING & SCHOOLS	MASON-OCEANA 911	TRAINING COURSE AND MEALS	10262018	11/15/18	349.30	67759
262-000-961.00	TRAINING & SCHOOLS	VISA=RON BERNS	DEC VISA PYMT	11152018	11/21/18	488.25	67867
			Total For Dept 000			1,111.81	
			Total For Fund 262 DISPATCHER TRAINING FUND			1,111.81	
Fund 269 LAW LIBRARY FUND							
Dept 000							
269-000-901.00	RESOURCE MATERIALS	THOMSON REUTERS - WES	NOV 2018 WEST COMPLETE LIBRARY SUB	839265147	11/15/18	712.64	67775
			Total For Dept 000			712.64	
			Total For Fund 269 LAW LIBRARY FUND			712.64	
Fund 276 COMMISSION ON AGING MILLAGE FUND							
Dept 000							
276-000-800.00	CONTRACTED SERVICES	BENZIE SENIOR RESOURC	MONTHLY PYMT FOR CONTRACTED SERVICE	NOVEMBER 2018	11/13/18	88,380.16	67715
276-000-800.00	CONTRACTED SERVICES	BENZIE SENIOR RESOURC	MONTHLY PYMT FOR CONTRACTED SERVICE	OCTOBER 2018	11/13/18	2,543.59	67715
			Total For Dept 000			90,923.75	
			Total For Fund 276 COMMISSION ON AGING MILLAGE F			90,923.75	
Fund 292 CHILD CARE FUND							
Dept 000							
292-000-840.00	CONTRACTED SVCS - VOL CO	HOUSTON, KATHI	VOLUNTEER PROGRAM COORDINATION	NOVEMBER	11/21/18	2,083.33	67823
292-000-840.50	F.C. PRIVATE - ROOM/BOAR	LISTENING EAR CRISIS	31 DAYS FOSTER CARE J.H.	11/2	11/21/18	2,945.00	67831
292-000-840.60	NON-SCHEDULED PAYMENTS/P	ONIKA WITZKE	FC NON SCHED	NOV 20	11/21/18	114.71	67845
292-000-840.90	INDEPENDENT LIVING	CHARLES CULBERTSON	IND.LIVING C.C.	OCTOBER	11/21/18	659.37	67802
292-000-840.90	INDEPENDENT LIVING	CHARLES CULBERTSON	IND.LIVING C.C.	NOVEMBER	11/21/18	638.10	67803
292-000-840.95	IN HOME CARE MISC.	CENTRA WELLNESS NETWO	COUNSELING FOR N.C.W.	OCT	11/21/18	515.00	67801
292-000-850.00	TELEPHONE	ROBINSON, KELLIE	REIMBURSEMENT	11/01	11/21/18	50.00	67850
292-000-860.00	TRAVEL/GAS CARDS	BENZIE TRANSPORTATION	BUS PASSES	2019	11/21/18	175.00	67798
292-000-860.00	TRAVEL/GAS CARDS	ROBINSON, KELLIE	REIMBURSEMENT	11/01	11/21/18	939.98	67850
292-000-862.01	INCENTIVES	BENZIE COUNTY CENTRAL	SPORT PARTICIPATION FEE	191130	11/21/18	35.00	67796

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Fund 292 CHILD CARE FUND							
Dept 000							
292-000-862.01	INCENTIVES	HOUSTON, KATHI	VOLUNTEER PROGRAM COORDINATION	NOVEMBER	11/21/18	24.01	67823
292-000-862.01	INCENTIVES	ROBINSON, KELLIE	REIMBURSEMENT	11/01	11/21/18	292.17	67850
292-000-862.02	DRUG TESTING	EMS TETHER	BREATH MONITORING	29296	11/21/18	155.00	67816
292-000-862.03	SUBSTANCE ABUSE COUNSEL	CATHOLIC HUMAN SERVIC	SUB ABUSE COUNSELING	10/31/18	11/21/18	770.00	67800
			Total For Dept 000			9,396.67	
			Total For Fund 292 CHILD CARE FUND			9,396.67	
Fund 371 JAIL RESERVE FUND							
Dept 000							
371-000-970.00	CAPITAL OUTLAY - EQUIPME	COOLED, INC.	50% DEPOSIT LIGHTING RETROFIT	2017-6807	11/15/18	12,941.20	67746
			Total For Dept 000			12,941.20	
			Total For Fund 371 JAIL RESERVE FUND			12,941.20	
Fund 412 MCF RENOVATIONS FUND							
Dept 000							
412-000-810.00	LEGAL FEES	HILGER HAMMOND	SERVICES THRU OCT 2018/MAPLE PROJE	15812	11/15/18	11,542.35	67752
412-000-810.00	LEGAL FEES	STRAUB, PETTITT, AND	SERVICES THRU 10/31/18/MAPLES	37	11/15/18	1,492.50	67772
412-000-967.00	PROJECT EXPENSES	COMSTOCK CONSTRUCTION	MAPLES PROJECT PHASE 3/OCT 2018	3	11/15/18	67,606.80	67743
			Total For Dept 000			80,641.65	
			Total For Fund 412 MCF RENOVATIONS FUND			80,641.65	
Fund 516 DELINQUENT TAX REVOLVING FUND							
Dept 000							
516-000-230.00	DUE OTHER UNITS - SETTLE	STATE OF MICHIGAN	STATE EDPORTION FOR LAND BANK	201 110918	11/15/18	77.40	67770
516-000-694.00	CASH OVER/SHORT	WILLIAM MENDE	OVERPAYMENT ON DELINQUENT TAXES	111318	11/15/18	9.23	67789
			Total For Dept 000			86.63	
			Total For Fund 516 DELINQUENT TAX REVOLVING FUND			86.63	
Fund 532 TAX FORECLOSURE FUND							
Dept 253 COUNTY TREASURER							
532-253-801.00	CONTRACTED SERVICES	TITLE CHECK LLC	1/12 ANNUAL FEE FOR 2016 TAX FORFE	1811-05	11/21/18	968.61	67861
			Total For Dept 253 COUNTY TREASURER			968.61	
			Total For Fund 532 TAX FORECLOSURE FUND			968.61	
Fund 569 BUILDING AUTHORITY							
Dept 000							
569-000-721.00	PER DIEM	CLARK, JAMES	BUILDING AUTHORITY PER DIEM	111518	11/21/18	35.00	67805
569-000-721.00	PER DIEM	JOHNSON, JEFF	BUILDING AUTHORITY PER DIEM	111518	11/21/18	35.00	67826
569-000-800.00	CONTRACTED SERVICES	MAY, SHARRON	RECORD SECRETARY - OCT 2018	102318	11/15/18	175.00	67761
569-000-860.00	TRAVEL	MAY, SHARRON	MILEAGE FOR RECORDING SECRETARY	102318MILE	11/15/18	5.23	67761
569-000-860.00	TRAVEL	CLARK, JAMES	MILEAGE FOR 11/15/18	111518M	11/21/18	13.63	67805
569-000-860.00	TRAVEL	JOHNSON, JEFF	MILEAGE FOR 11/15/18	111518M	11/21/18	7.53	67826
			Total For Dept 000			271.39	
			Total For Fund 569 BUILDING AUTHORITY			271.39	
Fund 701 GENERAL AGENCY FUND							
Dept 136 DISTRICT COURT							
701-136-265.00	CASH BONDS PAYABLE	BRONSON, JILL	BOND RETURN: BRONSON	18-311-SD	11/15/18	500.00	67735

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 701 GENERAL AGENCY FUND							
Dept 136 DISTRICT COURT							
701-136-265.00	CASH BONDS PAYABLE	19TH CIRCUIT COURT -	BOND TRANSFER: J WRIGHT	18-416-FY	11/21/18	500.00	67792
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED: VARIOUS	DP89	11/21/18	4,500.00	67793
701-136-265.00	CASH BONDS PAYABLE	HATHAWAY, FOREST	BOND RETURN: F HATHAWAY	18-195-SM	11/21/18	625.00	67821
701-136-265.00	CASH BONDS PAYABLE	MCPHERSON, CODEY	BOND RETURN: C MCPHERSON	18-353-ST	11/21/18	200.00	67837
701-136-265.00	CASH BONDS PAYABLE	SALAGOVICH, MATTHEW	BOND RETURN: M SALAGOVICH	18-371-SM	11/21/18	600.00	67851
701-136-265.00	CASH BONDS PAYABLE	SATTLER, KIMBER	BOND RETURN: C SATTLER	18-343-SD	11/21/18	225.00	67852
701-136-271.00	RESTITUTIONS PAYABLE	AMICA MUTUAL INS CO	RESTITUTION FROM MIKA ROWE	18-226-ST	11/15/18	100.00	67731
701-136-271.00	RESTITUTIONS PAYABLE	CENTRAL STATE BANK	RESTITUTION FROM TODD VOICE	18-107-FY	11/15/18	10.00	67737
701-136-271.00	RESTITUTIONS PAYABLE	CROUCH, STEVEN	RESTITUTION FROM DONALD ROMMEL	13-022-SM	11/15/18	50.00	67747
701-136-272.00	RECOVERY COURT	BENZIE COUNTY SHERIFF	RECOVERY COURT DRUG TEST	SC3	11/21/18	17.20	67797
			Total For Dept 136 DISTRICT COURT			7,327.20	
Dept 215 COUNTY CLERK							
701-215-228.16	DUE STATE - PISTOL PERMI	STATE OF MICHIGAN (#3	OCTOBER CPL APPLICANTS	551-528283	11/15/18	2,468.00	67771
701-215-271.00	RESTITUTIONS PAYABLE	AMANDA CARPENTER	RESTITUTION FROM PATRICK KUHLMAN	13-2315-FH	11/15/18	30.00	67729
701-215-271.00	RESTITUTIONS PAYABLE	BLARNEY CASTLE - FRAN	RESTITUTION FROM MICHAEL REED	02-1795-FC	11/15/18	37.50	67733
701-215-271.00	RESTITUTIONS PAYABLE	JUDITH VICKERY	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	11/15/18	10.00	67756
701-215-271.00	RESTITUTIONS PAYABLE	MATTHEW STAPLETON	RESTITUTION FROM KELLI STAPLETON	13-2344-FC	11/15/18	4,000.00	67760
701-215-271.00	RESTITUTIONS PAYABLE	TOM AND ROBIN LEE	RESTITUTION FROM DONALD MARSHALL	14-2364-FH	11/15/18	50.00	67777
701-215-271.00	RESTITUTIONS PAYABLE	TRAVERSE NARCOTICS TE	RESTITUTION FROM KYLE BARRINGER	17-2528-FH	11/15/18	10.00	67776
701-215-271.00	RESTITUTIONS PAYABLE	JUDITH VICKERY	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	11/21/18	10.00	67828
701-215-271.00	RESTITUTIONS PAYABLE	MATTHEW STAPLETON	RESTITUTION FROM KELLI STAPLETON	13-2344-FC	11/21/18	10.00	67834
701-215-271.00	RESTITUTIONS PAYABLE	TOM AND ROBIN LEE	RESTITUTION FROM DONALD MARSHALL	14-2364-FH	11/21/18	30.00	67862
701-215-271.00	RESTITUTIONS PAYABLE	TRAVERSE NARCOTICS TE	RESTITUTION FROM KYLE BARRINGER	17-2528-FH	11/21/18	10.00	67863
701-215-271.10	FAMILY DIVISION RESTITUT	HONOR BANCORP INC.	RESTITUTION FROM ALEXA SMITH	10-1656-DL	11/21/18	20.00	67822
701-215-271.10	FAMILY DIVISION RESTITUT	MAX CARMEN	RESTITUTION FROM JACOB DEAN	18-3029-DL	11/21/18	212.50	67835
701-215-299.03	CIRCUIT COURT MISCELLANE	85TH DISTRICT COURT	PAYMENT FROM ANTHONY CLARK	676625	11/15/18	480.00	67727
701-215-299.03	CIRCUIT COURT MISCELLANE	VITAL RECORDS & HEALT	ADOPTION FOR CHRIS FERGUSON	18-3027-AM	11/15/18	50.00	67786
701-215-299.03	CIRCUIT COURT MISCELLANE	VITAL RECORDS & HEALT	ADOPTION FOR CHASE FERGUSON	18-3026-AM	11/15/18	50.00	67787
701-215-299.03	CIRCUIT COURT MISCELLANE	ESTATE OF ROBERT GILR	OVERPAID AMBULANCE BILL RE: ROBERT	18-5400	11/21/18	300.00	67817
701-215-299.03	CIRCUIT COURT MISCELLANE	MERIDIAN HEALTH PLAN	RE: MAUREEN E. SAYLOR AMBULANCE RU	17-21049	11/21/18	286.71	67839
701-215-299.03	CIRCUIT COURT MISCELLANE	PRIORITY HEALTH	OVERPAYMENT OF AMBULANCE BILL RE:	18-3045	11/21/18	1,460.00	67849
701-215-299.03	CIRCUIT COURT MISCELLANE	TIMOTHY E. STRICKLAND	OVERPAYMENT OF AMBULANCE RE: TIMOT	18-8866	11/21/18	113.87	67860
			Total For Dept 215 COUNTY CLERK			9,638.58	
Dept 267 PROSECUTING ATTORNEY							
701-267-268.00	CANINE ADVOCATE FUND	CODY KASIT	K9 ADVOCATE	11/13/18	11/15/18	120.87	67742
			Total For Dept 267 PROSECUTING ATTORNEY			120.87	
Dept 301 SHERIFF							
701-301-228.63	DUE STATE - SEX OFFENDER	MICHIGAN STATE POLICE	SOR OCTOBER 2018	551-528347	11/15/18	60.00	67763
701-301-299.40	SHERIFF DEPT MISC	CHARITY MILLER	REFUND CP FEES PER K MALLON	REFUND CP	11/15/18	60.00	67739
			Total For Dept 301 SHERIFF			120.00	

Total For All Funds:

Committee Of The Whole

Committee Appointments

BENZIE COUNTY COMMITTEE APPOINTMENTS

The Benzie County Board of Commissioners are seeking individuals interested in serving on the following County Committees. **These appointments are for positions that will expire on or before December 31, 2018.**

- Benzie-Leelanau Health Dept Board of Appeals – 2 positions
- 2 – Building Authority – 2 positions
- 1 – Construction Board of Appeals – 5 positions
- EDC – 1 position
- EMS – 2 positions
- 4 – Parks & Recreation Commission – 3 positions
- Planning Commission – 3 positions
- 2 – Solid Waste Advisory Committee – 2
- 1 – Veterans Affairs – 2 positions

Some committees (but not all) pay a per diem and mileage.

Applications can be printed from our web site at www.benzieco.net

Look under Residents/Visitors, Forms, County Clerk, Applications to Board or Committees; or interested persons should send a letter of interest to: Dawn Olney, Benzie County Clerk, 448 Court Place, Beulah, MI 49617. Be sure to include a telephone number under contact information.

Benzie County is an equal opportunity employer.

Dawn Olney

Benzie County Clerk

(231) 882-9671 – Option 2

ACTION ITEMS

Dawn Olney

From: Thomas King
Sent: Wednesday, November 14, 2018 12:27 PM
To: Dawn Olney
Cc: Frank Post
Subject: Fw: 2% Grant
Attachments: EMS January 2018 Revenue Sharing Grant Cover Letter.docx; 2% Power Cot & Power Loader System 11-2018.docx; Benzie County EMS Power Cot and Loader System.xlsx; Benzie County EMS Power Cot and Loading System 11-2018.docx

Dawn, can you add this to the BOC meeting on the 27th of this month please. This is for a tribal grant request Frank has prepared for EMS.

Thank You,

Tom King
Director of EMS

From: Frank Post
Sent: Tuesday, November 13, 2018 3:10 PM
To: Thomas King
Subject: 2% Grant

Frank Post PEM-NEMAA



448 Court Place
Beulah, MI 49617

Phone: (231) 882-0567

Fax: (231) 882-0568

Cell: (231) 383-2553

e-mail: fpost@benzieco.net

web site: <http://www.benzieco.net>

Facebook: BenzieOEM

Twitter: @BenzieCountyOEM



WEATHER WARNING To receive emergency alert text messages or alerts from Benzie County Office of Emergency Management.

This electronic message contains information generated by Benzie County solely for the intended recipients. Any unauthorized interception of this message or the use or disclosure of the information it contains may violate the law and subject the violator to civil or criminal penalties. If you believe you have received this message in error, please notify the sender and delete the email immediately.

RECEIVED

NOV 14 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 *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 Emergency Medical Services
Address: 448 Court Place
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: Thomas King
Telephone #: (231) 383-5779 Fax #: (231) 882-0568
E-mail address: tking@benzieco.net
3. Type of Applicant:
- | | |
|------------------------------|---------------------------------|
| _____ Local Government | _____ Local Court |
| _____ Township | _____ X County Commissioner |
| _____ Public School District | _____ College |
| _____ Public Library | _____ Sheriff/Police Department |
| _____ Fire Department | |
- _____ 501c3 applying through local unit of government (name): _____

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NOV 14 2018

4. Fiscal Data: Amount Requested: \$ 43,354 Percent: 100 %
 Local Leveraging: \$ _____ Percent: 0 %
 (Match)
 Total Budget: \$ 43,354 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 Emergency Medical Services is requesting funding for one (1) power cot and loader system to outfit a county owned ambulance at a total cost of \$43,354. There are two (2) purposes of this grant request is to:

1. Reduce the potential for injury to our paramedics because of the lifting of patients and cots into the ambulance.
2. Reduce the possibility of dropping a patient who is strapped to a cot thus causing further injury.

In 2014 Benzie County had a paramedic injured while lifting a cot. The paramedic had several surgeries, was off for several months and finally had to take a medical retirement. While the county did not have to pay all of the costs for this tragic incident, the entire incident ultimately cost hundreds of thousands of dollars in backfill costs, surgeries, recovery, rehabilitation, workers compensation costs, not to mention to the pain and suffering the paramedic had to undergo.

A 2014 case study looked at the injury reductions experienced by an Oklahoma EMS System in their first year using the Powered System. After implementation in August 2013, the agency decreased their cot lifting injuries to zero in the first full year of service. Since that study was released, this Oklahoma EMS System has seen a 42% increase in call volume and added seven ambulances to their fleet. In spite of these increases, they have not experienced a single cot related injury, which has resulted in significant cost savings.

POWER LOADER SYSTEM

In an effort to reduce the risk of injuries when loading and unloading cots from the ambulance, the power loader cot fastener system improves operator and patient safety by supporting the cot throughout the loading and unloading process. The reduction in spinal load helps prevent cumulative trauma injuries. This minimizes the possibility of patient drops by supporting the cot until the wheels are on the ground.

POWER COT

We are also requesting funding for a powered ambulance cot that works in concert with the aforementioned power load cot system. The power cot reduces the manual lifting of patients thus reducing the potential for back injury.

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 November 27th, 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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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? _____ 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 employee injuries will be reviewed to determine if the injury is related to lifting of patients or loading cots into ambulances.
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 Medical System Power Cot and Loader System

Product Description	Number Requested	Cost Per Item	Total Per Item
Stryker Power Cot	1	\$ 14,317.00	\$ 14,317.00
Side Rails	1	\$ 1,802.00	\$ 1,802.00
Power Load Option	1	\$ 1,526.00	\$ 1,526.00
3 stage IV Pole	1	\$ 311.00	\$ 311.00
Pocketed Back Rest Pouch	1	\$ 234.00	\$ 234.00
Retractable Head Section for O ₂	1	\$ 166.00	\$ 166.00
Head End Storage Flat	1	\$ 125.00	\$ 125.00
Equipment Hook	1	\$ 48.00	\$ 48.00
Power Loading System	1	\$ 23,225.00	\$ 23,225.00

PROJECT TOTAL

\$ 41,754.00

Memorandum

To: Gary Sauer, Chair-Benzie County Board of Commissioners
From: Thomas King, Director Emergency Medical Services
Date: November 13, 2018
Subject: 2% Grant Application-Power Cot and Power Loader System

This is an application to the Grand Traverse Band of Ottawa and Chippewa Indians for the purchase and installation a power cot and power loader system for one of our ambulances. By way of information, the grant period for this grant cycle ends on November 30th, 2018.



POWER LOADER SYSTEM

In an effort to reduce the risk of injuries when loading and unloading cots from the ambulance, the power loader cot fastener system improves operator and patient safety by supporting the cot throughout the loading and unloading process. The reduction in spinal load helps prevent cumulative trauma injuries. This will minimize the possibility of patient drops by supporting the cot until the wheels are on the ground.

POWER COT

We are also requesting funding for a powered ambulance cot that works in concert with the aforementioned power load cot system. The power cot reduces the manual lifting of patients thus reducing the potential for back injury.

COST

The cost of the power load system is \$24,825 and includes installation. The cost of the power cot is \$18,529. The total for both pieces of equipment is \$43,354.




RECOMMENDATION

I recommend that the Board of Commissioners approve the grant application to the Grand Traverse Band of Ottawa and Chippewa Indians for for \$43,354 for a Stryker Power-Load and Power-Cot system.



448 Court Place • Beulah, MI 49617

Memo To: Board of Commission
From: Mitchell D. Deisch, Administrator 
Date: November 20, 2018
Subject: Letter to MDOT RE: Long Range Strategic Transportation Plan

Attached is a letter that I drafted at the request of Commissioner Roger Griner. The letter is providing input to MDOT regarding their long range strategic transportation plan. Comments on the plan are being accepted until November 30, 2018.

RECEIVED

NOV 20 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



448 Court Place • Beulah, MI 49617

November 27, 2018

Ms. Anita Richardson
Michigan Mobility 2045
Michigan Department of Transportation
Van Wagoner Building
425 West Ottawa St.
P.O. Box 30050
Lansing, MI 48909

Dear Ms. Richardson,

Thank you for allowing Benzie County to comment upon MDOT's State Long Range Strategic Transportation plan.

Along with the goals of significantly improving the transportation road/bridge infrastructure within the state, there are a few other objectives that we believe are important in Benzie County and NW Michigan.

1. Continued and expanded financial support of county road commissions. Our county road commissions are the backbone for maintaining transportation systems within the State of Michigan. Whether it is winter maintenance or local road upgrades, the responsibilities for these activities falls on county road commissions.
2. Enhanced rail traffic. There are current discussions about developing a new rail system from Ann Arbor to Traverse City, which would benefit NW Michigan. In addition to simply passenger rail, we also see the need for enhanced freight rail opportunities in NW Michigan.
3. Enhanced water traffic. Benzie County is blessed to be located along Lake Michigan with one harbor of refuge in the City of Frankfort. Enhancing both commercial freighter traffic, passenger cruise ships and smaller harbors will enhance the economic wellbeing of NW Michigan. Like with road infrastructure, port infrastructure is just as important to enhance these Great Lakes water transportation possibilities.

Thank you for allowing Benzie County to provide input on MDOT's State Long Range Strategic Transportation plan.

Respectfully Submitted,

Gary Sauer, Chairperson
Benzie County

MDOT seeks input on new state long-range plan's public participation strategy

FROM STAFF REPORTS

LANSING — The Michigan Department of Transportation (MDOT) is developing a new state long-range transportation plan (SLRTP), known as Michigan Mobility 2045 (MM 2045), that will establish a vision and priorities for transportation in Michigan for 25 years.

MDOT is releasing MM 2045's Public and Stakeholder Participation Plan (PSPP) and will be accepting comments through Nov. 30. Top features include:

- The use of innovative technology that allows MDOT to extend outreach to a larger and more diverse group of Michigan residents in developing MM 2045.

- An attitudes and perceptions survey to ensure the needs and priorities of a representative sample of Michigan residents are considered.

- Scenario planning to present transportation situations to the public in a realistic context to help determine a long-term vision for

transportation in Michigan.

- Meaningful and collaborative public engagement, including giving targeted consideration and attention to vulnerable environmental justice populations, marginalized communities and tribal governments, and

- MDOT seeks the opinions of the public, including a large and diverse group of Michigan residents and stakeholders representing groups with an interest or concern for the state's transportation decision-making process.

To view the plan and provide comments, go to www.michiganmobility.org. Comments also can be sent to mdot-michiganmobility@michigan.gov, shared with MDOT's social media sites at www.facebook.com/michigandot or www.twitter.com/michigandot, or sent to the following address: Anita Richardson, Michigan Mobility 2045, Michigan Department of Transportation, Van Wagoner Building, 425 West Ottawa St., P.O. Box 30050, Lansing, MI, 48909.



Memo To: Board of Commission
From: Mitchell D. Deisch, Administrator *MD Deisch*
Date: November 20, 2018
Subject: Benzie County Veterans Service Employment Agreement

For the past several months the Benzie County Veteran Affairs Committee (BCVAC) has been researching opportunities to expand the current veteran related services to county veterans. During this time the BCVAC have also been discussing the current agreement with Grand Traverse County for 6 hours of office availability.

On Sunday November 11, 2018 the BCVAC passed a motion to recommend to the Benzie County BOC to enter into a contract for employment services with Karen Korolenko to serve as the Benzie County Veteran Affairs Director. This motion passed the BCVAC unanimously.

The current contract with Grand Traverse County for providing veteran affairs services expires on December 31, 2018, thus there will be a slight overlapping of services in December 2018.

Enhancing veteran services would include expanding office hours up to 12-15 hours a week and incorporating an outreach component to the services encouraging and educating Benzie County veterans as to the benefits that they are eligible for.

Approximately 10% of the population are veterans, thus based upon Benzie County's population of 17,500 in the 2010 census, we have approximately 1,500 veterans in the county.

The contract was prepared by the County Labor Attorney.

Recommendation

Motion to approve the contract for employment services with Karen Korolenko as the Benzie County Veterans Affairs Director.

RECEIVED

NOV 20 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

**CONTRACT FOR EMPLOYMENT SERVICES
AS BENZIE COUNTY VETERANS' AFFAIRS DIRECTOR**

THIS CONTRACT FOR EMPLOYMENT SERVICES is entered into this 10th day of December 2018, by and between the **BENZIE COUNTY BOARD OF COMMISSIONERS and the Benzie County Veterans' Affairs Committee** (collectively referred to as the "Employer") and Karen Korolenko (hereinafter referred to as "Employee").

For and in consideration of the mutual covenants herein contained, it is mutually agreed by and between the parties as follows:

1. **EMPLOYMENT POSITION:** Employee will be employed as an at-will employee by the Employer as its "Veterans' Affairs Director," upon the terms and conditions set forth within this Employment Contract (the "Contract"). The Veterans' Affairs Committee, pursuant to the County Department of Veterans' Affairs Act (1953 PA 192, as amended; MCL 35.621 et seq.), has the authority to appoint the Veterans' Affairs Director and the Employee will report directly to the Veteran's Affairs Committee and County Administrator or their designee.

2. **DUTIES AND CERTIFICATION:** Employee will perform the duties and responsibilities of the Veterans' Affairs Director as required by the Employer, and in accordance with the Employer's policies, directives and past practices, as they now exist or as they may be revised, altered and/or amended, from time-to-time; and Employee will perform such other duties and functions as may be required by law or directive. Employee represents that they hold all certificates and other qualifications required to perform the duties set forth herein.

RECEIVED

NOV 20 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

3. **RETURN OF PROPERTY:** Upon termination of this Contract, the Employee will return all equipment, documents, correspondence, files, papers or property of any kind or nature, in any form whatsoever, pertaining to the Employer, which the Employee may have in his possession or control, and will sign a statement verifying the return of all such property. The Employee understands that storage of such property on or in a location other than the Benzie County Governmental Center premises is not allowed.

4. **COMPENSATION AND SCHEDULE:** The Employee is an exempt employee (administrative) under the Fair Labor Standards Act. The Employer shall pay and the Employee will receive an hourly rate of \$22.75 per hour paid pro-rata in bi-weekly payments. The Employee will work and maintain set office hours at the Employer to provide services under this agreement of a minimum of 2.5 days per week. The offices hours/days per week will be established by the Employer and may change from time to time. The Employee is expected to work up to 20 hours per week for the Employer.

The Employee may receive raises based on merit within the sole discretion of the Employer. In the event of termination of this Contract, the Employee's compensation shall be pro-rated to the effective date of termination.

5. **GENERAL BENEFITS:**

A. The Employee will be entitled to receive their regular straight time pay on the following holidays if the Employee must ordinarily work on such a day if it were not a holiday and the Employee is in a paid status with the Employer:

New Year's Day
Memorial Day
Veterans Day
Day before Christmas

Martin Luther King Day
Independence Day
Thanksgiving Day
Christmas Day

President's Day
Labor Day
Day after Thanksgiving
Day before New Year's

Should any of the above-noted holidays fall on a Saturday, it shall be recognized on the preceding Friday. Should a holiday fall on a Sunday, it shall be recognized on the following Monday. If New Year's and Christmas Eve are on Friday, they shall be recognized on the Thursday before. If they are on Sunday, they shall be recognized on the Friday before.

B. The Employee shall not be entitled to any other fringe benefits not described above, including those set out in the County's Staff Policy Manual.

6. **EMPLOYEE'S BEST EFFORTS:** The Employee agrees that at all times during their employment they will faithfully, and to the best of their ability, experience and talents, perform all the duties that may be required.

7. **COMPLIANCE WITH THE LAW:** The Employee will perform all of their respective duties and obligations under this Contract in complete compliance with all applicable federal, state and local statutes, laws, ordinance, rules and regulations.

8. **NONDISCRIMINATION:** The Employee, as required by law, will not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. The Employee will adhere to all applicable Federal,

State and local laws, ordinances, rules, regulations and policies prohibiting discrimination, including, but not limited to, the following:

- A. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- B. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- C. Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat 355, and regulations promulgated thereunder.
- D. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USC §12101 et seq), as amended, and regulations promulgated thereunder.

Breach of this section shall be regarded as a material breach of this Contract.

9. **COMPLETE AGREEMENT:** This Contract constitutes the complete agreement concerning the employment arrangements between the parties and will, as of the effective date hereof, supersede any and all prior contracts, oral and/or written, between the parties, if any.

It is further understood and agreed that this Contract will supersede and take precedence over any other document, handbook, manual, benefits plan or other material which could otherwise be construed as being contractual in nature, whether in existence prior to, at the time of, or subsequent to, the execution of this Contract, unless such other document, handbook, manual, plan or material is made expressly applicable to the Employee.

It is further understood and agreed that no Employer personnel has authority to enter into any Contract with Employee for any specified period of time, or make any amendment or subsequent changes or additions to this Contract, and the provisions contained herein, except as they may be specifically authorized.

10. **APPLICABLE LAW AND VENUE:** This Contract shall be construed according to the laws of the State of Michigan. In the event any disputes arise under this Contract, it is understood and agreed that any legal or equitable action resulting from such disputes shall be in Michigan Courts whose jurisdiction and venue shall be established in accordance with the statutes and Court Rules of the State of Michigan. In the event any action is brought in or is moved to a federal court the venue for such action shall be the Federal Judicial District of Michigan, Western District, Northern Division.

11. **WAIVERS:** No failure or delay on the part of either of the parties to this Contract, in exercising any right, power or privilege hereunder, shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

12. **ASSIGNMENT OR SUBCONTRACTING:** The EMPLOYEE may not assign, subcontract or otherwise transfer his duties or obligations under this Contract.

13. **MODIFICATION OF CONTRACT:** Modifications, amendments or waivers of any provisions of this Contract may be made only by the written, mutual consent of the parties hereto.

14. **DISREGARDING TITLES:** The titles of the paragraphs set forth in this Contract are inserted for convenience or reference only and shall be disregarded when construing or interpreting any of the provisions of this Contract.

15. **SEVERABILITY CLAUSE:** If any part of this Contract is declared void by action of the parties, or by action of law, all other parts of the Contract will be not be affected and will remain in full force and effect, except where the invalidity the remaining provisions would result in the illegality and/or unenforceability of this Contract.

16. **PURPOSE OF SECTION TITLES:** The titles of the sections set forth in this Contract are inserted for the convenience of reference only and will be disregarded when construing or interpreting any of the provisions of this Contract.

17. **CERTIFICATION OF AUTHORITY TO SIGN CONTRACT:** The people signing on behalf of the parties to this Contract certify by their signatures that they are duly authorized to sign this Contract on behalf of the party they represent and that this Contract has been authorized by the party they represent.

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

EMPLOYEE:

By: _____
Karen Korolenko

Date: _____

EMPLOYER:

By: _____
Gary Sauer, Chair
Benzie County Board of Commissioners

Date: _____

By: _____
Bob Roelofs, Chair
Benzie County Veterans' Affairs Committee

Date: _____

APPROVED AS TO FORM FOR COUNTY OF BENZIE:
COHL, STOKER & TOSKEY, P.C.
By: Mattis D. Nordfjord
On: October 25, 2018

n:\client\benzie\agrsvet affairs dir\employment contract for vet affairs dir. 10.25.18.doc

IV. Benzie County Responsibilities. In exchange for the above described services, Benzie County shall:

(A) pay Grand Traverse County \$31,484.00 in 2016, \$32,429.00 in 2017, and \$33,401.00 in 2018; and

(B) provide office space to the Grand Traverse County Veterans' Affairs Department as described in paragraph III(A), above.

V. Termination. This Agreement may be terminated by either party. The party seeking to terminate the agreement shall provide written notice of its intent to terminate the agreement at least 60 days prior to the date it seeks to terminate. Notice shall be provided to the other party at the business address noted above. Any sums due and owing for services rendered shall be paid within 30 days of the last date of service provided under this Agreement. Any property purchased by a party for the use of the other shall be returned within 30 days of the last date of service provided under this Agreement.

VI. Amendment. This Agreement may be amended at any time, in writing, by mutual agreement of the parties.

VII. Whole Agreement. This Agreement constitutes the entire agreement between the parties and shall be deemed to supersede and cancel any other agreement between the parties relating to the transaction contemplated in this Agreement.

VIII. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Michigan. In the event any provision of this Agreement is in conflict with any statute or rule of any law in the State of Michigan or is otherwise unenforceable for any reason whatsoever, then that provision shall be deemed severable from or enforceable to the maximum extent permitted by law, as the case may be, and that provision shall not invalidate any other provision of this Agreement. Venue for any action brought under this Agreement shall lie in either Grand Traverse or Benzie Counties.

IX. Effective Date. The parties have signed this Agreement in duplicate and it shall be effective as of January 1, 2016.

For Grand Traverse County:

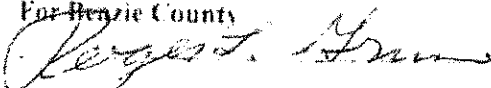


Christine Maybauer

Grand Traverse County Board of Commissioners

6/2/16
Date

For Benzie County



Benzie County Board of Commissioners

4-12-16
Date

Dawn Olney

From: Mitch Deisch
Sent: Wednesday, November 21, 2018 10:27 AM
To: Dawn Olney; Tammy Bowers
Cc: Chuck Clarke; Walter Roch von Rochsburg
Subject: FW: CZM Grant Agreement, Signature Needed, 19-PA-002
Attachments: FINAL CZM Grant Agreement_19-PA-002.pdf

Dawn and Tammy,

Please place this CZM grant agreement on the 11/27/18 BOC Agenda. There will be some follow up documents that I will e-mail you following this correspondence.

Mitchell D. Deisch
Benzie County Administrator
448 Court Place
Beulah, MI 49617
231-882-0558

From: Hillier, Weston (DNR) <HillierW@michigan.gov>
Sent: Tuesday, November 20, 2018 11:12 AM
To: Mitch Deisch <MDeisch@benzieco.net>
Cc: Susan Boyd <sboyd@Benzieco.net>; Chuck Clarke <cclarke@chartermi.net>
Subject: RE: CZM Grant Agreement, Signature Needed, 19-PA-002

Hello Mitch,

Please find attached a revised grant agreement to reflect the proper authorized signatory on the cover page. No other revisions were made to agreement language or budget.

Please obtain the proper signature on behalf of Benzie County, scan the entire signed document, and email it back to me as an attachment no later than **Friday, November 30th, 2018**.

Thank you,
Weston

Weston Hillier, Public Access Coordinator
Coastal Management Program
Office of the Great Lakes | Michigan Department of Natural Resources
Office: 517-284-5038
Mobile: 517-230-6487
Email: HillierW@Michigan.gov
Michigan.gov/CoastalManagement
[Twitter: @MichiganOGL](https://twitter.com/MichiganOGL)

RECEIVED
NOV 21 2018
DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Michigan Coastal Management Program is celebrating its 40th anniversary!
Use the hashtag **#YearoftheCoast2018** to follow our work and share your coastal adventures!

From: Hillier, Weston (DNR)
Sent: Friday, November 2, 2018 9:21 AM
To: 'Mitch Deisch' <MDeisch@benzieco.net>
Cc: 'Susan Boyd' <sboyd@Benzieco.net>
Subject: CZM Grant Agreement, Signature Needed, 19-PA-002

Hi Mitch,

Attached for your signature is the final Coastal Zone Management (CZM) Grant Agreement (Agreement) for project # 19-PA-002, Point Betsie Lighthouse Lake Michigan Beach Access and Road End Improvements.

Also attached is the Department of Commerce (DOC) Standard Terms and Conditions that follow all NOAA federal funding, which is applicable to this Agreement.

Once you have reviewed and are comfortable with all terms and conditions of the Agreement, please: print the Agreement; sign the cover page; scan the entire signed document; and email it back to me as an attachment as soon as possible. The DOC Standard Terms and Conditions do not need to be returned with your signed Agreement.

Once I have received the signed Agreement, I will secure the necessary DNR, Office of the Great Lakes signature to execute the Agreement and will return a fully-executed copy to you.

Please contact me if you have questions or wish to discuss.

Thank you,
Weston

Weston Hillier, Public Access Coordinator
Coastal Management Program
Office of the Great Lakes | Michigan Department of Natural Resources
Office: 517-284-5038
Mobile: 517-230-6487
Email: HillierW@Michigan.gov
Michigan.gov/CoastalManagement
[Twitter: @MichiganOGL](https://twitter.com/MichiganOGL)

Michigan Coastal Management Program is celebrating its 40th anniversary!
Use the hashtag **#YearoftheCoast2018** to follow our work and share your coastal adventures!



**MICHIGAN COASTAL ZONE MANAGEMENT GRANT AGREEMENT
BETWEEN THE
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
AND BENZIE COUNTY**

This Grant Agreement ("Agreement") is made between the Michigan Department of Natural Resources, (DNR), **Office of the Great Lakes** ("State"), and **Benzie County** ("Grantee").

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. The State is authorized to provide grant assistance pursuant to the Coastal Zone Management Act of 1972, as amended, P.L. 109-58 (16 U.S.C. 1451-1465 "Federal Act"). Legislative appropriation of funds for grant assistance is set forth in Public Act number **207 of 2018**. This Agreement is subject to the terms and conditions specified herein.

Project Name: Point Betsie Lighthouse Lake Michigan Project #: 19-PA-002
Beach Access and Road End Improvements

Amount of grant: \$99,335

% of grant state \$0 / % of grant federal 100

Amount of match: \$99,335 = 50%

PROJECT TOTAL: \$198,670 (grant plus match)

Start Date: October 1, 2018

End Date: December 31, 2019

GRANTEE CONTACT:

Mitchell Deisch, County Administrator

Name/Title

Benzie County

Organization

448 Court Place

Address

Beulah, Michigan 49617

Address

231-882-0558

Telephone number

CV0047961 068

Vendor ID

Address ID

mdeisch@benzieco.net

E-mail address

38-6004838

Federal ID number

151930112

Grantee DUNS number

STATE'S CONTACT:

Weston Hillier, Public Access Coordinator

Name/Title

DNR, Office of the Great Lakes

Division/Bureau/Office

525 West Allegan, P.O. Box 30028

Address

Lansing, Michigan 48909-7528

Address

517-284-5038

Telephone number

517-335-4053

Fax number

hillierw@michigan.gov

E-mail address

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

FOR THE GRANTEE:

Signature

Gary Sauer, Chairman, Benzie County Board of Commissioners

Name/Title

Date

FOR THE STATE:

Signature

Jon W. Allan, Director, Office of the Great Lakes

Name/Title

RECEIVED

Date **NOV 21 2018**

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

I. PROJECT SCOPE

This Agreement and its appendices constitute the entire Agreement between the State and the Grantee and may be modified only by written agreement between the State and the Grantee.

(A) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.

(B) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

II. AGREEMENT PERIOD

Upon signature by the State, the Agreement shall be effective from the Start Date until the End Date on page 1. The State shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on page 1. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Agreement are not eligible for payment under this Agreement.

III. CHANGES

Any changes to this Agreement other than budget line item revisions less than 10 percent of the budget line item shall be requested by the Grantee or the State in writing and implemented only upon approval in writing by the State. The State reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without approval by the State.

IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Agreement.

(A) The Grantee must complete and submit quarterly financial and progress reports according to a form and format prescribed by the State and must include supporting documentation of eligible project expenses. These reports shall be due according to the following:

Reporting Period	Due Date
October 1 – December 31, 2018	January 31, 2019
January 1 – March 31, 2019	April 30, 2019
April 1 – June 30, 2019	July 31, 2019
July 1 – September 30, 2019	TBD
October 1 – December 31, 2019	January 31, 2020

*Due to the State's year-end closing procedures, there will be an accelerated due date for the report covering July 1 – September 30. Advance notification regarding the due date for the quarter ending September 30 will be sent to the Grantee. If the Grantee is unable to submit a report in early October for the quarter ending September 30, an estimate of expenditures through September 30 must be submitted to allow the State to complete its accounting for that fiscal year.

The forms provided by the State, and also available on website at www.michigan.gov/coastalmanagement, shall be submitted to the State's contact at the address on page 1. The financial report shall specify total expenditures for the quarterly period and the cumulative totals to date. All required supporting documentation (invoices, proof of payment, etc.) for grant and match expenses incurred must be included with the reports.

(B) The Grantee shall provide a final project report in a format prescribed by the State.

(C) The Grantee must provide two copies of all products and deliverables in accordance with Appendix A.

(D) All products shall acknowledge that the project was supported in whole or in part by the Coastal Zone Management Program, OGL, DNR, per the guidelines provided by the program.

V. GRANTEE RESPONSIBILITIES

(A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant.

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.

(C) The Grantee shall be solely responsible to pay all applicable taxes and fees, if any, that arise from the Grantee's receipt or execution of this grant.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services submitted to the State under this Agreement. The Grantee shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in drawings, designs, specifications, reports, or other services.

(E) The State's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The State's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

(F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the grant.

VI. USE OF MATERIAL

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material

is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

VII. ASSIGNABILITY

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

VIII. SUBCONTRACTS

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

IX. NON-DISCRIMINATION

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

X. UNFAIR LABOR PRACTICES

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq.*

XI. LIABILITY

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, or any employee or agent of the Grantee acting within the scope of their employment or agency.

(B) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

XII. CONFLICT OF INTEREST

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

XIII. ANTI-LOBBYING

If all or a portion of this Agreement is funded with federal funds, then in accordance with OMB Circular A-21, A-87, or A-122, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the State. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "'Lobbying' means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

XIV. DEBARMENT AND SUSPENSION

By signing this Agreement, the Grantee certifies that it has checked the federal debarment/suspension list at www.sam.gov to verify that its agents, and its subcontractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
- (2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
- (4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

XV. AUDIT AND ACCESS TO RECORDS

The State reserves the right to conduct a programmatic and financial audit of the project, and the State may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained for a minimum of five years after the final payment has been issued to the Grantee by the State.

XVI. INSURANCE

(A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement.

(B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Agreement.

XVII. OTHER SOURCES OF FUNDING

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement must not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings, or to immediately refund to the State, the total amount representing such duplication of funding.

XVIII. COMPENSATION

(A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The State will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred and paid. All other costs necessary to complete the project are the sole responsibility of the Grantee.

(B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Agreement are not allowed under the Agreement.

(C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.

(D) The State reserves the right to request additional information necessary to substantiate payment requests.

(E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the Contract & Payment Express website (<http://www.cpexpress.state.mi.us>).

(F) An amount equal to 25 percent of the grant award will be withheld by the State until the project is completed in accordance with Section XIX, Closeout, and Appendix A.

(G) The Grantee is committed to the match percentage on page 1 of the Agreement, in accordance with Appendix A. The Grantee shall expend all local match committed to the project by the End Date on page 1 of the Agreement.

XIX. CLOSEOUT

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.

(B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.

(C) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Agreement.

XX. CANCELLATION

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the State and Grantee. The State may honor requests for just and equitable compensation to the Grantee for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the State, and the State will no longer be liable to pay the grantee for any further charges to the grant.

XXI. TERMINATION

(A) This Agreement may be terminated by the State as follows.

(1) Upon 30 days written notice to the Grantee:

- a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.
- b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.
- c. If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
- d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
- e. During the 30-day written notice period, the State shall withhold payment for any findings under subparagraphs a through d, above and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).

(2) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

- a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract.
- b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees.
- c. Convicted under State or federal antitrust statutes.
- d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity.
- e. Added to the federal or state Suspension and Debarment list.

(B) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

XXII. IRAN SANCTIONS ACT

By signing this Agreement the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

XXIII. FEDERAL FUNDING REQUIREMENTS

A maximum of 100 % of total disbursements is funded with Federal Funding. The Catalog of Federal Domestic Assistance (CFDA) title is Coastal Zone Management Administration Awards and the CFDA number is 11.419. The federal grant number is NA17NOS4190177, and this grant is funded with Federal funds from the National Oceanic and Atmospheric Administration, United States Department of Commerce. By accepting this contract, the grantee agrees to comply with all applicable Federal statutes and regulations in effect with respect to the period during which it receives grant funding. These regulations include, but are not limited to the following:

(A) Grantees expending \$750,000 or more in federal funds in their fiscal year shall have a single audit performed in compliance with 2 CFR 200.501(a) This audit must be performed and copies provided to the appropriate agencies within nine months from the end of the grantee's fiscal year. The Grantee must submit a copy of the Audit Report to the Michigan Department of Natural Resources, at the following address:

Office of the Great Lakes
Department of Natural Resources
P.O. Box 30028
Lansing, Michigan 48909-7528

Or, the grantee may also submit the single audit report electronically to the Michigan Department of Treasury website (http://www.michigan.gov/treasury/0,1607,7-121-1751_31038--_.00.html.)

It is the responsibility of the Grantee to report the expenditures related to this grant on the Grantee's annual Schedule of Expenditures of Federal Awards.

(B) The Grantee will comply with the Hatch Political Activity Act, as amended, 5 USC §§ 1501-1508, and the Intergovernmental Personnel Act of 1970 as amended by Title (6) of the Civil Service Reform Act, 42 USC § 4728, which states that employees working in programs financed with federal grants may not be a candidate for elective public office in a partisan election, use official authority or influence to affect the result of an election, or influence a state or local officer to provide financial support for a political purpose.

(C) Historic Preservation

Any project directed toward historic preservation will include timely consultation with the State Historic Preservation Office (SHPO), Department of History, Arts, and Libraries. Agreements will

not be awarded before adequate consultation with this agency. No construction or repair work will be performed prior to obtaining clearance from SHPO concerning possible effects to archeological or historic resources.

For projects not primarily aimed at historic preservation, federal and state agencies, principally the State Historic Preservation Officer, may make recommendations pursuant to federal and state requirements for minimizing possible adverse effects on historic and archaeological resources. In consultation with the Project Manager, the Grantee for such a project will consider such recommendations and will take steps to avoid or mitigate possible damage as appropriate and feasible.

(D) Availability to Users

Projects developed for public use with assistance from this Agreement shall be open to entry and use by all persons, regardless of race, color, religion, sex or national origin, who are otherwise eligible. Discrimination on the basis of residence, including preferential reservation or membership systems is prohibited, except to the extent that differences in admission or other fees may be maintained on the basis of residence where local contributions to the project make such differences reasonable.

(E) Obligation of Grant Funds

Grant funds may not, without advance written approval of the Project Manager, be obligated prior to the effective date or subsequent to the end date of this Agreement. Obligations outstanding as of the end date shall be liquidated within 45 days. Such obligations must be related to goods or services provided and utilized within the Agreement period, except that reasonable costs associated with the Agreement closeout, e.g., final reports, may be incurred within a short time after the end date.

(F) Bonds

Contractors/subcontractors performing construction work costing \$1000 (one thousand dollars) or more shall furnish, in acceptable form, surety bonds in the amount of 100 percent of their respective contract sums under this agreement. These bonds will be security for faithful performance of this contract or subcontracts there under, and for payment of all persons performing labor and furnishing material in connection with this contract or subcontract there under. The agency receiving a subgrant under this agreement will secure evidence (e.g., a letter of certification from a reputable bonding company) that its construction contractors/subcontractors have obtained such bonds which will remain in effect for the duration of the project, or will otherwise arranged for an equally effective performance bond. The State will not pay any charge for such bonds additional to the face value of this contract/subgrant agreement.

(G) Guarantee

The public/nonprofit agency responsible for this project shall require each construction contractor/ subcontractor to furnish a written guarantee to remedy any defects due to faulty materials or workmanship which appear in the work within one year from the date of final acceptance by the public/nonpublic agency responsible. Construction contractors and subcontractors shall provide such guarantees.

(H) Inspection

Construction contractors and subcontractors shall at all times permit and facilitate inspection of the work by appropriate representatives of the public/nonprofit agency responsible for the project and the State. Agencies responsible for projects shall include this requirement in all construction contracts and subcontracts.

(I) Operation and Maintenance

The subgrantee assures that property developed with assistance from this agreement will be kept reasonably safe, clean, and sanitary. Structures and improvements (trails, boardwalks, etc.) shall be kept in reasonable repair throughout their estimated lifetime.

(J) Unemployment Claims

The Grantee is liable for any valid unemployment compensation claims. No unemployment compensations claims will be paid from this Agreement. This provision does not prohibit standard allocations to unemployment compensation funds as part of the approved indirect cost/fringe benefit arrangements.

(K) Flood Insurance Requirements

Funds from this Agreement will not be used to assist the construction or acquisition in identified flood hazard areas for which the appropriate governmental unit has failed to comply with flood insurance purchase requirements under Sections 102(2) of the Flood Disaster Protection Act of 1973 (public Law 93-234), approved December 31, 1976.

XXIV. PROGRAM GENERAL PROVISIONS

(A) Grant Acknowledgement

All project work products must acknowledge financial assistance of the Michigan Coastal Zone Management Program and the NOAA.

(1) This grant acknowledgement will include the OGL, and the NOAA logos to be provided by the State and the following (or other mutually agreed upon) language: "Financial assistance for this project was provided, in part, by the Coastal Zone Management Program, Office of the Great Lakes, Michigan Department of Natural Resources, under the National Coastal Zone Management Program, through a grant from the National Oceanic and Atmospheric Administration, U.S. Department of Commerce."

(2) A view disclaimer is required for reports/videos in addition to the OGL and the NOAA logos and financial acknowledgment language listed in the above paragraph. The view disclaimer shall include the following language: "The statements, findings, conclusions, and recommendation in this (report/video) are those of the (Grantee) and do not necessarily reflect the views of the Michigan Department of Natural Resources and the National Oceanic and Atmospheric Administration."

(3) For press releases, newsletters, newspaper articles, graphic displays meant for public presentations and in other public forums, the OGL and the NOAA logos may not be required; however, the funding source will be listed as the "Coastal Zone Management Program, Office of the Great Lakes, Michigan Department of Natural Resources and the National Oceanic and Atmospheric Administration."

(4) The cover of the title page of, or other prominent place within, all reports, studies, or other documents, published or distributed electronically or hard copy, and acknowledgement pages of websites/web pages, that are supported in whole or in part by this award or any subawards shall acknowledge the financial assistance provided by the Coastal Zone Management Act of 1972, as amended, administered by the Office for Coastal Management, National Oceanic and Atmospheric Administration.

(B) Extensions

In accordance with Section III - Changes, page 2 of this agreement, the Grantee shall submit to the State, for review and approval, written extension requests no less than 45 days prior to the end date of the Agreement. The Grantee shall provide justification for the extension and the requested new end date of the Agreement.

(C) Geospatial Data

All geospatial data collected and/or produced for the purposes of this grant and put into a GIS layer must be provided, along with associated metadata (requirements described below), to the Coastal Zone Management Program on a CD, DVD, or portable hard drive in ESRI's ArcGIS format (shapefile including appropriate projection file or geodatabase).

Grantee shall provide relevant information (e.g., expected dates of data collection, type of collection, flight lines, etc.) on the collection or production of geospatial data (e.g., information for GIS data layers, acquisition of topographic or bathymetric data or other remotely sensed data), to the State Contact as early as practicable and before data collection commences.

Grantee shall ensure the data and the planned acquisition activities are registered in Geospatial Platform (geodata.gov) and comply with OMB Circular A-16, Coordination of Geographic Information and Related Spatial Data Activities at:

http://www.whitehouse.gov/omb/circulars/a016/a016_rev.html. The grantee shall document all new geospatial data it collects or produces using the metadata standards developed by the Federal Geospatial Data Committee (FGDC), and make that standardized documentation electronically accessible to NOAA, if requested. Current FGDC standards can be found at: <http://www.fgdc.gov/metadata/csdgm/>. Metadata that conforms to the proposed North American Profile of the ISO (International Organization for Standardization) 19115, which may be adopted by the FGDC, is also acceptable. To the greatest extent practicable, the recipient shall also, prior to the conclusion of the award, make the data collected publicly accessible online, except where limited by law, regulation, policy, or security requirements.

In accordance with the NOAA Data Sharing Policy, the Grantee shall ensure the geospatial data and information collected and or created under this contract will be made visible, accessible, and independently to users, free of charge or at minimal cost. Information shall be made available in a timely manner and typically no later than two years after the data or information is collected or created except when limited by law, regulation, policy, or by security requirements.

(D) Prevent Spread of Invasive Species

The Grantee shall ensure that any field work conducted for this project, including construction activities, survey(s), educational, training or volunteer programs/activities will be conducted in accordance with appropriate, federal, state, and local laws and will follow recognized best practices and take the necessary steps to minimize the risk of spreading terrestrial and aquatic invasive species and to minimize the impact to the human environment during this project. The Grantee's selection of project-appropriate measures is required to take into consideration the type of work being conducted and the specific site situation, including the changes in risk level according to season and weather.

(E) Low-Cost Construction/306A Provisions

This low-cost construction project shall be located on public land and open to the general public free of charge. If the property or elements constructed under this grant are leased or sold out of public ownership or are used for purposes other than public use, the Grantee shall reimburse the State for grant funds received for the project.

Required permits (local, state, tribal, and federal) shall be submitted to the State Contact before any earth movement can commence on any aspects of the low-cost construction project.

By affixing their signature to this Agreement, the Grantee accepts the responsibility for maintaining, in serviceable condition, the items constructed with the funds jointly provided by the State and the Grantee for a minimum of 20 years from the end date of this Agreement.

A sign provided by the State shall be erected at the site during construction and permanently installed at the site indicating that the project is being funded under a grant from the Coastal Zone Management Program, Michigan Department of Natural Resources and the National Oceanic and Atmospheric Administration.

(F) Compensation

Grant payments will be made quarterly on a costs-incurred and paid only basis. Estimates of costs will not be accepted. The following is required when requesting a grant payment for incurred costs:

- A cover letter specifying the dollar amount.
- Corresponding progress and financial reports for that quarter.
- Copies of supporting documentation for grant and match expenses (invoices and receipts or other supporting documentation) for that quarter.

(G) Final Quarter Report Requirements:

Grantee shall submit to the State the Final Quarter Report no later than 30 days past the end date of the Contract.

The Final Quarter Report shall include:

- COVER letter from the Grantee requesting final payment, and specify the dollar amount.
- ONE copy of a detailed narrative that describes all project tasks performed, including any special considerations or problems encountered.
- ONE progress report showing completion of all project tasks.
- ONE financial report showing all grant and match expenditures.

- ONE copy of invoices, receipts, or other documentation for grant and match expenditures incurred on the project.
- TWO SETS of color photographs depicting the work completed before and after on the project. In addition, one photograph of the MCZMP permanent project sign installed at the project site.

All final work products shall be submitted to the state as hard copy and digitally on two CD/DVDs or a flash drive. E-mail submissions will not be accepted.

APPENDIX A

SECTION I: PROJECT DESCRIPTION

To support vibrant and resilient communities, Benzie County will create a safe, barrier-free access to the Point Betsie Lake Michigan beach and enhance public access to Lake Michigan, improve visitor safety, protect critical dunes, and foster appreciation of natural resources.

SECTION II: PROJECT TASKS AND SCHEDULE

Tasks	Oct-Dec 2018	Jan-Mar 2019	April-June 2019	July-Sept 2019	Oct-Dec 2019	Work Products / Performance Metrics
1) Finalize site/engineering plans. Secure permit(s). Request bids for contractual services. Select contractor(s). Temporary 306A acknowledgement sign erected.	X	X				Final site/engineering plans; copy of permit(s); bid package; award letter(s) and Contractor Qualification Form(s); photo of temporary 306A acknowledgement sign.
2) Construct accessible waterfront observation deck and connecting boardwalk ramp.			X	X		Observation deck and connecting boardwalk ramp constructed; photos.
3) Install movable walkway to the water's edge for barrier-free access.			X	X		Moveable walkway installed; photos.
4) Construct accessible walkway along roadside to observation deck.			X	X		Roadside walkways constructed; photos.
5) Install signage for wayfinding and area interpretation.			X	X		Signage installed; photos.
6) Landscape disturbed areas with native plants for dune stabilization. Install rain garden swale in road-end turnaround.			X	X		Dune stabilization landscaping and rain garden swale installed; photos.
7) Host celebration event. Erect permanent 306A acknowledgement sign.				X		Celebration flyer/media post; photos of celebration; photo of permanent 306A acknowledgement sign.

Tasks	Oct-Dec 2018	Jan-Mar 2019	April-June 2019	July-Sept 2019	Oct-Dec 2019	Work Products / Performance Metrics
8) Submit quarterly progress and financial reports to State Contact no later than 30 days past end of each quarter date.	X	X	X	X	X	Quarterly reports and reimbursement requests.
9) Submit final project work products to State Contact no later than 30 days past the contract end date.					X	All work products stated above; Final Quarterly Report with narrative.

Be advised that in the event that no activity occurs on the tasks of the project 90 days from the date of Grant Contract execution, the State may take Termination actions in accordance with Section XXI.

SECTION III: PROJECT BUDGET

See Attached Project Budget form.



Some NICRAs include up to \$25,000 per contractual line similar to the 10% de minimis. Use the totals at the bottom of these columns in the indirect formula if that is the case.

\$25,000.00	\$0.00
\$4,261.51	\$20,738.49
\$0.00	\$25,000.00
\$4,970.00	\$0.00
\$0.00	\$2,500.00
\$0.00	\$8,810.00
\$0.00	\$8,810.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$34,231.51	\$65,858.49

TRAVEL					
MILEAGE	MILES	RATE			
		\$ -	\$ -	\$ -	\$ -
LODGING	NIGHTS	RATE			
		\$ -	\$ -	\$ -	\$ -
MEALS	QUANTITY	RATE			
		\$ -	\$ -	\$ -	\$ -
OTHER (tolls, parking, etc.)	QUANTITY	RATE			
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
	Subtotal		\$ -	\$ -	\$ -
PROJECT					
	Subtotal		\$ 99,335	\$ 99,335	\$ 198,670
INDIRECT					
	Indirect Approach				
	Rate				
	Subtotal		\$ -	\$ -	\$ -
What expense categories are included in the indirect calcuation (e.g. salary and fringe, travel)?					
GRANT AND MATCH BUDGET					
	TOTAL		\$ 99,335	\$ 99,335	\$ 198,670
	Project Percentage Split		50.00%	50.00%	
SOURCES OF MATCH:					
Organization		DOLLAR VALUE COMMITTED:			
		In Kind	Cash	Total	
The Friends of Point Betsie Lighthouse		\$ -	\$ 99,335.00	\$ 99,335.00	
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
	Subtotal	\$ -	\$ 99,335	\$ 99,335	
Total Match Must Equal Amount in Budget Sheet Above					
				\$ 99,335	

November 21, 2018

Weston Hillier, Public Access Coordinator
DNR, Office of the Great Lakes
525 West Allegan; P.O. Box 30028
Lansing, MI 48909-7528

Re: Project # 19-PA-002

Dear Weston,

An upfront extension is requested for the Point Betsie Lighthouse Lake Michigan Beach Access and Road End Improvements Project in accordance with Section III – Changes and Subsection (B) Extensions in Section XXIV - Program General Provisions to the Grant Agreement between the Michigan Department of Natural Resources Office of the Great Lakes and Benzie County for the subject project. The extension is requested for a year to an end date of December 31, 2020.

Funding through this grant consists of separate facets of the larger Road End/Parking Project and specifically includes the waterfront observation deck and connecting boardwalk ramp, walkway along roadside, signage, and landscaping of disturbed areas with native plants. The remaining larger portion of the project consists of the reconstruction of the road end and the addition of a turnaround and parking spaces for 33 vehicles. Because of the sequencing of tasks for the entire project and eventual elevation compatibilities of where the turnaround will meet the boardwalk, the construction of the entire project has to be accomplished as one piece.

Where it is possible that funding will be in place for construction of the entire project in the fall of 2019 it is more probable that spring of 2020 will be a more viable period. This extension will give us the flexibility to extend the task schedule out another year. We will update Appendix A accordingly but first are awaiting feedback on the permitting of the project as it relates to the boardwalk and walkway and whether we need to have the design modified.

Sincerely,

Memo To: Committee of the Whole
From: Maridee Cutler, Deputy County Administrator
Date: 11/19/18
Re: Janitorial Services Contract

Janitorial Services Contract

The intent of this memo is to bring to the Committee of the Whole update to date regarding the Janitorial Services Contract for the cleaning of the Government Center facility. The Cleaning contract expired September 30, 2018.

Bids

Bids were advertised for in September and again in October. The Administrators Office sent the bid out twice as the first bidding cycle only included Great Lakes Caulking and Gottschalk (current vendor).

The second bid cycle produced three interested vendors. Included with this memo is the breakdown of those services. The current budget for fiscal year 18/19 includes cleaning costs based on the prior years of service (\$27,900), which the County has been fortunate enough to partake in for several years, however, that "deal", can no longer be sustained by the current vendor.

I would recommend awarding the contract to Gottschalk Cleaning Services, as they are our current vendor, and have the most reasonable pricing (\$52,140.00 annually).

Attached is a budget amendment to increase the cleaning budget to accommodate the new pricing for the janitorial services contract.

RECEIVED

NOV 20 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Janitorial Services

	Monthly	Annual	Semi Annual Strip/Wax	Semi Annual Carpet Cleaning	Window Cleaning	Annual Total	
Hi Tech (1 year contract)	6,650.00	79,800.00				79,800.00	Includes Semi-annual Strip and Wax, Carpet Cleaning Includes Quarterly Window Cleaning
DM Burr Group (1 year contract)	3,272.49	39,269.88	10,000.00	3,000.00		52,269.88	Includes Quarterly Window Cleaning
Gottschalk (3 year contract)	3,200.00	38,400.00	5,970.00	6,250.00	1,520.00	52,140.00	
Great Lakes Caulking (year one of three year contract)	14,500.00	174,000.00	5,700.00			179,700.00	Includes Window Cleaning

**CLEANING SERVICE CONTRACT
BENZIE COUNTY**

This contract made this 27th day of November 2018 between Gottschalk Cleaning Services, of 10576 Oviatt Road, Honor, Michigan 49640, hereinafter referred to as "Contractor" and Benzie County, 448 Court Place, Beulah, Michigan 49617, hereinafter referred to as "County", the terms of which are as follows:

1. The term of the contract shall commence on November 1, 2018 and end September 20, 2021. Benzie County may extend this contract for successive one-year periods, the first of which will be upon the notification to the Contractor in writing 30 days before expiration of this contract or any extension thereof. Any extension of this contract is subject to negotiation of any revisions in the contract terms as mutually agreed upon by the Contractor and Benzie County.
2. Contractor shall provide services to the County for the cleaning of the facility at the following location:

Benzie County
448 Court Place Beulah, MI 49617
3. Contractor shall provide such services and assume such responsibilities as detailed in the attached Exhibit A .
4. Contractor shall provide the cleaning equipment and tools necessary to perform the required services.
5. Contractor shall supply all necessary cleaning chemicals that are approved by the County's Maintenance Supervisor.
6. The County shall supply all consumables or other items not used to perform a cleaning function such as hand soap, polyliners, paper hand towels, toilet paper, ice melter, light bulbs, and specialty products as needed to perform the required service.
7. The County shall pay the Contractor monthly for services performed at the following rates:

Janitorial Services	_____	\$3,200/Month
Wash interior and exterior windows (Quarterly)	_____	\$380/Time
Clean Carpets (Semi-Annually)	_____	\$3,125/Time

Strip and refinish vinyl tile floors (semi-annually)————\$2,985/Time

Service will be billed to the County at the end of each month at the County address below, and payment shall be made net 30 days from the end of each month, at the Contractors address below:

The County Billing Address:

Benzie County
448 Court Place
Beulah, MI 49617

The Contractor's address for payment:

Gottschalk Cleaning Service
10576 Oviatt Road, Honor, MI 49640

8. Contractor shall provide and maintain liability insurance and provide proof of said insurance to the County.
9. Contractor shall defend, indemnify, and hold the County, its officers, agents, and employees harmless from any and all liability incurred as a result of actions, acts of omissions of Contractor.
10. Benzie County and /or Contractor may terminate this Contract for Services by providing 30 days written notice of termination. Benzie County shall be responsible for payments for all work performed and payments for services shall be made to the Contractor on a pro-rata basis through the effective date of the termination.

Gottschalk Cleaning Services (Contractor)

BY: *Cynthia Battcock*

Its: *owner*

Date: *11/20/18*

Benzie County

By: Gary Sauer, Benzie County Chairperson

Its: _____

Date: _____

Exhibit A

SCOPE OF WORK

The purpose of this specification is to define the janitorial services requirements for the Benzie County Government Center facility. The objectives of the County are to secure a timely, consistent, and cost-effective janitorial contract, to ensure clean and safe office facilities for employees and customers doing business with the County. The work covered in this specification includes furnishing all labor, equipment, specified supplies and supervision necessary for complete janitorial service. It shall be understood that in addition to these services, all tasks incidental to cleaning functions not specifically listed but normally included in general janitorial practices will be provided. The County will consider innovative solutions and alternatives that will best accomplish the desired outcome.

GENERAL REQUIREMENTS/PROVISIONS

The Contractor is responsible for the cleanliness and sanitation of the building. The contractor shall provide services to the County for cleaning of the facility located at 448 Court Place, Beulah, MI 49617. The Contractor shall provide services as detailed in the Benzie County Scope of Services attached.

Notwithstanding any other provisions of this proposal, the Contractor warrants that the services, equipment, and supplies furnished shall be of the best quality as specified in this RFP. Such warranties shall include performance, workmanship, labor, and materials.

Subcontracting: No portion of the work covered by these specifications may be subcontracted or assigned without prior approval of the County. Requests to subcontract all or any portion of services required by this contract will be submitted to the County Administrators office, at least thirty (30) days in advance of the proposed effective date of the subcontract. Contractor shall include in this written request a detailed description of how the Contractor plans to oversee the services performed by the proposed subcontractor. Contractor shall be responsible for services provided by any subcontractor as if Contractor were providing the services with its own organization.

The County may make reasonable investigations deemed necessary and proper to determine the ability of a Contractor or Sub-contractor to perform the work, and the contractor shall furnish the County all information requested for this purpose.

PERFORMANCE STANDARDS

The contract specifications define the minimum level of service and frequency deemed acceptable. It is intended that the Contractor will schedule his/her operations to meet or exceed these requirements. It is further intended that the Contractor shall put forth a level of effort to provide a thorough cleaning of the facilities, not merely a surface cleaning. Some

examples include, but are not limited to: floors shall be swept and mopped, carpeted floors shall be completely and thoroughly vacuumed, windows shall be cleaned to where all film, smudges, and streaks are removed, and the restroom facilities cleaned and disinfected.

- A. It is the objective of the County to obtain full cleaning performance in accordance with the terms of the specifications and at the quality standards of work set forth in this contract. To this end, the County is contracting for the complete performance of each cleaning job as specified in this contract. Therefore, deductions for tasks not completed or not satisfactorily completed shall be made in accordance with the schedule detailed herein.
- B. The County's Maintenance Coordinator or designee shall contact the Contractor by telephone, fax, or email to notify them of performance issues. The County's Maintenance Coordinator shall also notify the Contractor of complaint(s) received from building occupants.
- C. Major problems require immediate attention, and shall be responded to and corrected within one day. Examples of major problems include, but are NOT limited to: toilets not cleaned, not stocking sufficient paper products in large areas, offices not cleaned, or trash not removed, etc. The County's Maintenance Coordinator or designee shall have authority to classify a complaint as major or minor.

Failure by the Contractor to respond to specific complaints as stated above, as well as preventing continuing occurrences of such complaints, may result in deductions of invoiced payments or termination of the contract agreement.

- D. Contractor billing shall be done on a timely basis. The successful proposer shall submit monthly invoices for work completed in the previous month by the 15th of the following month.

Expectation: The contractor shall render the County facilities clean, defined as free from dirt, sanitary, and disinfected. This includes timely removal of trash, dust, cobwebs, and other waste.

Frequency: Janitorial services shall be provided five (5) days per week in the evening (Monday – Friday) excluding County-recognized holidays. The work schedule for completing daily services requirements is defined in the Scope of Service. The task and frequency schedule indicates the minimum acceptable cleaning frequencies. The contractor shall in no way interfere with the normal work of County employees.

Holidays: The following ten (10) days are County holidays on which Contractor is not required to provide service.

New Year's Day
Martin Luther King's Day

Labor Day
Veteran's Day

President's Birthday
Memorial Day
Independence Day

Thanksgiving Day
Day after Thanksgiving
Christmas Day

NOTE: *It is expected that the awarded Contractor shall be made aware of current meeting schedules, holidays, and other work routines by the Maintenance Coordinator and conduct his/her work in such a manner as to cause no interference with the execution of County business.*

Changes: Changes in the areas serviced and/or specifications may be necessary during the term of this contract. Changes in the contract requirements and corresponding changes in compensation may be implemented upon mutual agreement of the County and the Contractor. All such changes will be processed through the County Administrator and the Board. The County reserves the right to add or delete services at any time with 30 days written notice to vendor. If services are requested, the Contractor is required to provide a cost estimate detailing them as an attachment to the bid along with prices, where applicable, which may be offered as an addendum for the term of this contract agreement.

Deficient Performance: The County reserves the right to deduct from payments due or to become due to the Contractor for deficient performance. The amount of such deductions will be based on the value and extent of the unsatisfactory work. A copy of the County inspection record for the facility, with associated deduction calculation will be furnished to the Contractor prior to a deduction being made. All work determined by the Maintenance Coordinator to be deficient in any of the requirements shall be remedied by the Contractor at Contractor's expense and in a manner acceptable to the County of Benzie.

CONTRACTOR'S RESPONSIBILITY

Adherence to all Local, State and Federal Laws and Requirements

The Contractor shall adhere to all current applicable federal, state, and local laws, codes and ordinances.

Key Personnel

It is essential that the contractor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract.

- A. **Personnel:** Personnel employed by the Contractor shall be competent, trustworthy and properly trained for the work requirements. The Contractor and employees shall be required to comply with all applicable regulations of the County, as directed, and full cooperation shall be expected and required at all times.

- B. **Conduct:** No person(s) shall be employed for this work that is found to be incompetent, disorderly, and troublesome, under the influence of alcohol or drugs, which fails or otherwise refuses to perform the work properly and acceptably, or is otherwise objectionable. Any person found to be objectionable shall be immediately removed from this assignment.
- C. **Nondiscrimination:** The Contractor shall not engage in discrimination in employment of persons because of race, color, national origin, ancestry, sex, sexual orientation, or religion of such persons.
- D. **Unauthorized Personnel:** Employees of the Contractor shall not be assisted nor accompanied by any individual that is not an employee of the Contractor, while performing duties related to the contract. This includes friends, children and/or other relatives.
- E. **County & Personal Property of County Personnel:** The Contractor shall direct their employees against the unauthorized reading and disclosing of materials and documents available in the facilities of the County and against unauthorized use of County personal property, such as: telephones, radios, copy machines, computers, terminals, fax machines, calculators, etc., which may be in the County facility. The Contractor shall be responsible to see that Contractor employees do not disturb papers on desks, tables, or cabinets, and do not open desk drawers or cabinets.
- F. **Telephones:** Telephones shall not be used by the Contractor or its employees for personal or business reasons with the following exceptions(s): to report need of emergency medical aid, fire or need of law enforcement, and notification to Benzie County of damage as required in this contract.
- G. **Care of Facilities:** Contractor and Contractor employees shall regularly observe the general condition of the County building and report problem areas to the Maintenance Supervisor or County Administrator.
 - 1. **Security:** Contractors' personnel shall not be allowed in the County facility outside of normal business hours unless they are performing work for the Contractor. Keys shall not be left in the door locks. The Contractor shall be responsible for securing/locking the interior and exterior portions of the building during hours to be specified by the Maintenance Coordinator. All work spaces shall be locked and the lights turned off when cleaning in each area has been completed. Keys/swipe cards needed by the contractor will be furnished by the County to each designated Contractor employee and shall be returned to the County on demand. Electronic security systems (where installed) shall be properly disarmed and armed each time after-hours when access is made. All exit doors are to remain locked while the contractor is in the space. The Contractor is not to block open occupant or exterior doors for any reason. The Contractor is not to assist anyone except Policy/Fire

personnel. The Contractor shall not allow access to anyone other than Contractor personnel after business hours.

2. **Keys:** The Janitorial Services contractor shall be issued building keys/swipe cards, where applicable, for the performance of service as specified herein. Should a lost or stolen key jeopardize the security of the County facility, the Contractor shall be solely responsible for all costs incurred by the County in re-keying/re-issuing a card or key for the lock system. No keys issued to the Contractor shall be duplicated.
3. **Damages:** The Contractor will be responsible for all damages to the facility or contents caused by the Contractor or their staff during the performance of their duties.
4. **Protection & Restoration:** The Contractor shall protect all furnishings and improvements from damage by its operations. All damage shall be repaired or replaced, at the option of the County, at the Contractor's expense within a reasonable time after notification of such damage. Repairs and/or replacements shall be equal to original in all aspects.
5. **Removal of items:** The Contractor's employees shall not remove any items from the job sites except that which has been specifically authorized by the County.

- H. **Tools and Equipment:** The contractor shall furnish and maintain all equipment necessary for properly maintaining the County building.
- I. **Materials & Supplies:** All cleaning supplies, materials, and tools used in the performance of this contract shall be of good commercial quality, suitable for the purpose intended, and shall provide results necessary to provide the high standards of cleanliness required under this contract. The Contractor shall provide all other chemicals, supplies, and equipment. All cleaning chemicals and other supplies used by the Contractor must be used in accordance with all federal, state, and local laws. The County will supply all toilet paper, paper towels, toilet seat covers, sanitary napkins and disposable bags, hand soap, polyliners, ice melter, light bulbs, and urinal screens to the Contractor.
- J. **Cleaning Schedule:** The Contractor shall submit a schedule to the Maintenance Coordinator for washing the interior and exterior windows, floor stripping, waxing, and carpet cleaning.

COUNTY'S RESPONSIBILITY

Contract Administration: The County Administrator will be responsible for administering this contract. Staff will inspect and approve services provided for compliance to the specifications prior to payment. Questions may be directed to the Maintenance Coordinator at (231) 882-0029 or Deputy County Administrator at (231) 882-0035.

Inspections: The Maintenance Coordinator or his designee will perform inspections of the County building to ascertain compliance to the specifications. A janitorial inspection report will be communicated to the Contractor listing any deficiencies found.

Termination: Benzie County and/or Contractor may terminate this Contract for Services by providing 90 days written notice of termination. Benzie County shall be responsible for payments for all work performed and payments for services shall be made to the contractor on a pro-rata basis through the effective date of termination.

DELIVERABLES REQUIRED OF SUCCESSFUL CONTRACTOR

The successful Contractor shall submit the following items to the County Administrator's office *within thirty (30) days of initiation of the contract award:*

- A. Complete work schedule for weekly, monthly, quarterly, semi-annual and annual services for the County Government Center facility.
- B. Copy of Certificate of Insurance.
- C. Provide a completed and signed W-9 form for your company.
- D. Contractor shall defend, indemnify, and hold the County, its officers, agents and employees harmless from any and all liability incurred as a result of actions, acts of omissions of Contractor.

PROPOSAL

The Contractor proposal shall be organized as follows:

1. **Title page:** Show RFP subject, the name of the firm, local address, telephone number, name of contact person, and the date.
2. **Letter of Transmittal:**
 - a. Briefly state the proposer understands of the work to be done.
 - b. State the names of the persons authorized to make representations for the firm, their titles, addresses and telephone numbers.
 - c. State that the person signing the letter will be authorized to bind the proposer.
3. **Profile of the Proposer:**
 - a. State whether the firm is local, regional or national.
 - b. State the location of the office from which the work is to be done and the number of partners, managers, supervisors and other professional staff employee at that office.
 - c. Describe the range of activities performed by the local office such as cleaning, stripping floors, washing windows or cleaning carpets.
4. **Compensation:**
 - a. State the all-inclusive fee for which the work will be done and include a breakdown between services to be provided as weekly, monthly, quarterly, semi-annual and annual.

- b. State any services that would entail additional fees, the anticipated frequency of those services and the cost associated with each.

5. Submission of Proposals

Five (5) copies of your proposals shall be submitted to the Benzie County Administrator's Office, 448 Court Place, Beulah, MI 49617, no later than 4:00 p.m., November 16, 2018 in a sealed envelope clearly marked "Sealed Bids, Benzie County, Cleaning Services Contract".

Benzie County Scope of Service Cleaning Tasks

Service Areas (Office Areas, File Rooms, Conference Rooms, etc.)	Frequency:
Empty waste receptacles and remove waste to designated area	Daily
Wash or damp wipe inside and outside all waste receptacles presenting a spoiled or odorous condition	Daily
Replace Liners when torn or spoiled	Daily
Dust mop all non-carpeted floors. Damp mop all spills, buff vinyl/tile floors applying spay wax if needed	Daily
Thoroughly vacuum all carpeted floors including corners and underneath partitions	Daily
Spot clean all carpeted areas	Daily
Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners	Daily
Clean and disinfect drinking fountains	Daily
Clean and polish all entrance glass	Daily
Move all lobby chairs and clean floor area underneath and replace chairs in proper place	Daily
Dust high and low including clocks all surfaces in which dust gathers	Weekly
Clean all cleared desk and counter top areas with approved desk/counter cleaner	Weekly
Remove all cobwebs, clean baseboards	Weekly
Clean, spray wax and buff all vinyl tile floors	Weekly
Clean by most appropriate means all lobby furniture. Wash thoroughly all children's furniture and fiberglass vinyl furniture	Weekly
Dust/Vacuum window hangings	Monthly
Spot clean walls, doors, etc. removing all cobwebs, finger prints, smears and stains	Monthly
Clean partition glass	Monthly
Vacuum exposed air bars and heating outlets	Monthly
Strip, seal, wax and buff all vinyl and terrazzo tile	Semi-Annually
Shampoo or steam clean carpets by commercial methods	Semi-Annually

Restrooms:	
Clean and sanitize all units. Clean pipes beneath all sinks	Daily
Clean mirrors and counters and polish chrome	Daily
Refill dispensers	Daily
Empty and disinfect all sanitary napkin receptacles	Daily
Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilet and urinals	Daily
Empty waste receptacles	Daily
Clean switch, door, and kick plates	Daily
Maintain floor traps free of odor	Daily
Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse	Weekly
Thoroughly clean, scrub by agitation (with hand brush or mechanical machine) and disinfect ceramic tile floors, with special attention to corner of floor, baseboards, and stalls	Weekly
Spot clean walls around sinks, waste receptacles, behind urinals, and toilets	Weekly
Dust radiators, grills, ledges, etc.	Weekly
Wash with germicidal solution entrance doorways, ledges, etc.	Monthly
Windows	
Wash all exterior windows, inside and out (weather permitting)	Quarterly

BUDGET ADJUSTMENT REQUEST

This form is to adjust budget amounts for individual line items, where the change WILL NOT increase or decrease your total budget bottom line.

Submit this form to the County Administrator's office for entry.

DATE: 11/19/2018

Request to Adjust the 2017/18 Budget for the following:

Account to be Increased:

Line Number	Account Name	Amount
101-265-800.00	Contracted Services	24,240.00

Total \$ 24,240.00

Account to be Decreased:

Line Number	Account Name	Amount
101-000-691.00	Budgeted Use of fund balance	24,240.00

Total \$ 24,240.00

SIGNED: _____

Correspondence

Present:

Chairman Bob Rosa	Manager Matt Skeels
Vice-Chairman Ted Mick	Clerk Jennifer Kolinske
Member Jim Bowers	

Motion by Comm Bowers and supported by Comm Mick to accept the 10/11/18 minutes as amended. Ayes: Rosa, Mick and Bowers. Nays: None. Motion carried.

Work Summary:

Scott Fasel Road Foreman – Luncheon and Rodeo was a success. Kevin Rosa was the overall winner. Elmers is in Thompson pit making 20,000 yards of 22A Mod/23A. In process of delivering village and city sand/salt mixes. Still waiting on salt delivery. Hope to get tree crew out starting tomorrow. Plow routes are filled with full-time and seasonal staff. Still interviewing for two spares. Road painting started today. Wallin pit has been leveled. Paving projects wrapping up next week. Looking at purchase/lease of skid-steer, John Deere vs Ml Cat. The John Deere is a little large for working in spillways.

Public Input: - Gary Sauer thanked BCRC for leveling and cleaning up Wallin pit. Manager Skeels stated that Fewins will get cleaned up this fall as well.

Local Road Policy – Manager Skeels reviewed with the board the edits to the Local Road Policy and distribution spreadsheet. Board requested that drafts be sent out to all Townships for review and that we add this to the November 13, 2018 agenda for approval.

RECEIVED
NOV 14 2018
CLERK
H, MI 49617

Page 2, Benzie CRC mtg 10/25/18

Resolution #2018-10 - Motion by Comm Rosa and supported by Comm Bowers to adopt Resolution #2018-10 on Senate Bill 396. Ayes: Rosa, Mick and Bowers. Nays: None. Motion carried.

Correspondence/Information/Discussion:

Administrative Staff Wage Review – Manager Skeel’s contract is up in November. Board to do review at November 13, 2018 meeting. Spreadsheet was presented with comparable county road commission administrative wages. Board to review and make a decision at the November 13, 2018 meeting.

Gourdie Fraser Letter – letter received was shared with the board.

Staffing Update – Currently interviewing for seasonal drivers. We possibly have two full-time drivers retiring this winter. Interviewed possible new mechanic. Motion by Comm Mick and supported by Comm Bowers to hire an additional mechanic. Ayes: Rosa, Mick and Bowers. Nays: None. Motion carried.

Brad Schaub Correspondence – correspondence received was shared with the board.

Public Input: None

Board Round Table: Prescribed burn canceled for this year. Wetland Bank resolution sent to attorney Henn. He will be making amendments to it. MCRCSIP willing to pay for attorney Henn bills. Four soil borings have been done on Homestead Road. Appears it was excavated before being built and that it will be able to support four-foot shoulders.

Meeting Adjourned at 11:25 AM.

Minutes approved 11/13/18.

Robert Rosa, Chairman

Jennifer L. Kolinske, Clerk



(2)

RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

NICK LYON
DIRECTOR

November 5, 2018

Mr. Scott Harrison
P.O. Box 2203
Frankfort, MI 49635

Dear Mr. Harrison:

I am pleased to inform you that I have appointed you as the state's representative to the Benzie County Department of Health and Human Services Board. Your term ends October 31, 2021.

To complete the process for this appointment, please present this correspondence to the Benzie County Clerk, as it will be necessary for you to take the Constitutional Oath of Office at the County Clerk's office.

The Benzie County Department of Health and Human Services Board plays an important role in the successful delivery of financial and social services provided to the citizens of Benzie County. Your willingness to invest your time and expertise to assist us in maintaining and improving the delivery of our services is valued. As an advocate for the department and our clients, your interaction and coordination within the community is greatly appreciated.

The Benzie County Director is being asked to call on you and discuss the responsibilities inherent in being a member of the Department of Health and Human Services Board. I look forward to working with you in the coming months. Through our combined efforts, we can assure the basic human needs of this state's citizens are met through the appropriate, effective delivery of our department's programs.

Thank you for your willingness to accept this important responsibility.

Sincerely,

Nick Lyon

NL:ts

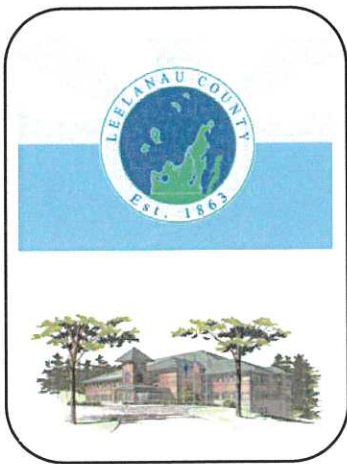
c: Honorable Rick Snyder
Dawn Olney, County Clerk ✓
Jennifer Savage, County Director
Michigan County Social Services Association

RECEIVED

NOV 16 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

3



Leelanau County Government Center Leelanau County Planning Commission

County website: www.leelanau.cc

8527 E. Government Center Dr.
Suite 108
Suttons Bay MI 49682
Phone: (231) 256-9812 or Toll
Free (866) 256-9711, Ext. 6
Fax: (231) 256-0174

Victor Goldschmidt
Chairman

Fred Cepela
Vice-Chairman

Trudy Galla
Planning Director

Gail Myer
Senior Planner

Notice of Intent

From: Victor Goldschmidt, Chairman
Date: November 13, 2018
Subject: General Plan Amendment Process

Please take notice that the Leelanau County Planning Commission intends to prepare a Leelanau County General Plan Amendment. The Planning Commission requests your cooperation and comment on the plan amendment.

It is the Commission's intent to electronically submit to you any information required to be submitted. If hard copies are a preferred method of submission, kindly provide the Commission the mailing address where the plan should be sent. Additionally, a copy of the proposed General Plan amendment will be available for inspection at the following places:

a) Leelanau County Planning & Community Development office, 8527 E. Government Center Dr., Suite 108, Suttons Bay MI 49682

b) At a link under the Leelanau County Planning Commission section on the county website at:
<https://www.leelanau.cc/planningcomm.asp>

Information regarding the General Plan amendment process and meetings will be posted at
www.leelanau.cc

We look forward to receiving your cooperation and comments.

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NOV 19 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



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

(4)

November 13, 2018

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

RE: Grant Funding – Requirements for Reimbursement

Dear Lt. Smith,

I am pleased to inform you that the Risk Avoidance Program (RAP)/Certification and Accreditation Program (CAP) application for your Digital Cameras and Security project was approved. The Membership Committee authorized 1/3 funding up to a maximum of \$1,118.53 for your project.

RAP/CAP funds are issued on a reimbursement basis. Payment will be based upon verification received from Benzie County of their payment of the project in full. Please see the attached **RAP/CAP Grant Reimbursement Procedure** for guidelines on processing your grant payment.

Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application. If your application submission contained the above referenced documentation, please contact MMRMA.

Payment of RAP/CAP funds is contingent upon Benzie County remaining a member of MMRMA and in compliance with the Joint Powers Agreement. Your approved grant reimbursement is valid for six months from the date of this letter. **GRANT EXPIRATION: 05/31/2019.**

Sincerely,

Cara Kowal, ARM, CPCU
Manager of Risk Management Services

CK/sp

cc: Dawn Olney
MMRMA Risk Manager

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DAWN OLNEY
COUNTY CLERK
MI 49617

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

5

Thursday, November 29, 2018 - 4:00 p.m.

**Benzie Community Resource Center
Ingemar Johansson Conference Room
6051 Frankfort Highway
Benzonia, MI 49616**

This is a Regular Meeting of the Benzie-Leelanau District Health Department Board of Health. Public Comment is encouraged at the beginning and end of the meeting. An individual's comment time may be limited based on the discretion of the Chair.

Call to Order/Roll Call

Pledge of Allegiance

Approval of Minutes from the Regular Board of Health Meeting of September 27, 2018

Approval of the Agenda

Public Comment Period

1. Health Officer Update – Lisa Peacock
2. Personnel and Finance Committee Report-Personnel and Finance Committee
 - A. Accounts Payable - Action
 - B. Year End Financial Update
4. Staff Reports
 - A. Medical Director – Dr. Joshua Meyerson
 - B. Administrative- Dodie Putney
 - C. Environmental Health Director – Eric Johnston
 - D. Personal Health – Michelle Klein

Public Comment Period

Board Comments

Adjourn

**Personnel and Finance Comm. Meeting- November 29, 2018 3:00 p.m.
Benzie Community Resource Center - Roger Griner Conference Room**

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



Benzie-Leelanau District Health Department

Health Programs

10:00

WIC

WIC is a federal supplemental food and nutrition and education program for pregnant and postpartum women and children up to age 5. Income guidelines are up to 185% of the federal poverty level. (Family of 2 with a pregnant mom can earn up to \$37,296 /yr.). If the family has Medicaid they are automatically income eligible.

WIC food benefits include milk, cheese, yogurt, eggs, soy beverages, juices, hot and cold cereals, peanut butter, fresh fruits and vegetables, brown rice, whole wheat/whole grain breads, buns, pasta, soft corn and whole wheat tortillas, canned or dry beans, peas, and lentils. Breastfeeding women also receive canned fish.

The WIC program strongly encourages and provides support for breastfeeding. For babies who are not fully breastfed, iron fortified infant formula is available for the first year of life. At six months infants may also receive infant cereal and infant fruits and vegetables. Infants who fully breastfeed may also receive infant meats. Special formulas are also available for infants with specific medical diagnoses.

Enrolled families may meet with an RN, RD and have access to a certified lactation counselor and peer breastfeeding support.

MATERNAL-INFANT HEALTH PROGRAM (MIHP)

MIHP is a primarily home visiting program for pregnant women and infants up to 1 year of age. It is a benefit to women and infants who are enrolled in Medicaid. A team including RN, RD and MSW meet with families to provide education anticipatory guidance and support related to the pregnancy, growth and development assessment for infants. Assistance is provided to access resources and local referrals facilitated.

HEALTHY FUTURES

HF is a FREE program available for ALL pregnant women and children up to age 2. It is provided in collaboration with Munson Medical Center. Support includes education in the form of newsletters and contact with a nurse, including a post-partum home visit, to assist with breastfeeding, growth and development review, education, access to health care and other resources.

IMMUNIZATIONS

Routine childhood immunizations are provided for children with or without insurance coverage for vaccines. Most adult vaccines are also available. Tdap, MMR, Hep B, HPV9, PCV13, PPSV23 and zoster (shingles) vaccine are available for \$10 for eligible adults without insurance coverage.

CHILDRENS SPECIAL HEALTH CARE SERVICES

CSHCS is a case program for children and some adults with chronic physical health problems. It is not income based. There is a fee to join CSHCS, this fee is waived if the client had Medicaid or MiChild. To be eligible the individual must be seeing a medical specialist on a routine basis for an approved condition. The goal is to assist individuals with special health care needs access the broadest possible range of appropriate medical care, health education and supports. When enrolled, approved medical bills related to the diagnosis are covered, as well as care coordination services provided by an RN.

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NOV 20 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

FLUORIDE VARNISH

We are now applying fluoride varnish for eligible children age 6 month to 3yo as a part of our WIC, immunization and home visiting programs. The goal is to educate and prevent against early childhood caries. It can be applied 4 times a year and includes referral to a dental home. It is a Medicaid/delta dental benefit.

REPRODUCTIVE HEALTH

Services are available for all regardless of income or insurance status. Payment is through billable insurance or a sliding fee scale. Pelvic exams, pap smears, STD testing and treatment, birth control, and preconception health care available. Tobacco cessation coaching with nicotine replacement products will be available very soon to these clients also.

BREAST AND CERVICAL CANCER CONTROL AND NAVIGATION PROGRAM

BCCCNP enrollment is for qualifying individuals between the ages of 40-64. The guidelines include being uninsured or high deductibles and earning less than 250% of FPL (a family of 2 could earn up to \$39,825). Mammograms and pap smears are provided through the Breast and Cervical Cancer Screening Program. Assistance is also available for follow-up care for women with abnormal pap or mammogram results, even if they had an exam or test at another agency, but needs diagnostic testing not covered by insurance. We can enroll her in BCCCNP to ensure she gets what she needs. If diagnosed with breast or cervical cancer we can assist her with getting special Medicaid plan which is full coverage insurance for the entire length of her treatment.

WISE WOMAN

Wise Woman is a screening and coaching program to reduce cardiovascular disease risk. It is available to anyone enrolled in BCCCNP. The goal is to screen and identify women at risk of diseases such as diabetes, stroke and heart disease and assist them with making healthy lifestyle changes. The risk assessment includes blood pressure readings, BMI, and a finger poke for blood sugar, cholesterol, and A1C for known diabetics. Coaching sessions are by phone or in person with the RN to work toward goals. Program provides access to health improvement programs such as TOPS and diabetes prevention programs, assistance with smoking cessation, referrals for abnormal findings, and assistance with identifying a medical home. Enrollment also makes them eligible for market Fresh coupons at the local farm markets.

WISE CHOICES

This has the same goals and services as the Wise Woman program, but it is for males and females age 18 and up. They do not have to be enrolled in BCCCNP. Income eligibility is up to 400% of federal poverty levels (a family of 2 could earn up to \$64,080). It may be available in off-site settings, such as work sites. This will be offered to all reproductive health clients when they come in.

RAPID HIV TESTING:

Free testing is done in the office with a finger poke. Results are available in 20 minutes.

COMMUNITY CONNECTIONS:

Serving people in Benzie, Leelanau and Grand Traverse Counties, Community Connections links residents up with resources – including mental/physical/dental health care, transportation, housing, food, and utility assistance.

FOR MORE INFORMATION ON HEALTH DEPARTMENT PROGRAMS OR TO SCHEDULE AN APPOINTMENT CALL:

231-882-4409 (Benzie) or 231-256-0200 (Leelanau)



Benzie Family Resource Center Services

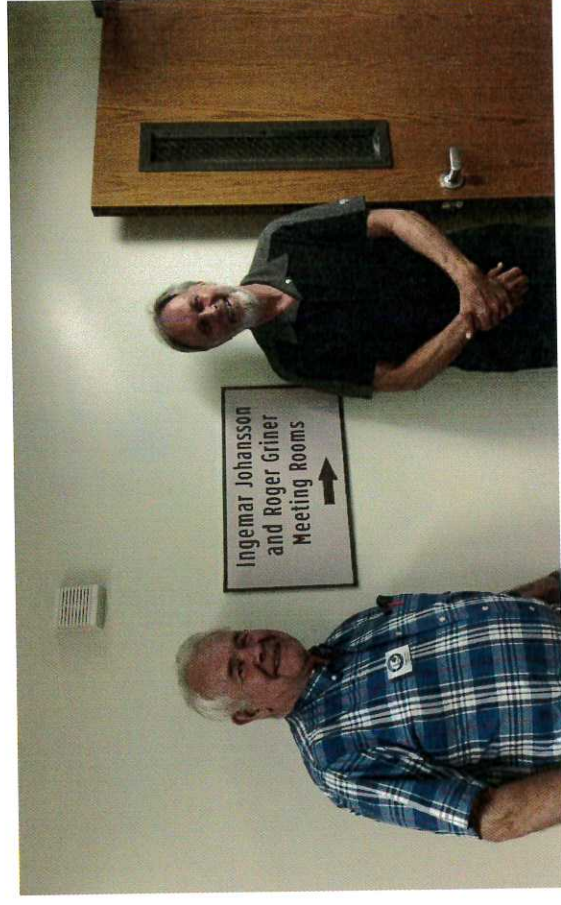
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NOV 20 2018

DAWN CLINEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



Teamwork and Integrated Services





Serving Families...



Family Health Clinics: WIC, Immunizations, Maternal Infant Health Program, Flouride Varnish, Lead Testing and Case Management



Home Visiting: MIHP, Healthy Futures, Parenting Communities, Children's Special Healthcare Services, MomPower



Services for Men and Women

Reproductive Health Clinics (Birth Control and STD testing)

Assistance with Tobacco Cessation

Cancer and Chronic Disease Screening

Rapid HIV testing

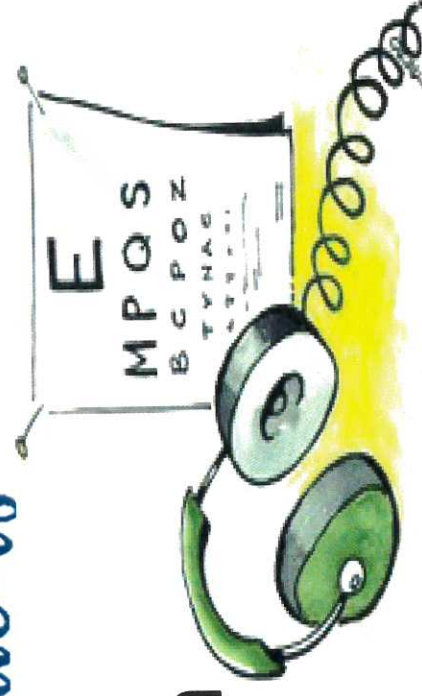


Community Support and Coordination Services



Northern Michigan Public Health
Emergency Preparedness Team

COMMUNITY *connections*



Hearing and Vision
Screening



Homes and Environment

- Indoor Air and Water Quality (partner with DEQ)
- Well and Septic Permits and Evaluations
- Type II Water Supply Permits



Homes and Environment

- Nuisance Complaints
- Beaches, Campgrounds, Pools
- Food Permits



No Wrong Door...

Benzie Leelanau District Health Department
Northwest Michigan Health Services, Inc.
Centra Wellness
Catholic Human Services
Women's Resource Center