

BENZIE COUNTY BOARD OF COMMISSIONERS

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

MEETING AGENDA

April 24, 2018

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

PLEASE TURN OFF ALL ELECTRONIC DEVICES

9:00 a.m. CALL TO ORDER
 ROLL CALL
 INVOCATION AND PLEDGE OF ALLEGIANCE
 APPROVAL OF AGENDA
 APPROVAL OF MINUTES – 4/10/18 (open & closed)
 PUBLIC INPUT
 ELECTED OFFICIALS & DEPT HEAD COMMENTS
 COMMISSIONER REPORTS –
 COUNTY ADMINISTRATOR’S REPORT –
 FINANCE – Approval of Bills
 COMMITTEE OF THE WHOLE – Consent
 COMMITTEE APPOINTMENTS – BVT
 ACTION ITEMS –
 PRESENTATION OF CORRESPONDENCE
 UNFINISHED BUSINESS
 NEW BUSINESS –
10:00 Jim Henderson, EMS – New Equipment Demo
10:15 Greg Grant – Closed Session – Mallon vs BOC – Section 8(e) of OMA
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

April 10, 2018

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

The meeting was called to order by Chairman Gary Sauer at 9:00 a.m.

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

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

Agenda:

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

Minutes:

Motion by Carland, seconded by Warsecke, to approve the regular session minutes of March 29, 2018 as amended. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

9:05 a.m. Public Input

Kathy Wiejaczka introduced herself as a candidate for the State House of Representatives for the 101st District. She and her husband reside in Empire.

Karen Mallon, Homestead Township, commented on the board minutes with a couple more corrections.

Eric VanDussen, Benzonia, reported that he lost an OMA violation case against the Grand Traverse County Board of Commissioners; also spoke regarding the closed session scheduled for today.

9:10 a.m. Public Input Closed

ELECTED OFFICIALS & DEPT HEAD COMMENTS:

Sheriff Schendel gave an update on the drug bust that occurred last Friday. It is very concerning that it was 2 kilos which equals 4.4 pounds of cocaine meant to be delivered and distributed from here. Thank goodness we are a member of TNT. The goal is to keep the poison out of the community – thank you to the community for continuing to provide tips to us.

Jim Henderson, EMS, stated that things are running well; they are seeing a spike in cardiac arrests. They are very happy to have Almira Township in our EMS system.

Comm Griner asked about the Copemish/Thompsonville/Springdale Township service. Mr. Henderson stated that they are working on a mutual aid agreement with Manistee Munson.

Comm Money asked if they were to come up with the amount of money we are paying, would that make a difference. Mr. Deisch stated that it can be a part of the discussions.

Comm Jeannot stated that we need to keep this mutual aid agreement moving.

We have a mutual aid agreement with Thompsonville, but not with Manistee Munson.

Comm Griner stated that Mitch and/or Jim need to come monthly with an update regarding this issue.

Bert Gale, Building Official, presented the 1st quarter 2018 Building Code and Safety report. He reported that revenue is up; they are getting busy and have hired a part-time secretary. They also have a new building inspector. Steve Houghton is still doing soil erosion, but he doesn't know for how long. Mr. Gale will be meeting with Mitch regarding their records and how to purge them.

COMMISSIONERS

Page 2 of 6

April 10, 2018

Comm Jeannot asks if he has a percentage difference between residential and commercial permits. There is a lot going on at Crystal Mountain.

Comm Carland asked Mr. Gale if he can provide a list of all new completed construction. How much new value will be added to the tax role – Michelle Thompson stated that would be a Tom Longanbach question.

Frank Post, Emergency Manager, provided his March 2018 activity report. He stated that Almira Township will be administering the AFG grant; bids were opened and it came in well under the grant amount at \$605,765.20, so based on that, they will upgrade some of the items for a new total of \$631,000. We will hold Tornado and Fire drill discussions with staff tomorrow to explain how the system will work. We hope to have actual drills in the future. On March 8 there was a CodeRED test to approximately 10,000 residents. Two meetings have been held with the school officials and First Responders – the next meeting is scheduled for April 16 at 10:00 a.m. FEMA will be here tomorrow from 2 – 4 p.m. for a presentation regarding flood and hazard maps for the county. EOC activation procedures have been updated.

10:05 a.m. Ron Berns, 911 Central Dispatch, 911 Surcharge; 2018-012 Telecommunications Week
Mr. Berns spoke regarding the surcharge rate and asked to continue with \$3.00 surcharge per device, or we will need to tell the state we are changing the rate.

Chairman Sauer asked what the fund balance is – 9/30/17 = \$559,827. County Treasurer indicated it is \$454,159 as of now and after the \$45,000 for a tower top amplifier, so it is reduced to about \$400,000.

Comm Jeannot inquired of the amount of the operating budget -- \$822,000. We receive approximately \$130,000 from the State and we could see an increase in that revenue due to SB 400 that changes prepaid phones.

Chairman Sauer said that if we are sitting on a pile of money and we do not have a focus on what we are going to have done, he feels we need to reduce the amount for the public.

Comm Jeannot stated he was not able to make a decision right now, because we do not have enough information. He suggested that a plan be presented to show how the fund balance will be used.

This matter will be rescheduled to come back before this board on May 8.

Comm Jeannot stated that he would be glad to work with Ron and Mitch and asks the board to get their questions to Ron so he is ready to respond.

10:33 a.m. Break

10:41 a.m. Reconvene

10:41 a.m. Ken Talsma, Anderson Tackman – 2017 Benzie County Audit Report

Mr. Talsma stated that they have completed an accounting of all assets, liabilities, revenue, expenses to be sure that policies adopted by the board are being followed. The County has received an Unmodified opinion, which is the best. He reviewed graphs presented to the board. The Fund Balance as of 9/30/2017 is \$1.8 million.

Mr. Deisch asked where we should be with our fund balance.

Mr. Talsma stated that normal is 10-15% of what you budget next year; you are at 28%. You need to look at 5 years out for what will need to be done – do a capital plan. Pension is an unfunded liability; retiree health insurance – you don't have; sick and vacation time payable; you have a risk with the unfunded pension – you are 64% funded as of the end of 12/31/2016.

COMMISSIONERS

Page 3 of 6

April 10, 2018

Comm Carland asked Mr. Talsma if he has worked in communities that have bonded for their pension. Yes, Crawford and Saginaw – and Saginaw is \$19 million behind again.

Medical Care facility is at \$1.951 million liability in their pension.

Comm Jeannot asked about the rental income – it is for the DHHS office. Mr. Talsma will send an email with more detailed answer. He also inquired if there are any material audit findings to be concerned with. Mr. Talsma responds two findings: their firm gathering the data has an internal control concern; couple areas needed to book payables with MERS and public safety (car). The State of Michigan will send a letter asking how it will be fixed. Leases will be reported differently in the future. Comm Jeannot inquired of the housing loans – Mr. Talsma responded that files were pulled to make sure the procedure, approval process, amount of the lien and any payments are all accurate.

Motion by Jeannot, seconded by Warsecke, to accept the 2017 Benzie County Audit report. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke. Nays: None. Motion carried.

11:30 a.m. Jennifer Kolinski, Finance Manager, Benzie County Road Commission – Millage Request

Resolution with ballot wording has been provided by Attorney Dave Stoker.

Motion by Jeannot, seconded by Griner, to approve resolution 2018-014 authorizing a Millage Election for Benzie County Roads and Highways Maintenance and Repair Millage Renewal and Restoration Proposal and Certifying Ballot Language as presented, subject to reinstating matching funds for township roads beginning in FY 2019-2020. Roll call. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke. Nays: None. Motion carried.

11:51 a.m. Greg Grant, Attorney

Motion by Sauer, seconded by Roelofs, to go into closed session to consult with our attorney regarding settlement in connection with the case of Karen Mallon vs Benzie County Board of Commissioners, File No. 18-10847-CZ pending in the Circuit Court for the County of Benzie pursuant to Section 8(e) of the Open Meetings Act since discussion in an open meeting will have a detrimental financial effect on the litigating position of Benzie County and its Board of Commissioners. Roll call. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke. Nays: None. Motion carried.

11:53 a.m. Enter Closed Session

12:12 p.m. Re-enter Open Session

Motion by Carland, seconded by Warsecke, to accept the advice of counsel as discussed in closed session regarding Mallon vs Benzie County Board of Commissioners. Roll call. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke. Nays: None. Motion carried.

COMMISSIONER REPORTS

Comm Carland reported that the Village of Benzonia has applied for a Passport Grant for an Academy Park. Village of Beulah water tower construction will begin in May; attended the opioid conference last week in Manistee; attended Networks Northwest; he reported that former County Administrator Karl Sparks passed away over the weekend.

COMMISSIONERS

Page 4 of 6

April 10, 2018

Comm Roelofs reported that the Benzie County Veterans Affairs met and bids have gone out for the building of a pavilion; Area Agency on Aging was cancelled last week.

Comm Warsecke attended Inland Township last night – May 18 will be their fire department fundraiser 11 a.m. to 7 p.m. with a propane sale @ Beechraft Sawmill and blood drive in memory of Dan Beechraft. He also attended Benzie Central school board meeting last night.

Comm Griner spoke regarding the cruise ship business and putting containers on the railroad. He anticipates a session at the MAC summer conference in Frankenmuth.

Comm Money stated that the Village of Honor meeting was very short. Homestead Township Clean-up is on May 19. The issue regarding St. Ambrose is going to the Zoning Board of Appeals. Road Commission is working out issues regarding labor/grievances.

Comm Warsecke asked Mitch to see if it is a conflict for him to sit on the Inland Township ZBA.

Comm Jeannot spoke regarding the Finance Manager position and discussions have been held – they are discussing an RFP for an outside firm to come in and doing a deep-dive of county finances; Lake Township will be posting Crystal Drive and Deadstream Road to no thru truck traffic; he attended a Frankfort Housing meeting; Almira Township fire chief is requesting additional staffing.

Comm Sauer reported that he also attended the opioid symposium and it was a good presentation; Village of Thompsonville received a letter from Rep VanderWall regarding Act 51 funds which was a little over \$6,000; Thompsonville will close next week on their loan for their water project.

12:28 p.m. Comm Griner leaves.

COUNTY ADMINISTRATOR'S REPORT – Mitch Deisch

- Attended the opioid conference and will set an appointment with the firm handling Benzie County in the lawsuit.
- Take Home Vehicle Policy is being worked on.
- Finance Manager – re-wording to only focus on finance and stay away from IT and then will repost.

FINANCE

Bills: Motion by Warsecke, seconded by Carland, to approve payment of the bills from March 29, 2018 to April 10, 2018 in the amount of \$1,372,401.74, as presented. Roll call. Ayes: Carland, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Exc: Griner Motion carried.

COMMITTEE OF THE WHOLE

Comm Sauer removes item #4.

Motion by Warsecke, seconded by Roelofs, to adopt items 1-3 and 5-9 of the March 29, 2018 Committee of the Whole Consent Calendar as presented. Roll call. Ayes: Carland, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Exc: Griner Motion carried.

COMMISSIONERS

Page 5 of 6

April 10, 2018

#4: Chairman Sauer stated that it bothers him to take money out of the General Fund when there is not dire need to use it; the numbers didn't add up.

Motion by Sauer, seconded by Warsecke, to amend the 2017-18 General Fund budget as presented in the amount of \$2,030.60. Roll call. Ayes: Carland, Money, Roelofs and Warsecke Nays: Jeannot and Sauer Exc: Griner Motion carried.

COMMITTEE APPOINTMENTS

Centra Wellness: Motion by Carland, seconded by Money, to reappoint Donald Tanner and Mary O'Connor to the Centra Wellness Board for a three-year term, expiring March 31, 2021. Ayes: Carland, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Exc: Griner Motion carried.

Land Bank: Motion by Warsecke, seconded by Jeannot, to reappoint Amy Bissell, Terry Money and Mark Roper to the Land Bank Authority for a three-year term, expiring April 5, 2021. Ayes: Carland, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Exc: Griner Motion carried.

ACTION ITEMS

2018-011 TNT Millage Resolution: Motion by Warsecke, seconded by Jeannot, to adopt resolution 2018-011 authorizing Millage Election for Benzie County Drug Enforcement Program Operating Millage Proposal and Certifying Ballot Language as presented. Roll call. Ayes: Carland, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Exc: Griner Motion carried.

2018-013 EDC/BRA Resolution: Motion by Jeannot, seconded by Roelofs, to adopt resolution 2018-013 Economic Development Oversight Responsibility as presented. Roll call. Ayes: Jeannot, Money, Roelofs, Sauer and Warsecke Nays: Carland Exc: Griner Motion carried.

CORRESPONDENCE

- Letter from Rep VanderWall received regarding HB 4321 road funding package.
- MMRMA letter regarding grant funding award – EMS Stair Chair.
- MMRMA letter regarding grant funding award – Court Security Improvements.
- Wexford County resolution Opposing Amendatory Legislation to PA 93 of 2013.
- Benzie-Leelanau Health Dept minutes of March 22, 2018 received.
- Road Commission minutes of March 8, 2018 received.
- Veterans Affairs minutes of March 5 and March 11, 2018 received.
- Networks Northwest notice of Stormwater Management in the Cold Creek Watershed community dialogue set for May 10, 2018 at 6:00 p.m. at the Benzie County Government Center.

2018-012 Proclamation: Motion by Carland, seconded by Warsecke, to adopt resolution 2018-012 recognizing National Public Safety Telecommunicators Week April 8 – 14, 2018 as presented. Roll call. Ayes: Carland, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Exc: Griner Motion carried.

UNFINISHED BUSINESS – None

COMMISSIONERS

Page 6 of 6

April 10, 2018

NEW BUSINESS – None

Public Input – None

Motion by Warsecke, seconded by Roelofs, to adjourn at 1:17 p.m. Ayes: Carland, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Exc: Griner Motion carried.

Gary Sauer – Chair

Dawn Olney, Benzie County Clerk

INDEX

1. Approved the agenda as presented.
2. Approved the regular session minutes of March 29, 2018 as amended.
3. Accepted the 2017 Benzie County Audit report as presented.
4. Approve resolution 2018-014 authorizing a Millage Election for Benzie County Roads and Highways Maintenance and Repair Millage Renewal and Restoration Proposal and Certifying Ballot Language as presented, subject to reinstating matching funds for township roads beginning in FY 2019-2020.
5. Entered closed session to consult with our attorney regarding settlement in connection with the case of Karen Mallon vs Benzie County Board of Commissioners, File No. 18-10847-CZ.
6. Accepted the advice of counsel as discussed in closed session regarding Mallon vs Benzie County Board of Commissioners.
7. Approved payment of the bills.
8. Adopted items 1-3 and 5-9 of the March 29, 2018 Committee of the Whole Consent Calendar as presented.
9. Approved to amend the 2017-18 General Fund budget as presented in the amount of \$2,030.60.
10. Reappointed Donald Tanner and Mary O'Connor to the Centra Wellness Board for a three-year term, expiring March 31, 2021.
11. Reappointed Amy Bissell, Terry Money and Mark Roper to the Land Bank Authority for a three-year term, expiring April 5, 2021.
12. Adopted resolution 2018-011 authorizing Millage Election for Benzie County Drug Enforcement Program Operating Millage Proposal and Certifying Ballot Language as presented.
13. Adopted resolution 2018-013 Economic Development Oversight Responsibility as presented.
14. Adopted resolution 2018-012 recognizing National Public Safety Telecommunicators Week April 8 – 14, 2018 as presented.

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

Destroy Date: _____

Closed Session
April 10, 2018
Mallon vs BOC

Elected Officials and Department Head Comments

**BENZIE SENIOR RESOURCES
BOARD OF DIRECTORS MEETING
APRIL 18, 2018
THE GATHERING PLACE SENIOR CENTER, HONOR
4:30 P.M.**

Agenda

Please turn off your cell phones and any other electronic devices

Call to Order
Prayer of Invocation
Pledge of Allegiance
Roll Call

Approval of the April 18, 2018 Agenda
Approval of Minutes from the previous meeting – February 21, 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 September 2017

Information Items

- A. Directors Report – February-April 2018
- B. Program/Services Report – March 2018
- C. Senior Center Update – March 2018/April 2018
- D. Board of Commissioners Update

Action Items

- A. New John Hancock Financial 401k Retirement Plan Board Resolution
- B. Board Members Sign-Up for Walk-a-Thon Presentations
- C. Board Members Sign-Up for Benzie Chamber of Commerce Business Expo, 4/21
- D. Executive Director Annual Evaluation and Compensation Discussion

New Business

- A. Walk-a-Thon PowerPoint Presentation by Nancy Call
- B. New Board Member Application Discussion

Old Business

- 1. Fundraising/Marketing Committee Update
- 2. MERS Update
- 3. Walk-a-Thon Update

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, May 16, 2018 at 4:30 p.m.
The Gathering Place Senior Center
Honor, MI 49640

RECEIVED

APR 19 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Benzie Senior Resources

Executive Directors Report

March 2018 – April 2018

- Awarded a \$10,000 grant for the Senior Essential Needs Fund from Benzie County Community Chest.
- Awarded a \$2,500 grant from Building Healthy Communities. The funds are to purchase kitchen equipment that will enhance the use of more healthy choices for the meals served. David is looking at a new salad chopper for increased use of fresh vegetables and a larger capacity infuser; a healthy alternative versus juices.
- Awarded a \$3,000 grant from the Delta Dental Foundation that will be used for financial assistance vouchers to the Oral Health Care Program and outreach education to older adults on the importance of good oral health care.
- Interviewed several new Homemaker Contractors and two new contractors have been hired. This will remove the list of clients waiting to receive the homemaking services and will give us some room for growth.
- Held the first meeting for the 2018 Walk-a-Thon. I will be the Chairperson of the committee with support from the Sub-Committee Chairs. Next up is working on a revised Business Sponsorship letters to send out the beginning of May. Increase community awareness of WAT and increase the number of walkers, bikers, etc.
- Working with the Building Benzie Bonds on the Benzie County Senior Expo that will be held on Friday, June 8, from 9am – 1pm.

Legislative Updates

State of Michigan

The Silver Key Coalition will be advocating for an additional \$3 million increase to the state budget for the Aging and Adult Services Agency (AASA) to serve the 6,708 seniors currently on wait lists for in-home service programs and Home Delivered Meals. This appropriation will allow Michigan's Aging Network to continue the work to reduce wait lists.

Federal Funding

I am pleased to report of the passage of H.R. 1625, the Consolidated Appropriations Act of 2018 that will fund government programs for the remainder of Fiscal Year (FY) 2018 ending September 30th. It includes a \$59 million increase for Older Americans Act (OAA) Nutrition Programs, among other positive investments supporting seniors.

While we're still far from the total funding levels needed to fully close the gap between seniors in need of services and seniors served, the Older American's Act funding increases and protection of the block grants within this bill mark a positive step in the right direction.

What does this will mean for Benzie Senior Resources? The agency should see a small increase in funding and most likely the release of funds that is still to come our way from the first six months of the current fiscal year.

I did send out thank you letters to Senators Debbie Stabenow and Gary Peters for their support of the Consolidated Appropriations Act of 2018 as it relates to the increase funding for the Older American's Act programs.

**BENZIE SENIOR RESOURCES
BOARD OF DIRECTORS MEETING
February 21, 2018**

Chair Beverly Holbrook called the meeting to order at 4:32 pm. Prayer of invocation was given by Ned, and the Pledge of Allegiance was said by all.

Roll Call: Ann Dawe, Beverly Holbrook, Ned Edwards, Denise Favreau, Donna Malecki, Barbara Johnson, Scott Harrison, Jane Elzerman. Absent and excused are Ron Dykstra and Nancy Mullen Call. Rosemary Russell was late.

Also present are Sabra Boyle, Douglas Durand, Heidi Gustason AAA, and Roger Griner, County Commissioner.

Approval of Agenda

- Motion to approve the agenda with additions was made by Donna and seconded by Scott. Ayes being heard, the motion to approve the agenda was made.

Minutes

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

Public Input-

1. Heidi from AAA, gave information regarding the 10 county senior needs assessment and helping the board get an idea of the types of questions or needs that the Region will be looking at. The needs assessments will help us drive our future programming. Doug also suggested that the county should assist financially in developing a senior needs assessment for Benzie County. This will also benefit the county as members of our community continue to age.
2. Key for the suggestion box will not open it Sabre is looking into replacing the lock...

Finance Committee

A statement of financial income and expense was submitted to the board by Jane, A motion to accept the finance committee report was made by Barbara and seconded by Scott all Ayes being heard the motion was carried. There was a motion to write off \$47.50 all ayes being heard, that motion was carried. Scott made comment that the budgetary audit went well and gave kudos for work that went into the preparation for the audit.

Information Items

A. Directors Report: January/ February 2018

1. A copy was submitted by Douglas Durand and received by the board.
2. Highlights include:

- a. Tax season is among us, two preparers 2 days a week in office. Drop off service for tax preparation new this year.
- b. Award of a grant for \$1,000.00 to provide outreach marketing for Medicare and Medicaid Assistance Programs.
- c. Last Friday 158 meals were delivered, this program just keeps growing.
- d. There is a mini waiting list for homemaker. Recruitment of home health aides continues.
- e. We have a new Nursing Director and a new LPN starting soon. Many years of experience come with these new staff and we are excited to have them.

B. Program Report for February 2018

1. Nutritional Programming
 - HDM (Home Delivered Meals) 4,096 meals were provided to 161 clients in January. This is an increase of 19% since FY' 2017.
2. Other Services
 - a. Dining out increased by 2%
 - b. Homemaker Program 374 service units were provided for January. That is up 18% when compared to January 2017.
 - c. Snow removal 152 clients and 428 plows in January 2018.
 - d. Guardian Medical Monitoring. We have 33 clients.
 - e. Benzie Bus 152 bus passes were given to clients
 - f. Information and assistance there were 1219 calls in January 2018.
 - g. Foot Clinic 42 people were seen in the clinic and another 10 in their homes.
 - h. The Gathering Place-Activities are up 29% when compared to the same period in FY 2017.

C. Senior Center Coordinator's Report for January 2018

1. Our activities are up by 29% when compared to the same time last year.
2. 15 core activities continue and are well attended.

D. County Commissioner update: Roger Griner

1. Frankfort will need to find a new recycling site
2. County Committees are doing well and there is a new process to streamline the committee meetings. Evan will chair this new committee.
3. Platte river school project, The County is looking at the potential for vocational training to be located within the school vs going all the way up to the tech center at TBAISD.
4. Kurt Vanderwall may be looking at running for the senate.

Action Items

- A. Approval of raising the suggestion donation from \$3.00 to \$4.00 dollars for Congregate Meal at TGP and Thompsonville.
Doug reviewed the reasons for increasing the suggested donation, the numbers of food costs has risen 25%. The rise in food costs is a direct causation from the hurricanes, fires and droughts that are occurring.
 1. Doug presented the board with an analysis of surrounding senior center meal sites and their suggested donation charges.

2. The board reviewed this and determined that all other locations in our area were not on level with the food service that BSR is providing to our seniors. Our buffet is beyond what all other local senior centers are doing. There are a couple of sites that were close to what is prepared and served at BSR, but those locations separated the costs out and charged more for the salad bar.

After reviewing several options including:

- i. No change in donation price, which means that other services would suffer, to offset the increased cost of food.
- ii. Keep the meal the same \$3.00 but charge \$2.00 extra for the salad bar.
- iii. Raise the suggested donation from \$3.00 to \$4.00.

3. A motion was made by Bev to increase the suggested donation from \$3.00 to \$4.00.

Roll Call: Ann Dawe yes, Beverly Holbrook yes, Ned Edwards yes, Rosemary Russell, yes, Denise Favreau yes, Donna Malecki yes, Barbara Johnson yes, Scott Harrison yes, Jane Elzerman yes. Absent and excused are Ron Dykstra and Nancy Mullen Call. The motion to raise the suggested donation from \$3.00 to \$4.00 was passed by roll call. This change will take effect 30 days after our seniors are notified.

B. Approval to sell the 15 passenger bus

1. Doug presented the board with a cost analysis for keeping the 15 passenger bus vs utilizing Benzie Bus. It was noted that it was more cost effective to sell the bus and utilize the Benzie Bus.
2. A motion was made by Ned and Seconded by Denise to sell the bus and use the Benzie bus when larger trips were needed. All ayes being heard, the motion to sell the 15-passenger bus and use the Benzie bus was passed.

C. Approval of fiscal year 2017 audit

- a. The finance committee made a recommendation to approve the audit of fiscal year 2017. Scott spoke with the auditor and the audit was clean and good. He gave Kudos for a job well done with preparation of this audit.
- b. A motion was made by Scott and Seconded by Barbara to approve the 2017 audit, Roll call Roll Call: Ann Dawe yes, Beverly Holbrook yes, Ned Edwards yes, Rosemary Russell, yes, Denise Favreau yes, Donna Malecki yes, Barbara Johnson yes, Scott Harrison yes, Jane Elzerman yes. Absent and excused are Ron Dykstra and Nancy Mullen Call. Motion was passed by roll call.

New Business

A. New committee for future needs

- a. Where to go from here?
- b. Rosemary, Bev, Denise and Donna would like to join.
- c. Barbara ask that we wait until after the needs assessment to look at what would be needed and then move forward

- d. Bev will follow up on this.

Old Business

1. Fundraising/ Marketing
 - a. Ned gave information from the last meeting including Bob McQuilkin is now the secretary
 - b. Yearend appeal donations to date is \$48,395.
 - c. Christmas card gained approx \$2,000.
 - d. Walk A Thon is gearing up
 - e. Garden Theater banner will be \$75.00 month
 - f. March for meals is being moved to May due to weather.
2. MERS UPDATE

John Hancock is working with us with solutions for retirement

 - i. new hires 401K Match/contribution
 - ii. MRS 457
3. Update on BOD Calling Donors
 - a. Is leaving a voicemail etiquette?
 - b. Board says yes
 - c. Calls are going well.

ROUND TABLE DISCUSSION

Bev noted that many members will not be available in March so the next meeting will be in April .If anything concerning comes up the executive team will meet and forward information to the rest of the board.

ADJOURNMENT

The meeting was adjourned at 5:59 pm.

Respectfully Submitted,
Rosemary Russell, RNC, DONA,LTC

Next Meeting
Wednesday, April 18, 2018
Benzie Senior Resources
The Gathering Place
Honor, Michigan 49640

Program Report for February 2018-(Closed for 3 weather related days)

Nutritional Programs

Home Delivered Meals

Home Delivered Meals – 4,096 meals were provided to 174 clients in February 2018. **For year to date, this is an increase of 21% as compared to the same period in FY'2017.**

Congregate Meals

The Gathering Place and Thompsonville served a total of 1628 meals in February 2018. **For year to date, we have served about the same meals as the same period in FY'2017.**

Through the first five month (October 2017-February 2018) we have served 3,961 additional meals as compared to the same period last year.

Other Programs/Services

Dining Out Program – A total of 150 customers redeemed 413 vouchers in February 2018. **Year to date the program is up 2.5% compared to 2017 and up 54% as compared to 2016.**

Homemaker Program – 334 service units were provided to 104 clients in February 2018. **Year to date the program is up 18% compared to 2017 and up 35% as compared to 2016.**

Snow Removal Program – We have 152 clients signed up for the Snow Removal Program and paid for 166 snow plows in February 2018. **We have already exceeded the number of snow plows so far this season versus the previous 2 winters!**

Guardian Medical Monitoring – 33 customers now receive this service at no cost to them.

Benzie Bus Punch Cards – 152 bus passes were given to customers in February 2018. This represents 1,824 rides for the month. **Year to date the program is up 10% compared to 2017 and up 25% as compared to 2016.**

Information & Assistance - The agency handled 1,219 calls in February 2018 regarding Information and Assistance for services and questions related to older adults. **The amount in February was the highest phone volume recorded. Year to date the number of phone calls received is 1% compared to 2017 and up 31% as compared to 2016.**

MMAPS – 22 individuals were provided 24.25 hours of service to assist them in their Medicare needs in February 2018.

Hearing Clinic – 4 individuals had a hearing evaluation completed in February 2018 at no cost to the client.

Foot Care – 36 individuals were provided foot care at the clinic and 16 clients were seen in their home in February 2018.

Benzie Senior Dental Program – Four clients received financial assistance for dental care in February 2018.

Emergency Senior Essential Needs Fund – No applications were received in February 2018.

The Gathering Place Senior Center – In February 2018, The Gathering Place Senior Center offered a total of fourteen core activities that 571 cumulative number of individuals participated in. The top 5 attended activities for February 2018 were Music Programs, Card Games, Health & Educational Programs/Services, Exercise Groups and Special Events. **Year to date, this is an increase of 23% as compared to the same period in FY'2017.**

In-Home Services – Number of in-home care service clients is up 26% as compared to February 2017. With the largest increase occurring in sliding scale fee clients up 30%. Total Client hours is up 14% as compared to February 2017. Total number of in-home care service visits increased 5% as compared to February 2017.

Number of Home Health Care Clients

Month	Medicaid Waiver and Care Management	Sliding Scale Fee	Private Pay & Long Term Care Insurance	Total Clients
October 2017	24	38	5	67
November 2017	23	36	4	63
December 2017	21	42	3	66
January 2018	22	40	2	64
February 2018	25	39	3	67
March 2018				
April 2018				
May 2018				
June 2018				
July 2018				
August 2018				
September 2018				

Client Total Hours

Month	Medicaid Waiver and Care Management	Sliding Scale Fee	Private Pay & Long Term Care Insurance	Total Hours
October 2017	643.75	513.25	165.25	1322.75
November 2017	578.25	553	47.25	1178.5
December 2017	510	502	28	1040
January 2018	599.75	511	20.75	1131.50
February 2018	587.5	453.75	12.5	1053.75
March 2018				
April 2018				
May 2018				
June 2018				
July 2018				
August 2018				
September 2018				

Respectfully submitted,

Douglas Durand

BENZIE SENIOR RESOURCES
Statement of Financial Position
As of February 28, 2018

	<u>Feb 28, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · CENTRAL STATE BANK CHECKING	313,113.17
003 · CENTRAL STATE BANK HRA	790.02
006 · CENTRAL STATE BANK CD	13,263.49
009 · CENTRAL STATE BANK MM CHECKING	148,551.46
Total Checking/Savings	<u>475,718.14</u>
Accounts Receivable	
1200 · Accounts Receivable	14,252.00
Total Accounts Receivable	<u>14,252.00</u>
Other Current Assets	
109 · INVENTORY	7,849.70
Total Other Current Assets	<u>7,849.70</u>
Total Current Assets	<u>497,819.84</u>
Fixed Assets	
150 · BUILDING	480,375.70
151 · VEHICLES	126,727.00
152 · EQUIPMENT	79,787.12
157 · LAND IMPROVEMENTS	1,800.00
160 · ACCUMULATED DEPRECIATION	(280,117.80)
Total Fixed Assets	<u>408,572.02</u>
TOTAL ASSETS	<u><u>906,391.86</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	29,271.67
Total Accounts Payable	<u>29,271.67</u>
Other Current Liabilities	
2100 · Payroll Liabilities	8,146.49
238 · AFLAC PAYABLE	74.40
Total Other Current Liabilities	<u>8,220.89</u>
Total Current Liabilities	<u>37,492.56</u>
Long Term Liabilities	
250 · MORTGAGE PAYABLE	138,149.31
260 · NET PENSION LIABILITY	410,473.00
Total Long Term Liabilities	<u>548,622.31</u>
Total Liabilities	<u>586,114.87</u>
Equity	

BENZIE SENIOR RESOURCES
Statement of Financial Position
As of February 28, 2018

	Feb 28, 18
3000 · Opening Bal Equity	160,329.63
390 · FUND BALANCE - PROGRAMS	(570,978.00)
3900 · Retained Earnings	537,006.37
Net Income	193,918.99
Total Equity	320,276.99
TOTAL LIABILITIES & EQUITY	906,391.86

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
February 2018

	Feb 2018	Budget	\$ Change
Ordinary Income/Expense			
Income			
519.03 · TITLE III C2 INCOME	6,723.67	6,833.00	(109.33)
519.04 · FEDERAL USDA	0.00	0.00	0.00
519.05 MIPPA (MIMAP)	0.00	0.00	0.00
540 · GRANTS	0.00	6,500.00	(6,500.00)
561 - HDM Waiver	828.00	704.00	124.00
642 · CHARGES FOR SERVICES/CONT	2,060.00	1,905.00	155.00
642.01 · FEE FOR SERVICE/CHORE	0.00	0.00	0.00
642.02 · FEE FOR SERVICE/HOMEMAKER	1,512.00	1,850.00	(338.00)
642.03 - FEE FOR SERVICE/SNOW REMOVAL	2,076.00	2,500.00	(424.00)
642.1 - FEE FOR SLIDING SCALE CLIENTS	4,545.75	3,330.00	1,215.75
642.05 - FEE FOR PRIVATE PAY & INS	415.00	3,400.00	(2,985.00)
670 - Client Income	11,026.25	7,485.00	3,541.25
673 · NEWSLETTER SUB	60.00	40.00	20.00
675 · DONATIONS	6,544.98	8,153.00	(1,608.02)
676 · MILLAGE	85,836.57	85,836.00	0.57
680 · VOLUNTEER WAGES (IN-KIND).	5,952.50	5,166.00	786.50
677 - Fundraising	1,245.00	2,500.00	(1,255.00)
681 - In-Kind (non-volunteer)	755.97	333.00	422.97
690 - Trip Income	13,942.00	4,000.00	9,942.00
691 - MISC INCOME	(0.25)		(0.25)
Total Income	143,523.44	140,535.00	2,988.44
Gross Profit	143,523.44	140,535.00	2,988.44
Expense			
700 - ACCOUNTING FEES	0.00	0.00	0.00
705 · SALARY AND WAGES	51,657.29	54,910.00	(3,252.71)
708 · PAYROLL TAX EXPENSE	6,401.88	5,692.00	709.88
709 · EDUCATION/TRAINING	0.00	0.00	0.00
710 · EVENTS	121.36	242.00	(120.64)
715 · CLOTHING ALLOWANCE	0.00	0.00	0.00
717 · DUES/SUBSCRIPTIONS	0.00	250.00	(250.00)
721 · COMPUTER EXPENSES	15,367.37	800.00	14,567.37
725 · FRINGE BENEFITS	8,103.98	11,965.00	(3,861.02)
726 - FUNDRAISING/MARKETING EXP	0.00	0.00	0.00
727 · SUPPLIES	2,837.49	2,165.00	672.49
727.2 · OFFICE EXP	1,492.06	700.00	792.06
727.3 - POSTAGE	62.32	550.00	(487.68)
727.4 - ADVERTISING	119.65	400.00	(280.35)
740 · FOOD	13,344.36	12,000.00	1,344.36
819 · CONTRACTUAL	17,436.51	33,612.00	(16,175.49)
820 · VOLUNTEER WAGES (IN-KIND)	5,952.50	5,166.00	786.50
825 · VOLUNTEER EXPENSES	344.00	581.00	(237.00)
850 · TELEPHONE	347.06	350.00	(2.94)
861 · TRAVEL/MILEAGE/GAS	2,172.29	2,330.00	(157.71)
900 · INTEREST EXPENSE	466.42	475.00	(8.58)
910 · INSURANCE	2,456.00	2,300.00	156.00
915 · PROJECTS	0.00	1,250.00	(1,250.00)
920 · UTILITIES	1,985.27	1,676.00	309.27

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
February 2018

	Feb 2018	Budget	\$ Change
940 · DEPRECIATION EXPENSE	2,391.02	2,708.00	(316.98)
980 · EQUIPMENT/REPAIRS	4,240.56	1,375.00	2,865.56
980.1 - OUTDOOR MAINTENANCE	878.00	1,300.00	(422.00)
981 · HDM VEHICLE MAINT/GAS	669.09	1,040.00	(370.91)
980.2 - INDOOR MAINTENANCE	324.45	175.00	149.45
TRIP EXPENSE		0.00	0.00
Total Expense	139,170.93	144,012.00	(4,841.07)
Net Ordinary Income	4,352.51	(3,477.00)	7,829.51
Other Income/Expense			
Other Income			
990 · INTEREST/DIVIDEND INCOME	14.02	20.00	(5.98)
995 REALIZED GAIN (LOSS)	0.00	0.00	
999 - Other Income	0.00	80.00	(80.00)
Total Other Income	14.02	100.00	(85.98)
Other Expense			
999.1 · Other Expense	47.50	0.00	47.50
99999 - LEGAL EXPENSE	0.00	500.00	(500.00)
Total Other Expense	47.50	500.00	(452.50)
Net Other Income	(33.48)	(400.00)	366.52
Net Income	4,319.03	(3,877.00)	8,196.03

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
Oct 2017 - Feb 2018

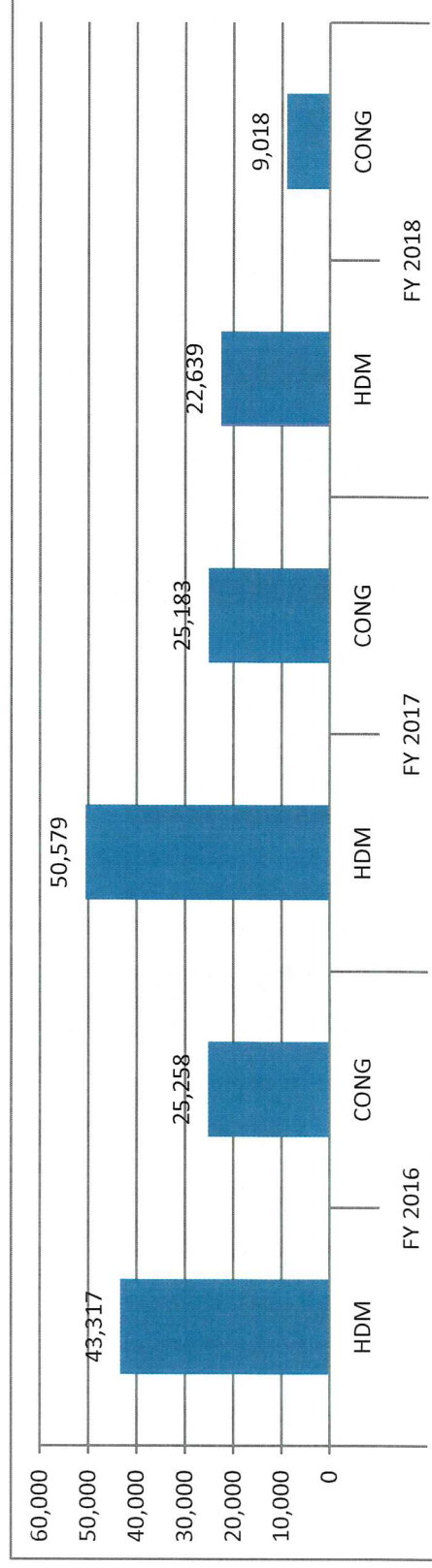
	<u>Oct17-Feb18</u>	<u>Budget</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
519.03 · TITLE III C2 INCOME	33,618.35	34,165.00	(546.65)
519.04 · FEDERAL USDA	16,541.01	24,000.00	(7,458.99)
519.05 MIPPA (MMAF)	1,450.00	600.00	850.00
540 · GRANTS	73,129.53	32,500.00	40,629.53
561 - HDM Waiver	3,576.00	3,520.00	56.00
642 · CHARGES FOR SERVICES/CONT	12,462.00	9,525.00	2,937.00
642.01 · FEE FOR SERVICE/CHORE	(738.00)	0.00	(738.00)
642.02 · FEE FOR SERVICE/HOMEMAKER	11,214.00	9,200.00	2,014.00
642.03 - FEE FOR SERVICE/SNOW REMOV/	17,442.00	20,095.00	(2,653.00)
642.1 - FEE FOR SLIDING SCALE CLIENTS	19,686.01	16,650.00	3,036.01
642.05 - FEE FOR PRIVATE PAY & INS	5,240.00	16,100.00	(10,860.00)
670 - Client Income	42,275.05	37,420.00	4,855.05
673 · NEWSLETTER SUB	180.00	200.00	(20.00)
675 · DONATIONS	43,371.29	40,765.00	2,606.29
676 · MILLAGE	429,182.84	429,182.00	0.84
680 · VOLUNTEER WAGES (IN-KIND).	27,833.90	25,830.00	2,003.90
677 - Fundraising	51,213.76	43,000.00	8,213.76
681 - In-Kind (non-volunteer)	32,268.44	1,665.00	30,603.44
690 - Trip Income	18,312.00	6,500.00	11,812.00
691 - MISC INCOME	(0.25)	0.00	(0.25)
Total Income	<u>838,257.93</u>	<u>750,917.00</u>	<u>87,340.93</u>
 Gross Profit	 838,257.93	 750,917.00	 87,340.93
 Expense			
700 - ACCOUNTING FEES	6,500.00	5,400.00	1,100.00
705 · SALARY AND WAGES	251,983.82	274,550.00	(22,566.18)
708 · PAYROLL TAX EXPENSE	25,991.41	28,460.00	(2,468.59)
709 · EDUCATION/TRAINING	265.00	4,320.00	(4,055.00)
710 · EVENTS	952.97	1,208.00	(255.03)
715 · CLOTHING ALLOWANCE	0.00	0.00	0.00
717 · DUES/SUBSCRIPTIONS	425.00	500.00	(75.00)
721 · COMPUTER EXPENSES	18,185.79	6,600.00	11,585.79
725 · FRINGE BENEFITS	26,269.48	59,825.00	(33,555.52)
726 - FUNDRAISING/MARKETING EXP	2,419.40	4,500.00	(2,080.60)
727 · SUPPLIES	13,218.68	10,825.00	2,393.68
727.2 · OFFICE EXP	5,449.06	3,500.00	1,949.06
727.3 - POSTAGE	1,473.56	1,500.00	(26.44)
727.4 - ADVERTISING	3,413.52	2,000.00	1,413.52
740 · FOOD	66,903.75	63,100.00	3,803.75
819 · CONTRACTUAL	115,006.33	142,962.00	(27,955.67)
820 · VOLUNTEER WAGES (IN-KIND)	27,833.90	25,830.00	2,003.90
825 · VOLUNTEER EXPENSES	2,547.28	4,377.00	(1,829.72)
850 · TELEPHONE	1,727.76	1,750.00	(22.24)
861 · TRAVEL/MILEAGE/GAS	10,250.28	11,650.00	(1,399.72)
900 · INTEREST EXPENSE	2,190.19	2,375.00	(184.81)
910 · INSURANCE	12,215.00	11,500.00	715.00
915 · PROJECTS	4,970.51	8,250.00	(3,279.49)
920 · UTILITIES	11,570.01	10,924.00	646.01

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
Oct 2017 - Feb 2018

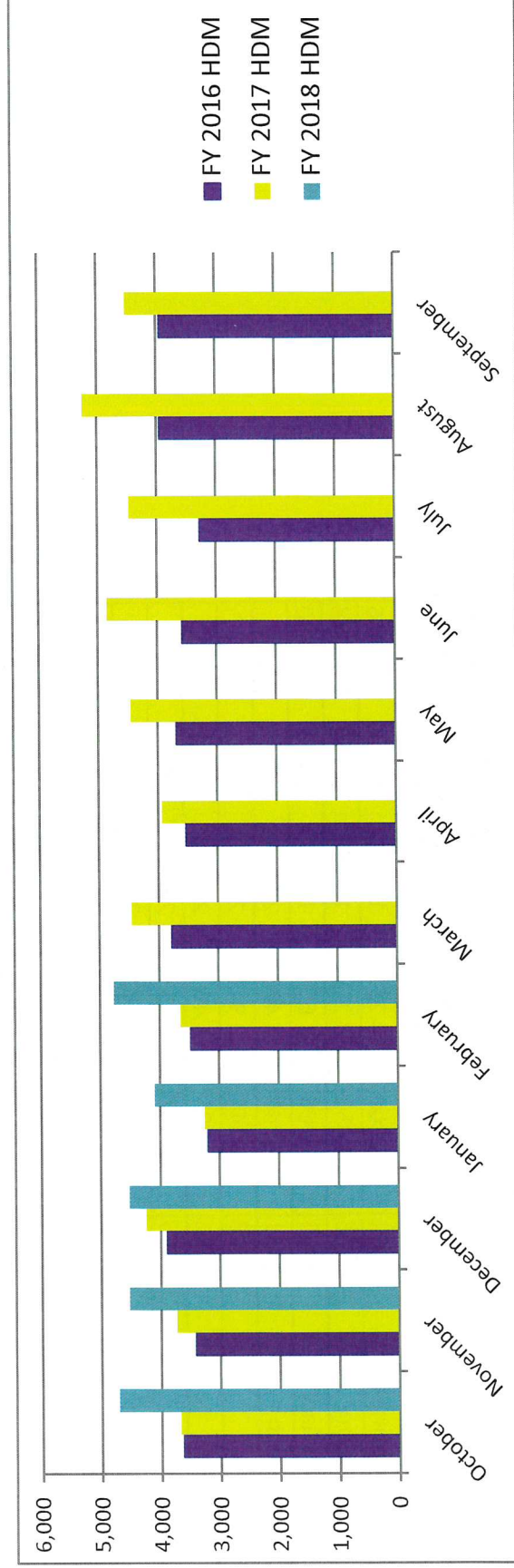
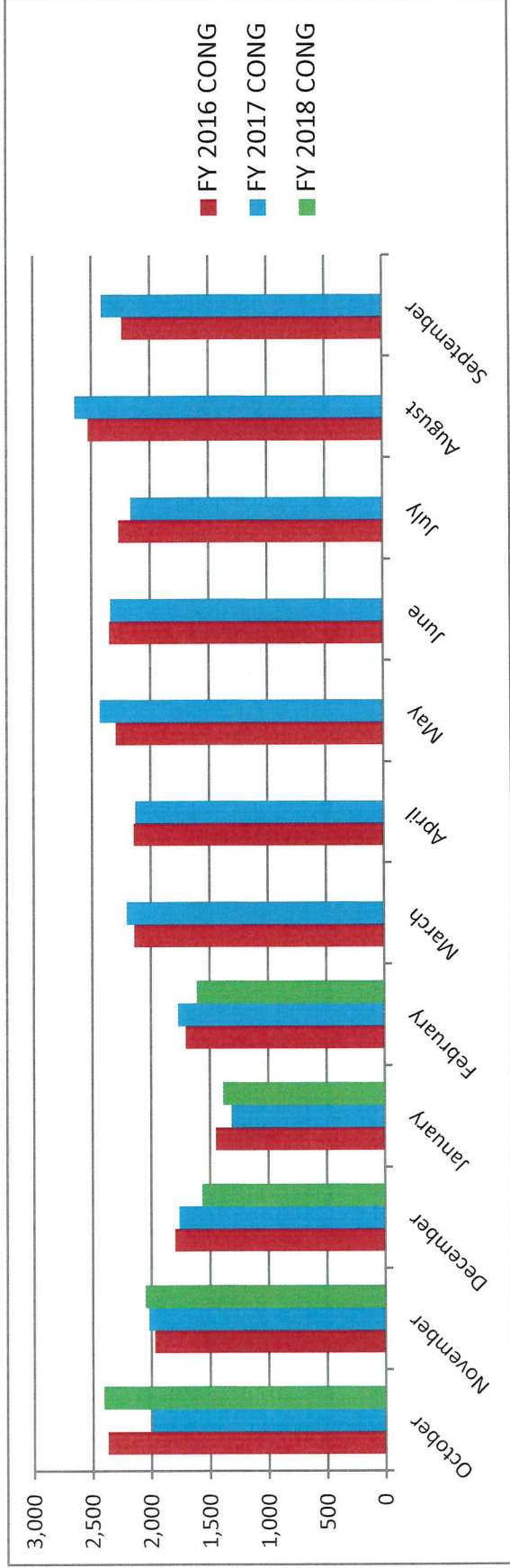
	Oct17-Feb18	Budget	\$ Change
940 · DEPRECIATION EXPENSE	11,955.10	13,540.00	(1,584.90)
980 · EQUIPMENT/REPAIRS	10,456.53	6,875.00	3,581.53
980.1 - OUTDOOR MAINTENANCE	4,884.75	4,725.00	159.75
981 · HDM VEHICLE MAINT/GAS	4,761.51	5,200.00	(438.49)
980.2 - INDOOR MAINTENANCE	1,120.00	875.00	245.00
TRIP EXPENSE	0.00	0.00	0.00
Total Expense	<u>644,940.59</u>	<u>717,121.00</u>	<u>(72,180.41)</u>
Net Ordinary Income	193,317.34	33,796.00	159,521.34
Other Income/Expense			
Other Income			
990 · INTEREST/DIVIDEND INCOME	57.44	105.00	(47.56)
995.1 REALIZED GAIN (LOSS)	(172.51)	0.00	(172.51)
999 - Other Income	3,416.66	400.00	3,016.66
Total Other Income	<u>3,301.59</u>	<u>505.00</u>	<u>2,796.59</u>
Other Expense			
999.1 · Other Expense	2,331.94	0.00	2,331.94
99999 - LEGAL EXPENSE	330.00	2,500.00	(2,170.00)
Total Other Expense	<u>2,661.94</u>	<u>2,500.00</u>	<u>161.94</u>
Net Other Income	<u>639.65</u>	<u>(1,995.00)</u>	<u>2,634.65</u>
Net Income	<u><u>193,956.99</u></u>	<u><u>31,801.00</u></u>	<u><u>162,155.99</u></u>

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

	FY 2016		FY 2017		FY 2018	
	HDM	CONG	HDM	CONG	HDM	CONG
October	3,627	2,370	3,684	2,000	4,714	2,405
November	3,410	1,972	3,744	2,018	4,531	2,049
December	3,891	1,800	4,252	1,764	4,527	1,566
January	3,186	1,452	3,248	1,318	4,096	1,388
February	3,473	1,706	3,653	1,769	4,771	1,610
March	3,781	2,140	4,470	2,203		
April	3,528	2,144	3,941	2,129		
May	3,682	2,295	4,463	2,430		
June	3,575	2,347	4,853	2,337		
July	3,272	2,267	4,481	2,162		
August	3,949	2,528	5,262	2,641		
September	3,943	2,237	4,528	2,412		
total meals	43,317	25,258	50,579	25,183	22,639	9,018



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



Volunteer Programs

Over the past 6-8 weeks, we have brought on five new volunteers and several seasoned volunteers are returning home from their winter hiatus. Friday's Home Delivered Meals is the only day of week that still needs attention, but it is anticipated as more volunteers come back home to Benzie County, that need will be taken care of.

A new volunteer started at the front desk at The Gathering Place.

Program Report for March 2018

Nutritional Programs

Home Delivered Meals

Home Delivered Meals – 5,330 meals were provided to 183 clients in March 2018. **This is the highest monthly amount ever recorded for Benzie Senior Resources! For year to date, this is an increase of 21% as compared to the same period in FY'2017.**

Congregate Meals

The Gathering Place and Thompsonville served 1,968 meals in March 2018. **For year to date there is a 2% reduction in number of meals served as compared to FY'2017.**

Through the first six-month (October 2017-March 2018) we have served 4,546 additional meals as compared to the same period last year.

Other Programs/Services

Dining Out Program – 181 customers redeemed 580 vouchers in March 2018. **Year to date the program is up 2% compared to 2017 and up 46% as compared to 2016.**

Homemaker Program – 330 service units were provided to 102 clients in March 2018. **Year to date the program is up 14% compared to 2017 and up 34% as compared to 2016.**

Snow Removal Program – 91 plows were provided during the month of March. This brings the number plows for the season at 1,284. **This is the highest total the agency has ever recorded for a season!**

Guardian Medical Monitoring – 33 customers now receive this service at no cost to them.

Benzie Bus Punch Cards – 122 bus passes were issued to customers in March 2018. This represents 1,464 rides for the month. **Year to date the program is up 8% compared to 2017 and up 26% as compared to 2016.**

Information & Assistance - The agency handled 982 calls in March 2018 regarding Information and Assistance for services and questions related to older adults. **Year to date the number of phone calls received is up 1% compared to 2017 and up 33% as compared to 2016.**

MMAPS – 22 individuals received 19.5 hours of service to assist them in their Medicare needs in March 2018.

Hearing Clinic – 2 individuals had a hearing evaluation completed in March 2018 at no cost to the client.

Estate Planning – 6 individuals were provided estate planning counseling in March 2018 at no cost to the clients.

Foot Care – 42 individuals were provided foot care at the clinic and 6 clients were seen in their homes in March 2018.

Income Tax Program – 128 individuals were seen in March at no cost to them to have their 2017 income taxes process.

Benzie Senior Dental Program – three clients received financial assistance for dental care in March 2018.

Emergency Senior Essential Needs Fund – No applications were processed in March 2018.

The Gathering Place Senior Center – In March 2018, The Gathering Place Senior Center offered seventeen core activities that 721 cumulative number of individuals participated in. The top 5 attended activities for March 2018 were: Health & Educational Programs; Music Programs, Card Games, Exercise Groups and Day Trips compared to March 2017.

In-Home Services – Number of Home Health Clients is up 11% as compared to March 2017. With the largest increase occurring in sliding scale fee clients up 16%. Total Client hours is up 8% as compared to March 2017. Total number of Home Health Care visits increased 2% as compared to March 2017.

Number of Home Health Care Clients

Month	Medicaid Waiver and Care Management	Sliding Scale Fee	Private Pay & Long Term Care Insurance	Total Clients
October 2017	24	38	5	67
November 2017	23	36	4	63
December 2017	21	42	3	66
January 2018	22	40	2	64
February 2018	25	39	3	67
March 2018	23	37	3	63
April 2018				
May 2018				
June 2018				
July 2018				
August 2018				
September 2018				

Client Total Hours

Month	Medicaid Waiver and Care Management	Sliding Scale Fee	Private Pay & Long Term Care Insurance	Total Hours
October 2017	643.75	513.25	165.25	1322.75
November 2017	578.25	553	47.25	1178.5
December 2017	510	502	28	1040
January 2018	599.75	511	20.75	1131.50
February 2018	587.5	453.75	12.5	1053.75
March 2018	622.75	560.25	15	1198
April 2018				
May 2018				
June 2018				
July 2018				
August 2018				
September 2018				

Respectfully submitted,

Douglas Durand

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

	<u>Mar 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
001 • CENTRAL STATE BANK CHECKING	285,202.16
003 • CENTRAL STATE BANK HRA	972.92
006 • CENTRAL STATE BANK CD	13,266.75
009 • CENTRAL STATE BANK MM CHECKING	148,423.55
Total Checking/Savings	<u>447,865.38</u>
Accounts Receivable	
1200 • Accounts Receivable	880.50
Total Accounts Receivable	<u>880.50</u>
Other Current Assets	
109 • INVENTORY	8,099.27
Total Other Current Assets	<u>8,099.27</u>
Total Current Assets	<u>456,845.15</u>
Fixed Assets	
150 • BUILDING	480,375.70
151 • VEHICLES	126,727.00
152 • EQUIPMENT	79,787.12
157 • LAND IMPROVEMENTS	1,800.00
160 • ACCUMULATED DEPRECIATION	(282,508.82)
Total Fixed Assets	<u>406,181.00</u>
TOTAL ASSETS	<u><u>863,026.15</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 • Accounts Payable	8,097.15
Total Accounts Payable	<u>8,097.15</u>
Other Current Liabilities	
2100 • Payroll Liabilities	18,437.40
238 • AFLAC PAYABLE	102.30
Total Other Current Liabilities	<u>18,539.70</u>
Total Current Liabilities	<u>26,636.85</u>
Long Term Liabilities	
250 • MORTGAGE PAYABLE	137,533.87
260 • NET PENSION LIABILITY	410,473.00
Total Long Term Liabilities	<u>548,006.87</u>
Total Liabilities	<u>574,643.72</u>

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

	Mar 31, 18
Equity	
3000 · Opening Bal Equity	160,329.63
390 · FUND BALANCE - PROGRAMS	(570,978.00)
3900 · Retained Earnings	537,006.37
Net Income	162,024.43
Total Equity	<u>288,382.43</u>
TOTAL LIABILITIES & EQUITY	<u><u>863,026.15</u></u>

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
March 2018

	Mar 2018	Budget	\$ Change
Ordinary Income/Expense			
Income			
519.03 · TITLE III C2 INCOME	6,723.67	6,833.00	(109.33)
519.04 · FEDERAL USDA	0.00	0.00	0.00
519.05 MIPPA (MMAP)	500.00	0.00	500.00
540 · GRANTS	10,000.00	6,500.00	3,500.00
561 - HDM Waiver	966.00	704.00	262.00
642 · CHARGES FOR SERVICES/CONT	2,638.02	3,305.00	(666.98)
642.01 · FEE FOR SERVICE/CHORE	0.00	0.00	0.00
642.02 · FEE FOR SERVICE/HOMEMAKER	2,048.00	2,000.00	48.00
642.03 - FEE FOR SERVICE/SNOW REMOVAL	199.00	1,605.00	(1,406.00)
642.1 - FEE FOR SLIDING SCALE CLIENTS	4,411.75	3,330.00	1,081.75
642.05 - FEE FOR PRIVATE PAY & INS	250.00	3,600.00	(3,350.00)
670 - Client Income	10,993.05	7,480.00	3,513.05
673 · NEWSLETTER SUB	80.00	40.00	40.00
675 · DONATIONS	10,879.07	8,153.00	2,726.07
676 · MILLAGE	85,836.57	85,836.00	0.57
680 · VOLUNTEER WAGES (IN-KIND).	7,679.30	5,170.00	2,509.30
677 - Fundraising	255.58	2,000.00	(1,744.42)
681 - In-Kind (non-volunteer)	542.21	333.00	209.21
690 - Trip Income	2,097.00	4,000.00	(1,903.00)
691 - MISC INCOME	300.25	0.00	300.25
Total Income	146,399.47	140,889.00	5,510.47
Gross Profit	146,399.47	140,889.00	5,510.47
Expense			
700 - ACCOUNTING FEES	0.00	0.00	0.00
705 · SALARY AND WAGES	80,741.67	82,365.00	(1,623.33)
708 · PAYROLL TAX EXPENSE	9,236.81	8,538.00	698.81
709 · EDUCATION/TRAINING	51.50	2,000.00	(1,948.50)
710 · EVENTS	411.72	241.00	170.72
715 · CLOTHING ALLOWANCE	0.00	0.00	0.00
717 · DUES/SUBSCRIPTIONS	219.00	0.00	219.00
721 · COMPUTER EXPENSES	962.08	800.00	162.08
725 · FRINGE BENEFITS	11,154.21	11,965.00	(810.79)
726 - FUNDRAISING/MARKETING EXP	17.63	0.00	17.63
727 · SUPPLIES	2,827.03	2,165.00	662.03
727.2 · OFFICE EXP	1,116.36	700.00	416.36
727.3 - POSTAGE	64.07	50.00	14.07
727.4 - ADVERTISING	1,533.00	400.00	1,133.00
740 · FOOD	13,770.57	13,200.00	570.57
819 · CONTRACTUAL	18,620.46	26,773.00	(8,152.54)
820 · VOLUNTEER WAGES (IN-KIND)	7,679.30	5,170.00	2,509.30
825 · VOLUNTEER EXPENSES	400.00	717.00	(317.00)
850 · TELEPHONE	349.19	350.00	(0.81)
861 · TRAVEL/MILEAGE/GAS	3,045.09	2,330.00	715.09

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
March 2018

	Mar 2018	Budget	\$ Change
900 • INTEREST EXPENSE	419.56	475.00	(55.44)
910 • INSURANCE	2,517.00	2,300.00	217.00
915 • PROJECTS	0.00	1,250.00	(1,250.00)
920 • UTILITIES	1,701.06	1,676.00	25.06
940 • DEPRECIATION EXPENSE	2,391.02	2,708.00	(316.98)
980 • EQUIPMENT/REPAIRS	1,863.79	1,375.00	488.79
980.1 - OUTDOOR MAINTENANCE	0.00	660.00	(660.00)
981 • HDM VEHICLE MAINT/GAS	796.17	1,040.00	(243.83)
980.2 - INDOOR MAINTENANCE	218.76	175.00	43.76
TRIP EXPENSE	16,308.00	15,000.00	1,308.00
Total Expense	178,415.05	184,423.00	(6,007.95)
Net Ordinary Income	(32,015.58)	(43,534.00)	11,518.42
Other Income/Expense			
Other Income			
990 • INTEREST/DIVIDEND INCOME	16.03	25.00	(8.97)
995 REALIZED GAIN (LOSS)	0.00	0.00	
999 - Other Income	0.00	80.00	(80.00)
Total Other Income	16.03	105.00	(88.97)
Other Expense			
999.1 • Other Expense	0.00	0.00	0.00
99999 - LEGAL EXPENSE	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	16.03	105.00	(88.97)
Net Income	(31,999.55)	(43,429.00)	11,429.45

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense -YTD
50% of FY 2018
October 2017 - March 2018

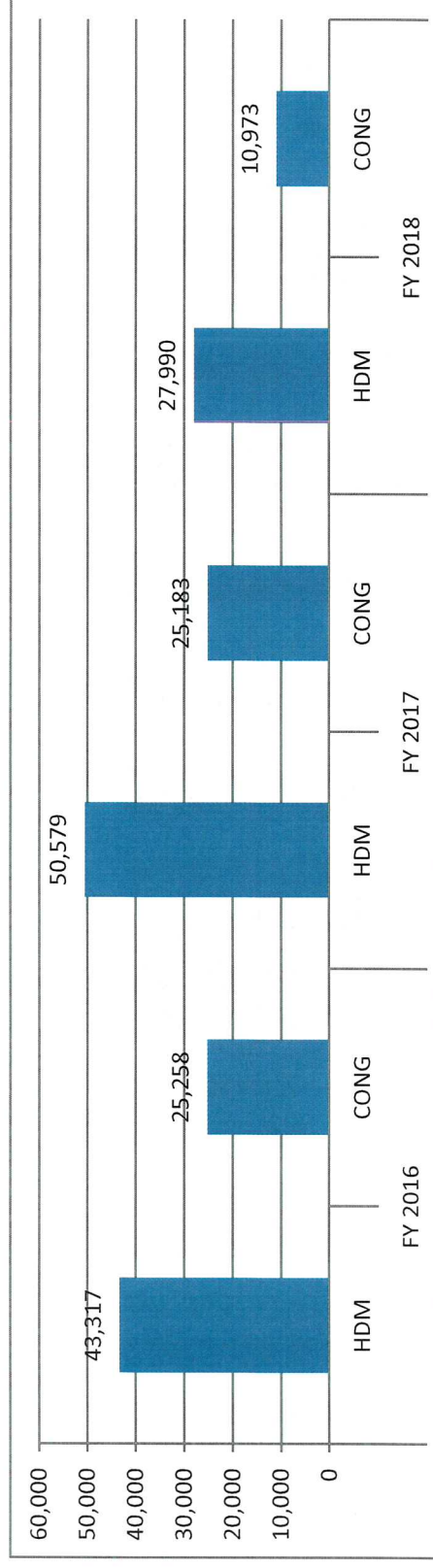
	<u>Oct-Mar 2018</u>	<u>Budget</u>	<u>\$ Change</u>	<u>Percent Expended</u>
Ordinary Income/Expense				
Income				
519.03 · TITLE III C2 INCOME	40,342.02	40,998.00	(655.98)	49.2%
519.04 · FEDERAL USDA	16,541.01	24,000.00	(7,458.99)	34.5%
519.05 MIPPA (MMAP)	1,950.00	600.00	1,350.00	260.0%
540 · GRANTS	83,129.53	39,000.00	44,129.53	107.0%
561 - HDM Waiver	4,542.00	4,224.00	318.00	53.8%
642 · CHARGES FOR SERVICES/CONT	15,100.02	12,830.00	2,270.02	46.5%
642.01 · FEE FOR SERVICE/CHORE	(738.00)	0.00	(738.00)	0.0%
642.02 · FEE FOR SERVICE/HOMEMAKER	13,262.00	11,200.00	2,062.00	30.7%
642.03 - FEE FOR SERVICE/SNOW REMOVAL	17,641.00	21,700.00	(4,059.00)	81.3%
642.1 - FEE FOR SLIDING SCALE CLIENTS	24,097.76	19,980.00	4,117.76	60.0%
642.05 - FEE FOR PRIVATE PAY & INS	5,490.00	19,700.00	(14,210.00)	13.1%
670 - Client Income	53,268.10	44,900.00	8,368.10	59.3%
673 · NEWSLETTER SUB	260.00	240.00	20.00	52.0%
675 · DONATIONS	54,250.36	48,918.00	5,332.36	53.1%
676 · MILLAGE	515,019.41	515,018.00	1.41	50.0%
680 · VOLUNTEER WAGES (IN-KIND).	36,413.20	31,000.00	5,413.20	52.0%
677 - Fundraising	51,469.34	45,000.00	6,469.34	70.5%
681 - In-Kind (non-volunteer)	32,810.65	1,998.00	30,812.65	820.0%
690 - Trip Income	20,409.00	10,500.00	9,909.00	68.0%
691 - MISC INCOME	300.00	0.00	300.00	300.0%
Total Income	985,557.40	891,806.00	93,751.40	55.2%
Gross Profit	985,557.40	891,806.00	93,751.40	
Expense				
700 - ACCOUNTING FEES	6,500.00	5,400.00	1,100.00	103.2%
705 · SALARY AND WAGES	332,725.49	356,915.00	(24,189.51)	46.6%
708 · PAYROLL TAX EXPENSE	35,228.22	36,998.00	(1,769.78)	47.6%
709 · EDUCATION/TRAINING	316.50	6,320.00	(6,003.50)	4.0%
710 · EVENTS	1,364.69	1,449.00	(84.31)	47.1%
715 · CLOTHING ALLOWANCE	0.00	0.00	0.00	0.0%
717 · DUES/SUBSCRIPTIONS	644.00	500.00	144.00	22.0%
721 · COMPUTER EXPENSES	19,147.87	7,400.00	11,747.87	157.5%
725 · FRINGE BENEFITS	37,423.69	71,790.00	(34,366.31)	26.1%
726 - FUNDRAISING/MARKETING EXP	2,437.03	4,500.00	(2,062.97)	23.2%
727 · SUPPLIES	16,045.71	12,990.00	3,055.71	61.7%
727.2 · OFFICE EXP	6,555.43	4,200.00	2,355.43	78.0%
727.3 - POSTAGE	1,537.63	1,550.00	(12.37)	48.1%
727.4 - ADVERTISING	4,946.52	2,400.00	2,546.52	103.0%
740 · FOOD	80,674.32	76,300.00	4,374.32	49.5%
819 · CONTRACTUAL	133,664.79	169,735.00	(36,070.21)	45.0%
820 · VOLUNTEER WAGES (IN-KIND)	36,413.20	31,000.00	5,413.20	52.0%
825 · VOLUNTEER EXPENSES	2,947.28	5,094.00	(2,146.72)	25.7%
850 · TELEPHONE	2,076.95	2,100.00	(23.05)	49.4%
861 · TRAVEL/MILEAGE/GAS	13,295.37	13,980.00	(684.63)	46.7%
900 · INTEREST EXPENSE	2,609.75	2,850.00	(240.25)	45.8%
910 · INSURANCE	14,732.00	13,800.00	932.00	46.0%
915 · PROJECTS	4,970.51	9,500.00	(4,529.49)	26.9%
920 · UTILITIES	13,271.07	12,600.00	671.07	52.7%

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense -YTD
50% of FY 2018
October 2017 - March 2018

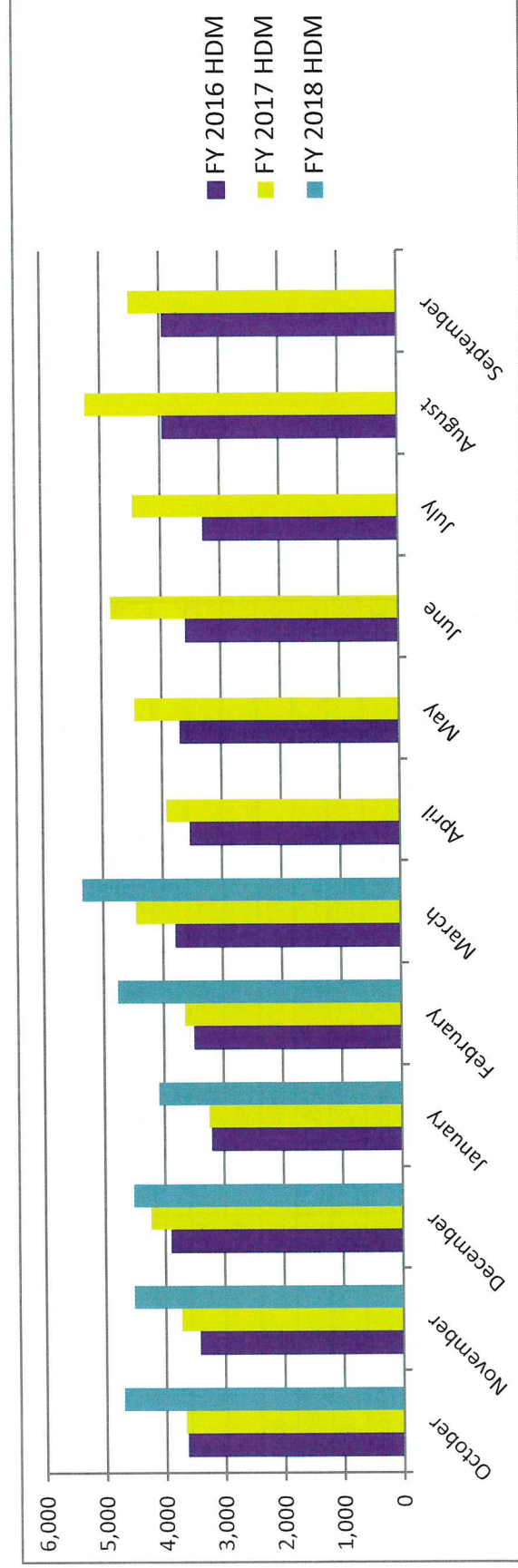
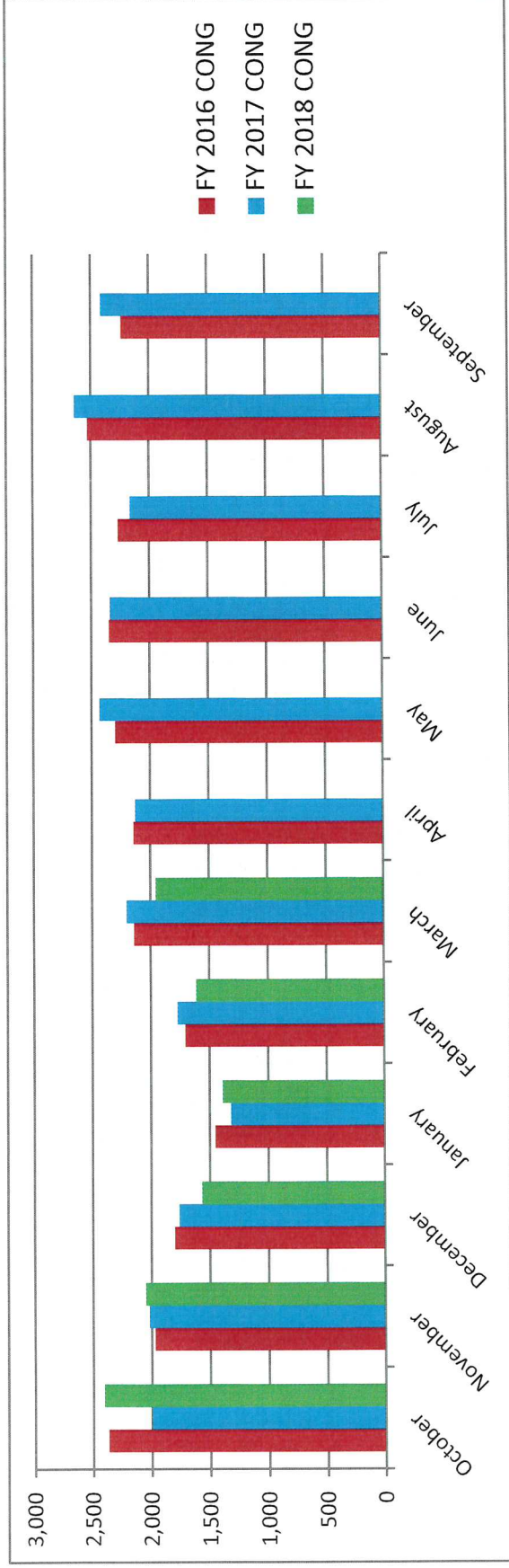
	<u>Oct-Mar 2018</u>	<u>Budget</u>	<u>\$ Change</u>	<u>Percent Expended</u>
940 · DEPRECIATION EXPENSE	14,346.12	16,248.00	(1,901.88)	44.1%
980 · EQUIPMENT/REPAIRS	12,320.32	8,250.00	4,070.32	74.7%
980.1 - OUTDOOR MAINTENANCE	4,884.75	5,385.00	(500.25)	80.6%
981 · HDM VEHICLE MAINT/GAS	5,557.68	6,240.00	(682.32)	44.5%
980.2 - INDOOR MAINTENANCE	1,338.76	1,050.00	288.76	63.8%
TRIP EXPENSE	16,308.00	15,000.00	1,308.00	54.4%
Total Expense	<u>824,283.65</u>	<u>901,544.00</u>	<u>(77,260.35)</u>	46.6%
 Net Ordinary Income	 161,273.75	 (9,738.00)	 171,011.75	
 Other Income/Expense				
Other Income				
990 · INTEREST/DIVIDEND INCOME	73.47	130.00	(56.53)	27.2%
995.1 REALIZED GAIN (LOSS)	(172.51)	0.00	(172.51)	-172.0%
999 - Other Income	3,416.66	480.00	2,936.66	342.0%
Total Other Income	<u>3,317.62</u>	<u>610.00</u>	<u>2,707.62</u>	
 Other Expense				
999.1 · Other Expense	2,331.94	0.00	2,331.94	2332.0%
99999 - LEGAL EXPENSE	330.00	2,500.00	(2,170.00)	13.2%
Total Other Expense	<u>2,661.94</u>	<u>2,500.00</u>	<u>161.94</u>	
 Net Other Income	 <u>655.68</u>	 <u>(1,890.00)</u>	 <u>2,545.68</u>	
 Net Income	 <u><u>161,929.43</u></u>	 <u><u>(11,628.00)</u></u>	 <u><u>173,557.43</u></u>	

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

	FY 2016		FY 2017		FY 2018	
	HDM	CONG	HDM	CONG	HDM	CONG
October	3,627	2,370	3,684	2,000	4,714	2,405
November	3,410	1,972	3,744	2,018	4,531	2,049
December	3,891	1,800	4,252	1,764	4,527	1,566
January	3,186	1,452	3,248	1,318	4,096	1,388
February	3,473	1,706	3,653	1,769	4,771	1,610
March	3,781	2,140	4,470	2,203	5,351	1,955
April	3,528	2,144	3,941	2,129		
May	3,682	2,295	4,463	2,430		
June	3,575	2,347	4,853	2,337		
July	3,272	2,267	4,481	2,162		
August	3,949	2,528	5,262	2,641		
September	3,943	2,237	4,528	2,412		
total meals	43,317	25,258	50,579	25,183	27,990	10,973



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



Senior Center Coordinator's Report April 12, 2018

Regular Happenings:

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

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

Blood Pressure Clinic
Bingo
Zumba
Plarn
Cards

Events:

Kate will be here for the Blood Pressure/ Med Check Clinic on the 19th.

Our PLARN group has been feverishly crocheting plastic mats all winter and they are excited to donate them. We have connected with the Outreach Coordinator for The Goodwill Inn and are planning a day trip to TC to deliver them soon. The mats don't get smelly, are easy to wash and are good insulation from the cold ground. Our group leader first saw these down in Florida last year and was excited to get it rolling here. If you know of anyone who enjoys crocheting, please let them know about this group! Denise's mom is one of them, so you know it has to be fun. ☺

Zumba is back! Mondays at 2:30 p.m., Tuesdays at 5:15 p.m. and Wednesdays at 8:30 a.m. Our Zumba class is growing. Please share with anyone who might enjoy it.

Monday, April 2nd was our Easter Dinner during lunch. The Ham was delicious!

Thursday, April 12th Tina Caldwell with Cap-Tel Caption Phone was here during lunch. The phones are covered under a federally funded grant for anyone who has a hearing loss. See the demo she left us at the front desk.

Monday, April 23rd 1:00 p.m. Beth Eisch, Special Project Coordinator and Trainer for e Area Agency on Aging of Northwest Michigan will be doing a presentation on Brain Health after lunch. Information will be provided on how to reduce risks that may be related to brain health. She'll cover the normal aging brain, threats to brain health, a little about Alzheimer's disease and strategies to preserve brain health.

The Gathering Place will be serving treats for all of our volunteers the week of April 16-20. This week is National Volunteer Week. We do have our celebration for our volunteers in June but this another chance for us to say "thank you"!

We have joined a collaborative group called Volunteer Benzie County. We are dedicated to helping people in Benzie County, who would like to volunteer, find their fit. Our first event is Sunday, April 29th beginning at 1:45 p.m. It is at The Garden Theater in Frankfort. There will be free snacks, drinks and treats along with representatives from area agencies. The goal is for us to thank all area volunteers for their hard work and dedication. There will be a free movie, *Coco*, shown at 2:30 p.m. Family members are encouraged to join their selfless volunteer.

TOWNSHIPS	AGRICULTURAL RATIO FACTOR	COMMERCIAL RATIO FACTOR	INDUSTRIAL RATIO FACTOR	RESIDENTIAL RATIO FACTOR	TIMBER-CUTOVER RATIO FACTOR	DEVELOPMENTAL RATIO FACTOR	PERSONAL PROP RATIO FACTOR
ALMIRA TOWNSHIP	49.70 1.00000	49.58 1.00000	49.64 1.00000	49.67 1.00000	50.00 1.00000	50.00 1.00000	50.00 1.00000
BENZONIA TOWNSHIP	49.76 1.00000	49.45 1.00000	49.82 1.00000	49.50 1.00000	50.00 1.00000	50.00 1.00000	50.00 1.00000
BLAINE TOWNSHIP	49.89 1.00000	49.88 1.00000	50.00 1.00000	49.84 1.00000	50.00 1.00000	50.00 1.00000	50.00 1.00000
COLFAX TOWNSHIP	50.00 1.00000	49.15 1.00000	50.00 1.00000	49.96 1.00000	49.78 1.00000	50.00 1.00000	50.00 1.00000
CRYSTAL LAKE TOWNSHIP	49.71 1.00000	49.75 1.00000	50.00 1.00000	49.85 1.00000	50.00 1.00000	50.00 1.00000	50.00 1.00000
GILMORE TOWNSHIP	49.09 1.00000	49.43 1.00000	50.00 1.00000	49.20 1.00000	50.00 1.00000	50.00 1.00000	50.00 1.00000
HOMESTEAD TOWNSHIP	50.00 1.00000	50.00 1.00000	50.00 1.00000	49.77 1.00000	49.48 1.00000	50.00 1.00000	50.00 1.00000
INLAND TOWNSHIP	49.69 1.00000	49.40 1.00000	50.00 1.00000	49.74 1.00000	50.00 1.00000	50.00 1.00000	50.00 1.00000
JOYFIELD TOWNSHIP	49.26 1.00000	49.76 1.00000	49.07 1.00000	49.74 1.00000	49.46 1.00000	50.00 1.00000	50.00 1.00000
LAKE TOWNSHIP	49.36 1.00000	49.25 1.00000	50.00 1.00000	49.18 1.00000	50.00 1.00000	50.00 1.00000	50.00 1.00000
PLATTE TOWNSHIP	49.48 1.00000	49.96 1.00000	50.00 1.00000	49.61 1.00000	50.00 1.00000	50.00 1.00000	50.00 1.00000
WELDON TOWNSHIP	49.51 1.00000	49.05 1.00000	50.00 1.00000	49.56 1.00000	49.33 1.00000	50.00 1.00000	50.00 1.00000
CITIES							
CITY OF FRANKFORT	50.00 1.00000	49.18 1.00000	49.87 1.00000	49.51 1.00000	50.00 1.00000	50.00 1.00000	50.00 1.00000
COUNTY AVERAGES	48.57 1.00000	48.86 1.00000	49.78 1.00000	48.95 1.00000	48.44 1.00000	50.00 1.00000	50.00 1.00000

RECEIVED

APR 19 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Equalized Valuations - REAL

L-4024

Benzie County

Statement of acreage and valuation in the year 2018 made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.

Real Property Equalized by County Board of Commissioners							
Township or City	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Timber-Cutover	(Col. 6) Developmental	(Col. 7) Total Real Property
Almira	3,322,300	2,683,400	130,400	189,100,100	0	0	195,236,200
Benzonia	2,145,100	30,092,800	807,500	268,238,755	0	0	301,284,155
Blaine	6,056,700	2,511,400	0	63,145,100	0	0	71,713,200
Colfax	0	375,700	0	27,287,650	452,400	0	28,115,750
Crystal Lake	930,600	2,694,800	0	231,355,500	0	0	234,980,900
Gilmore	711,700	5,933,800	0	46,525,400	0	0	53,170,900
Homestead	787,400	7,714,200	22,000	80,496,890	234,000	0	89,254,490
Inland	813,800	4,449,300	0	77,950,600	0	0	83,213,700
Joyfield	5,847,800	1,291,400	2,186,300	22,392,500	907,200	0	32,625,200
Lake	916,000	5,642,700	0	352,056,400	0	0	358,615,100
Platte	3,271,800	200,400	288,900	21,762,700	134,095	0	25,657,895
Weldon	240,800	11,388,500	0	85,422,195	211,600	0	97,263,095
Frankfort	0	18,874,418	1,571,200	93,080,750	0	0	113,526,368
Total for County	25,044,000	93,852,818	5,006,300	1,558,814,540	1,939,295	0	1,684,656,953

OFFICE OF THE COUNTY BOARD OF COMMISSIONERS OF BENZIE COUNTY

WE HEREBY CERTIFY that the foregoing is a true statement of the number of acres of land, the value of the real property and of the personal property, the aggregate valuation of the real property and personal property, the equalized and assessed valuations of real property classifications in each township and city in said county as equalized by the Board of Commissioners in April of the reporting year, at a meeting of said board held in pursuant to the provisions of sections 209.1 - 209.8, MCL. I further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1963; P.A. 198 of 1974; P.A. 225 of 1978; P.A. 385 of 1984; P.A. 224 of 1985; P.A. 147 of 1992 or Section 5 of Article IX of the Constitution of the State.

Dated April 24, 2018

Thomas N. J. J. J.
Equalization Director R-5971

Dawn Dreyer
Clerk of the Board of Commissioners

[Signature]
Chairperson of Board of Commissioners

Personal and Real Property - TOTALS

L-4024

Benzie County

Statement of acreage and valuation in the year 2018 made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.

Township or City	Number of Acres Assessed (Col. 1) Acres Hundredths	Total Real Property Valuations		Personal Property Valuations		Total Real Property Personal Property	
		(Col. 2) Assessed Valuations	(Col. 3) Equalized Valuations	(Col. 4) Assessed Valuations	(Col. 5) Equalized Valuations	(Col. 6) Assessed Valuations	(Col. 7) Equalized Valuations
Almira	14,602.64	195,236,200	195,236,200	2,916,200	2,916,200	198,152,400	198,152,400
Benzonia	15,249.88	301,284,155	301,284,155	7,442,700	7,442,700	308,726,855	308,726,855
Blaine	10,430.93	71,713,200	71,713,200	832,600	832,600	72,545,800	72,545,800
Colfax	11,460.16	28,115,750	28,115,750	1,020,400	1,020,400	29,136,150	29,136,150
Crystal Lake	6,761.24	234,980,900	234,980,900	2,489,200	2,489,200	237,470,100	237,470,100
Gilmore	4,027.67	53,170,900	53,170,900	7,521,100	7,521,100	60,692,000	60,692,000
Homestead	14,738.99	89,254,490	89,254,490	2,957,500	2,957,500	92,211,990	92,211,990
Inland	11,033.09	83,213,700	83,213,700	1,674,606	1,674,606	84,888,306	84,888,306
Joyfield	12,597.40	32,625,200	32,625,200	2,534,800	2,534,800	35,160,000	35,160,000
Lake	4,967.82	358,615,100	358,615,100	3,754,900	3,754,900	362,370,000	362,370,000
Platte	0.00	25,651,700	25,651,700	704,400	704,400	26,356,100	26,356,100
Weldon	7,726.48	97,263,095	97,263,095	2,978,800	2,978,800	100,241,895	100,241,895
Frankfort	597.95	113,526,368	113,526,368	3,599,500	3,599,500	117,125,868	117,125,868
Totals for County	114,194.25	1,684,650,758	1,684,656,953	40,426,706	40,426,706	1,725,077,464	1,725,083,659

OFFICE OF THE COUNTY BOARD OF COMMISSIONERS OF BENZIE COUNTY

WE HEREBY CERTIFY that the foregoing is a true statement of the number of acres of land, the value of the real property and of the personal property, the aggregate valuation of the real property and personal property, the equalized and assessed valuations of real property classifications in each township and city in said county as equalized by the Board of Commissioners in April of the reporting year, at a meeting of said board held in pursuant to the provisions of sections 209.1 - 209.8, MCL. I further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1963; P.A. 198 of 1974; P.A. 225 of 1978; P.A. 385 of 1984; P.A. 224 of 1985; P.A. 147 of 1992 or Section 5 of Article IX of the Constitution of the State.

Dated April 24, 2018

Thomas J. Hart
Equalization Director

Dawn Olney
Clerk of the Board of Commissioners

[Signature]
Chairperson of Board of Commissioners

Assessed Valuations - REAL

L-4024

Benzie County

Statement of acreage and valuation in the year 2018 made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.

Real Property Assessed Valuations Approved by Boards of Review							
Township or City	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Timber-Cutover	(Col. 6) Developmental	(Col. 7) Total Real Property
Almira	3,322,300	2,683,400	130,400	189,100,100	0	0	195,236,200
Benzonia	2,145,100	30,092,800	807,500	268,238,755	0	0	301,284,155
Blaine	6,056,700	2,511,400	0	63,145,100	0	0	71,713,200
Colfax	0	375,700	0	27,287,650	452,400	0	28,115,750
Crystal Lake	930,600	2,694,800	0	231,355,500	0	0	234,980,900
Gilmore	711,700	5,933,800	0	46,525,400	0	0	53,170,900
Homestead	787,400	7,714,200	22,000	80,496,890	234,000	0	89,254,490
Inland	813,800	4,449,300	0	77,950,600	0	0	83,213,700
Joyfield	5,847,800	1,291,400	2,186,300	22,392,500	907,200	0	32,625,200
Lake	916,000	5,642,700	0	352,056,400	0	0	358,615,100
Platte	3,271,800	200,400	288,900	21,762,700	127,900	0	25,651,700
Weldon	240,800	11,388,500	0	85,422,195	211,600	0	97,263,095
Frankfort	0	18,874,418	1,571,200	93,080,750	0	0	113,526,368
Total for County	25,044,000	93,852,818	5,006,300	1,558,814,540	1,933,100	0	1,684,650,758

OFFICE OF THE COUNTY BOARD OF COMMISSIONERS OF BENZIE COUNTY

WE HEREBY CERTIFY that the foregoing is a true statement of the number of acres of land, the value of the real property and of the personal property, the aggregate valuation of the real property and personal property, the equalized and assessed valuations of real property classifications in each township and city in said county as equalized by the Board of Commissioners in April of the reporting year, at a meeting of said board held in pursuant to the provisions of sections 209.1 - 209.8, MCL. I further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1963; P.A. 198 of 1974; P.A. 225 of 1978; P.A. 385 of 1984; P.A. 224 of 1985; P.A. 147 of 1992 or Section 5 of Article IX of the Constitution of the State.

Dated April 24, 2019Thomas N. Pearson

Equalization Director

Dawn Sheep

Clerk of the Board of Commissioners



Chairperson of Board of Commissioners

**BENZIE COUNTY BUILDING AUTHORITY
REGULAR MEETING
March 15, 2018**

The Benzie County Building Authority met on Thursday, March 15, 2018 at 9:00 a.m. at the Government Center at 448 Court Place, Beulah, Michigan.

1. The meeting was called to Order at 9:02 a.m.
2. Roll Call: Vogler, Johnson, Clark, Goff, VanDussen. Quorum present
Ex-Officio: Michelle Thompson
3. A motion to approve the agenda was moved by Goff and seconded by Vogler. All ayes.
Motion carried.
4. A motion to approve BA Special Meeting minutes from March 8, 2018 was moved by Vogler and seconded by Clark. All ayes. Motion carried.
5. Public Input - None
6. Architect Stu Pettit's assessment/proposal and invoices – The discussion concerned an email response by Pettit dated March 10 clarifying that engineering services are encompassed in the proposal.

Motion to request council to review documents and terminate the contract with ELA consistent with the contract provisions. Moved Goff, seconded Johnson. Roll call: Vogler – yes, Johnson – yes, Clark – yes, Goff – yes, VanDussen – yes. Motion carried.

The Attorney was consulted and advised. The discussion included the tie-in with the arbitration, timeliness, depositions and the necessity due to breach and negligence. A discussion followed regarding the five issues identified by Tom Comstock, including concerns expressed over the proposed number of hours, the need for parameters, such as a not-to-exceed amount, items that the former BA never acted on, items requested by The Maples, the West existing corridor and whether to allow Mr. Pettit to contract with a local engineer for services.

Motion to authorize the chair to sign the agreement striking the legal paragraph on top of page 2 and the interrogatories portion @ \$250 per hour; and that the retention of experts, reimbursable expenses and "finishing legal proceedings" on page 1 be stricken from the agreement. In addition, to designate Mr. Pettit as the architect on record for Phase 3 of the project, contingent on the termination of the contract with ELA. Moved VanDussen, seconded Clark. Roll call vote: VanDussen – yes, Goff – yes, Clark – yes, Johnson – yes, Vogler – yes. Motion carried.

Motion to pay January 2nd and March 1st invoices. Moved VanDussen, seconded Clark. Roll call vote: Clark – yes, Goff – yes, VanDussen – yes, Johnson – yes, Vogler – nay. Motion carried.

Discussion: VanDussen got board agreement for him to have a conversation with Pettit to get a more thorough explanation of billing. Vogler had unresolved concerns over the billable hours. VanDussen requested that the board send their specific questions to him. A review of the emails between ELA and Tom Longanbach followed and generated a discussion about the possibility of using teleconference options and the need for greater clarification on invoices.

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APR 05 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

BUILDING AUTHORITY

March 15, 2018

Page 2 of 3

7. Comstock Construction update – Comstock intends to cooperate with Mr. Pettit and move forward. He gave an update on Elmer's and other contractors. There is still more excavation, piling and grading work to be done. "We've got one more shot at this." The discussion included the need to coordinate with the Maples about what does and does not come out of the project budget. Elmer's will need to be aware of the proposed pavilion when moving dirt. Other topics included why the asbestos wasn't revealed in the inspection. Johnson asked Comstock if the board could be added to the corporate liability policy.
8. The Hilger-Hammond engagement letter was reviewed, including rates. The waiving of a retainer exceeded expectations.

Motion to authorize the chair to sign on behalf of the BA the Hilger-Hammond engagement letter dated 3/8/18. Moved by VanDussen and seconded by Goff. Roll call vote: Vogler – yes, Johnson – yes, VanDussen – yes, Goff – yes, Clark – yes. Motion carried.

9. American Arbitration Association invoice – Michelle Thompson was asked to comment on the invoicing from AAA. With no late penalty, VanDussen suggested that the chair discuss with counsel and move to the April meeting. Vogler has the document for the proposed work. The consensus was to forward to Hilger-Hammond, asking for clarification on questions.
10. BOC's 2013 Resolution and Lease with BA – There is a lease agreement and resolution that the BOC passed for the Maples. Goff reviewed the points that conveyed the ownership of the of the Maples and remodel of the facility to the BA. The operating portion was contracted back to the County and in exchange the BA pays rent. The discussion included the requirements for insurance and additional revenues. The BA will review and formulate clarifying questions going forward. The Maples staff has questions about roles and responsibilities. There is no operating or lease agreement nor has a substantial completion agreement been issued. The BA is still on the hook for warranty work that may have already begun. Vogler referenced a spreadsheet that attempts to track the warranty on items. A Certificate of Completion is part of the arbitration.

A discussion with Comstock followed about the \$197,000 for retention. Some subs have been paid and invoices have been brought before the board on a monthly basis, with the last invoice submitted in December. The chair requested that they resubmit. He will put it on the April agenda. Retainage is based on % of completion. We are looking at close to \$500,000.

11. The Maples & BOC operating agreement was discussed to clarify that the BA owns the project, leases to the BOC and the DHHS is allowed to operate. The discussion included profits, operating agreement, and if the board should be a party. Mitch Deisch, who has been involved in the conversations with Commissioner Sauer and Mr. Figura, stated that it has been assumed that, as the BA is the owner, they are the third party. Other discussion topics included holding a meeting with all parties, and a RFP or RFQ of what the agreement will look like until 2029. The County has owned the building since 1963. No one is aware that there is an agreement in existence. Mitch will call Mr. Girard. Thompson asked him to call counties directly and will provide a list. A joint meeting will be held once there is an agreement to discuss. The goal is to procure a template by the next meeting or else hold a Special Meeting.

12. New business
 - a. a process of getting per diems up to date was determined.
 - b. A request to add to the April agenda a discussion on how to manage the completion of the project and the need for authorizing an individual to handle contingency items.

BUILDING AUTHORITY

March 15, 2018

Page 3 of 3

13. Old business
 - a. Request to put on the April agenda issuance of RFP or RFQ for general counsel. The Chair requested that board submit names and any thoughts on Phase 3 management.
 - b. Thompson pointed out that there are 2 outstanding invoices to address.
 - c. Audio recordings will be uploaded to Google Drive. The website is not the best format for hosting. Past recordings are also available. A link was sent.
 - d. Discussion: John Axe does not have a conflict issuing an opinion on the bond issue.
14. Public Input - None
15. Meeting Adjourned at 11:01 a.m.

DRAFT

Dawn Olney

From: Eric VanDussen
Sent: Friday, April 20, 2018 3:46 AM
To: Dawn Olney
Subject: John Axe documents
Attachments: BA attorney invoices paid out of bond account(s) - 02-03-18.pdf; RE_ Engagement for Legal Opinion - 02-19-18.pdf; BA opinion - 03-21-16.pdf; John Axe opinion - 04-18-18.pdf

Dawn,

The BA carried a motion yesterday to provide to the BOC and publicly release John Axe's opinion and my email communications with his office. Those items are attached and I'm requesting that you include them all withing the BOC's next meeting packet and also put hard copies of same in the BA's minute book.

Thanks,

Eric L. VanDussen
Benzie County Building Authority - Chair
231-651-9189
evandussen@benzieco.net

TO: Benzie County Building Authority
Attn: Eric VanDussen, Chair

FROM: John R. Axe, Senior Counsel
Clark Hill, PLC

DATE: April 18, 2018

SUBJECT: Bills for Legal Services Submitted by Kuhn Rogers PLC

FACTS

We are responding to your request in your letter of January 27, 2018. In order to render this opinion, we have reviewed the following documents:

1. The minutes of the meetings of the commissioners of the Benzie County Building Authority (the "Authority") for 12/28/16; 9/20/17 and 10/25/17.
2. A number of statements for legal services submitted to the Authority by Kuhn Rogers PLC for legal services furnished by the Authority.
3. Financial information summarizing the total amounts received from various sources which have been expended on the "Maples" project.
4. An affidavit dated April 4, 2018 signed by Michelle L. Thompson, Benzie County Treasurer relating to her knowledge of what transpired at meetings of the Authority except those on 12/28/16; 9/20/17 and 10/25/17, copy of which is attached hereto.

Based on the information we have received it appears that a total of \$12,360,000 has been expended on the project to date. The following are approximate sources:

Financial Contribution from Maples	\$3,500,000
Collection of County Millage for the Project in 2010, 2011 and 2012	\$2,100,000
Proceeds from the Bond Issue	<u>\$6,760,000</u>
Total	\$12,360,000

We have examined the materials described above together with the Authority minutes of 12/28/16, 9/20/17 and 10/25/17 and based on that examination have reached the following factual conclusions:

1. None of the matters covered in the Authority meetings or the legal services billing relate in any way to any other project except the Maples Project for which the bonds were issued.

2. Any business which involved the consideration of the Authority, its Articles of Incorporation or other matters such as legislation necessarily involved the Maples Project because this project was the only project referred to the Authority by the Benzie County Board of Commissioners.

The fact that various "housekeeping" matters including litigation arose does not change the fact that these were all related to that Project.

QUESTION

Were any of the legal services bills described above and beyond those matters on which bond proceeds could be expended?

LEGAL ANALYSIS

Act 31 of the Public Acts of Michigan of 1948, first extra session, as amended [MCL 123.951 to MCL 123.965] ("Act 31") authorizes the creation of building authorities. An authority so created only has the power to enter into a contract with its incorporating unit. Under that contract the authority may acquire property contemplated by the terms of Act 31 and the contract.

In the current matter the Benzie County Building Authority (the "Authority"), only has one such contract with the County of Benzie under which the bonds were issued. The Authority accordingly did not have the power to take any action on any other project.

CONCLUSION

Based upon the facts set forth above and the provisions of Act 31:

1. It is our opinion that the matters for which the legal services were rendered were within the powers of the Authority because they relate to the Maples Project for which the bonds were issued.

2. It is further our opinion that because those matters covered by the bills relate to the Maples Bond Project that the proceeds from the issuance of the bonds may be used to pay these bills for legal services.

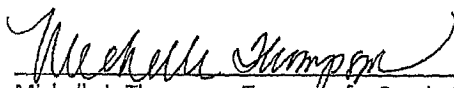
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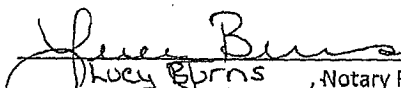
STATE OF MICHIGAN)
)
COUNTY OF BENZIE)

The undersigned, being first duly sworn, deposes and states as follows:

1. That I, Michelle L. Thompson, Treasurer for Benzie County, and ex-officio member of the Benzie County Building Authority (the "Building Authority"), of 448 Court Place, Beulah Michigan 49617, have personal knowledge of the facts stated herein, and am competent to testify concerning such facts if called to do so.
2. That, between December 2, 2016 and January 18, 2018, I attended all of the meetings posted by the Benzie County Building Authority or the Benzie County Board of Commissioners except those listed on Appendix I, attached hereto.
3. Between December 2, 2016 and January 18, 2018, all such meetings attended by me were for the purpose of completing the Maples MCF (the project), either directly addressing project issues, creating policies and procedures, or relating to membership of the Building Authority and its ability to conduct business to carry out that project.
4. The Building Authority during the period specified did not have any other projects.


Michelle L. Thompson, Treasurer for Benzie County

The foregoing instrument was subscribed and sworn to before me on this 4th day of April, 2018, Michelle L. Thompson, Treasurer for Benzie County.


Lucy Burns, Notary Public
County of Benzie
Acting in the county of Benzie
State of Michigan
My commission expires: 11-23-18

Drafted By:
Michelle L. Thompson
Benzie County Treasurer
448 Court Place
Beulah, MI 49617

APPENDIX I

12/28/2016 Building Authority Meeting

09/20/2017 Special Building Authority Meeting

10/25/2017 Building Authority Meeting

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BA attorney invoices paid out of bond account(s)

Eric VanDussen

Sent: Saturday, February 03, 2018 4:13 AM

To: jaxe@clarkhill.com

Attachments: [2012 Ed Roy Invoices.pdf \(257 KB\)](#) [Open as Web Page]; [2013 Ed Roy Invoices.pdf \(23 KB\)](#) [Open as Web Page]; [2015 Ed Roy Invoices.pdf \(666 KB\)](#) [Open as Web Page]; [2016 Ed Roy Invoices.pdf \(437 KB\)](#) [Open as Web Page]; [Attorney Ed Roy invoices 2~1.pdf \(773 KB\)](#) [Open as Web Page]; [Kuhn Rogers Stmt \(1\) - 01~1.pdf \(295 KB\)](#) [Open as Web Page]; [Ed Roy invoice to BA re Vo~1.pdf \(278 KB\)](#) [Open as Web Page]; [Attorney Ed Roy vendor pri~1.pdf \(60 KB\)](#) [Open as Web Page]

Mr. Axe,

Mr. Roy informed the BA members yesterday that his firm no longer represents us in the pending arbitration claim he filed against our architect on or around August 7, 2017. The BA will likely be meeting early next week in a special meeting to discuss hiring a new attorney for the arbitration.

I've attached copies of all of Mr. Roy's prior BA invoices I've obtained thus far for your review. Also attached are some vendor activity reports related to Mr. Roy's firm(s). The BA has not paid Mr. Roy's \$44,869.44 invoice that is entitled "Ed Roy invoice to BA re Vogler v Longanbach and Stobie - 12-29-17." The BA has likewise not paid Mr. Roy's invoice entitled "Kuhn Rogers Stmt (1) - 01-22-18."

I would first like to obtain your written opinion on whether the BA was permitted to utilize the Maples' project bond funds to pay attorney fees that are not related to the project. Mr. Roy's invoices (especially from 2017-2018) detail many instances in which he billed the BA for services that are not related to the project. And, if the BA's bond funds were improperly used to pay for attorney fees that were not related to the project, how do we go about paying that money back?

Secondly, I would like your written opinion on whether the Maples' project bond funds can be utilized to pay for our new counsel that we need to hire to take over our pending arbitration case against the architect.

MCL 123.961e is perplexing. It's first, run-on sentence indicates that: "All moneys received from the sale of bonds shall be used solely for the purpose for which the bonds were authorized including any engineering, architectural, legal, and other expenses incident thereto and to the issuance of the bonds and including also the payment of the interest on the bonds during a period not to exceed the first 3 years following the date of the bonds and an amount required for the project for operation and maintenance, if appropriate, prior to the receipt of the first revenues from the operation of the project by the incorporating unit or units."

Lastly, I would like your written opinion on whether the above statute prohibits the BA from paying the project's "engineering, architectural, legal, and other expenses" after "the first 3 years following the date of the bonds."

Thanks,

Eric L. VanDussen
Benzie County Building Authority - Chair
231-651-9189
evandussen@benzieco.net

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Mail



Calendar



Contacts



Deleted Items



Drafts [38]



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**RE: Engagement for Legal Opinion**

Eric VanDussen

You forwarded this message on 2/19/2018 11:53 AM.

Sent: Monday, February 19, 2018 11:52 AM**To:** Axe, John R [jaxe@clarkhill.com]**Attachments:** 02-27-17 - Girard letter t~1.pdf (132 KB) [Open as Web Page]

John,

At our meeting last week, the BA board authorized me to sign your engagement letter with a caveat that you not exceed 10 hours on this issue. We also decided that I would pare down the issues of concern that we have with Ed Roy's invoices. I'm in the process of highlighting the portions of his invoices that are likely not related to the Maples' project.

When I originally contacted you to obtain your legal opinion, I had been assured that you were already the BA's retained bond counsel and we would not be charged for your opinion. I understand now that I was misinformed.

I have just started going through 15,000+ documents pertaining to the BA's arbitration with ELA. Over the weekend, I located several emails/letters exchanged between Roy and Steven Girard from your office. A February 27, 2017 letter from Girard to Roy is attached for your review. I'm concerned because a lawyer from your firm is indicating that it is his belief that the BA is responsible for "the financial cost, but more importantly, the human cost of the disaster that your client (the BA) and the architect it hired have created."

I understand that you work for a large law-firm and you may not have any involvement in Mr. Gerard's representation of the Maples. That being said, I still think it would be prudent for you to perform a conflicts check and provide the BA with written confirmation that there is no conflicts issue with your office representing the BA and the Maples.

Thanks,

Eric L. VanDussen
Benzie County Building Authority - Chair
231-651-9189
evandussen@benzieco.net

From: Remus, Stephenye L. [sremus@clarkhill.com] On Behalf Of Axe, John R [jaxe@clarkhill.com]
Sent: Tuesday, February 13, 2018 9:47 AM
To: Eric VanDussen
Subject: Engagement for Legal Opinion

Attached hereto please find the engagement letter for the legal opinion as requested by the Building Authority transmittal of February 3, 2018.

Please return executed to open out file.

Thank you.

John R. Axe
Senior Counsel
CLARK HILL PLC
500 Woodward Ave. | Detroit, MI 48226
313.309.9452 (Direct) | 313.965.8252 (Fax) |
jaxe@ClarkHill.com<mailto:jaxe@ClarkHill.com> | www.clarkhill.com<<http://www.clarkhill.com>>

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Drafts [38]



Inbox (34)



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Sent Items

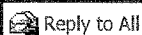
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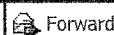
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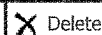
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BA opinion

Eric VanDussen

Sent: Wednesday, March 21, 2018 10:16 AM**To:** jaxe@clarkhill.com

Lisa Vogler indicated that she's also wondering if you know of any other constitutional or statutory provisions that may restrict or prohibit the BA's ability to continue to spend millage/bond funds directly related to the project and/or litigation. That is, any other statutes than the one I've already cited.

Thanks,

Eric L. VanDussen
Benzie County Building Authority - Chair
231-651-9189
evandussen@benzieco.net

Commissioner Report

Dawn Olney

From: Gregory R. Grant <ggrant@cnda-law.com>
Sent: Monday, April 16, 2018 1:42 PM
To: Dawn Olney
Cc: Mitch Deisch; Laurie Robbins
Subject: mallon case

Dawn,
We need to go back into closed session to discuss an additional item. Can you please put me on the next schedule? I think I will do this via conference call.

MOTION TO GO INTO CLOSED SESSION

Motion by _____ to go into closed session to consult with our attorney regarding settlement in connection with the case of Karen Mallon v. Benzie County Board of Commissioners, File No. 18-10847-CZ pending in the Circuit Court for the County of Benzie pursuant to Section 8(e) of the Open Meetings Act since discussion in an open meeting will have a detrimental financial effect on the litigating position of Benzie County and its Board of Commissioners.

Supported by 2/3 roll call vote required to go into closed session.

Gregory R. Grant, Esq.
Cummings McClorey Davis & Acho, PLC
310 West Front Street, Suite 221
Traverse City, MI 49684
ggrant@cnda-law.com
(231) 922-1888
(231) 922-9888 fax

County Administrator's Report



448 Court Place • Beulah, MI 49617

Memo To: Board of Commission
From: Mitchell D. Deisch, Administrator
Date: April 17, 2018
Subject: Administrator Update 4/24/18 BOC Meeting

M D Deisch

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APR 17 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

1. **May 2018 Calendar** – Attached is the May 2018 draft calendar.
2. **Finance Manager Position Update** – The deadline for applications to be submitted in Friday April 27, 2018. Several more applications have been received once we removed IT from the title and modified the Job Description to more accurately represent what IT responsibilities would be shared between the Human Resource position and the Finance Manager Position. The position posting has been posted on the County website. More to follow.
3. **Take Home Vehicle Draft Policy** - Attached is the revised Take Home Vehicle Policy. Once the BOC has had a chance to review and comment, we will ensure this policy is activated.
4. **Maples Lease and Operating Draft Agreement** – This past week County Attorney Dick Figura provided me a copy of a draft lease and operating agreement with DHHS and the Building Authority. This document needs considerable staff review before it is ready to be presented to either the BOC, DHHS or BOC. I realize this is a priority for multiple agencies and I will be working with staff and the County Attorney as quickly as possible to get the initial review completed.
5. **Frankfort Area Housing Advisory Council** – I have volunteered to serve on the Frankfort Area Housing Advisory Council. The Council is looking for creative ways and ideas to address the shortage of affordable housing, including workforce housing, in the greater Frankfort area. Clearly the issue of workforce housing is an issue throughout Benzie County, thus I wanted to ensure that Benzie County was represented on this council. The meetings are typically twice a month.
6. **Financial Deep Dive RFP** – This RFP was discussed at the April 10, 2018 BOC meeting. At this meeting, I was requested to present to the BOC the draft RFP. At the time of this Administrator Update being drafted, I am still working on the draft RFP. It will be my goal to provide the draft RFP to the BOC at the 4/24/18 meeting. If it is completed in advance of this date, I will send it out electronically (and hard copies) to the BOC. More to follow.
7. **School Safety Ad Hoc Committee** – An ad hoc committee has been meeting regarding improving school safety for both Benzie Central Public Schools and Frankfort-Elberta Public Schools. Attending these meetings are Benzie Central Schools, Frankfort/Elberta Schools, Michigan State Police, Benzie County Sheriff Dept., Frankfort Police Dept., Benzie County 911, Benzie County Emergency

Management Office, City of Frankfort and Benzie County. The ad hoc committee are working on numerous avenues to improve school safety and will be releasing a press release starting the process of informing the community of these efforts. Commissioner Warsecke was present at the last meeting and will be a valuable asset for the committee serving not only as a County Commissioner, but also as a former School Resource Officer. More to follow.

8. **FY 2018/2019 Budget** – The FY 18/19 Budget process has started. Attached is the memo from the Administrator's office provided to each department laying out the budgeting process and tentative budget calendar on the back page.
9. **Committee of the Whole** – County Labor Attorney Matt Nordfjord will be present at the 4/24/18 COTW meeting and has requested to go into closed session to discuss a written attorney-client privileged legal opinion. Based upon this closed session, the COTW may run a bit longer than normal.

May 2018

***Please note that all scheduled meeting dates, times and locations are subject to change. Last Updated 4/17/18.**

May 2018							June 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
							3	4	5	6	7	8	9
6	7	8	9	10	11	12	10	11	12	13	14	15	16
13	14	15	16	17	18	19	17	18	19	20	21	22	23
20	21	22	23	24	25	26	24	25	26	27	28	29	30
27	28	29	30	31									

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

BENZIE COUNTY

TAKE HOME VEHICLE POLICY

Policy Overview

The purpose of this policy is to identify when it is appropriate for a county employee to take home a county owned vehicle in order to expedite the response time to respond to emergency or after hour calls for service.

Who Does this Policy Impact

All non-union and non-elected employees in Benzie County. Elected county officials may choose to use this policy for their employees.

Qualifications

- The County Administrator must approve all cases where a county vehicle is taken home. A documented report will be filed to determine the length of time the vehicle can be taken home. If the County vehicle will be leaving the County regularly, the County Administrator will inform the Board of Commission.
- Must be an on-call or emergency call personnel
- Employee must have valid driver's license
- Employees must have a clean driving record for at least the past 5 years. This means they must not have been held at fault for an automobile accident or been arrested on charges of violating vehicle and traffic laws such as driving under the influence of drugs, alcohol or other mind-altering substances.
- The Take Home Vehicle Policy can be revoked at any time.

Company vehicles for employees with disabilities

Benzie County will make reasonable accommodations to facilitate company vehicle use for eligible employees with disabilities.

Company vehicle rules

- Obey traffic laws in your jurisdiction and be courteous toward other drivers.
- Monitor gas, tire pressure, and all fluid levels.
- Report any damage or problems regarding your assigned vehicle immediately to the County Administrator.

- Report changes to your driver privileges, such as driver's license suspension, immediately.
- Always lock county vehicles.
- Do not drive while intoxicated, fatigued, or on medication that affects your driving ability.
- Do not smoke or use any tobacco products in any county vehicle.
- Do not use a phone or text while driving.
- Do not allow unauthorized drivers to use a county vehicle unless required by an emergency.
- The assigned vehicle is to be operated only to and from work during normal working hours or on official business. The vehicle is not to leave the county unless specifically agreed to by the County Administrator. **The county vehicle will not be used for personal business.**
- The vehicle is to be kept clean inside and outside.
- The personnel assigned to the vehicle will be in the vehicle responding to a call or at their assigned office location at the start of their shift.

Accidents

- Contact the county HR department immediately. They will contact the insurance provider.
- Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required.
- Do not guarantee payment or accept responsibility without county authorization.

County responsibilities

- Ensuring vehicles are safe before assigning them.
- Scheduling regular maintenance.
- Providing car insurance.

Employee

County Administrator

Date: _____

Date: _____

Benzie County Administrator

Mitch Deisch, County Administrator

Maridee Cutler, Deputy Administrator

Date: April 9, 2018

Subject: Budget Proposal Process

We are starting the budget planning process, and I have attached the budget calendar for you. We anticipate the budget will be approved by the Board by mid-September.

Action step 1: Prepare your 2018/19 operational budgets:

This budget should reflect a budget based on the 2017-18 fiscal year "Approved Budget". Use the "2018-19 Requested" column for this proposal.

Budget increase(s) must be justified in writing with a footnote or by separate memo. Please indicate whether the increase is **one-time or on-going**. If you are requesting additional staff, a job description approved by the Human Resources Committee must be submitted. Your justification should also include a projection of what would happen if the increase were not approved.

Action step 2:

- Notify the County Administrator on or before May 14, 2018 that your budget proposal(s) are complete.
- Set an operational budget review meeting with the County Administrator to occur between May 14 and June 6, 2018.

The operational budget review meeting with the Administrator is intended to ensure budget proposals reflect operational usage. If operational budget proposals are in line with previous year expenditures, additional justifications in a budget hearing with the Committee of the Whole may not be necessary. Operational budget review meetings may also be used to discuss and clarify increase proposals, their prioritization and substantiation. All new cost proposals are subject to the budget hearing process with the Committee of the Whole.

By June 12th, the County Administrator and Deputy Administrator will compile a composite draft of all operational budget proposals and present recommendations to the Committee of the Whole based on proposal submissions, and revenue projections.

Action step 3: Attend budget hearings with the Committee of the Whole

- General review of budget
- Operational budget proposal issues that could not be resolved with the County Administrator
- On-going budget increase proposals
- One-time cost budget proposals

Budget hearings with the Committee of the Whole will be held between June 11th and June 26th. An appointment will be set when you will meet to review your budget with the County Administrator and the Committee of the Whole.

The Committee of the Whole will consider all budget proposals collectively between June 11th and June 29th. Additional meetings with budget managers may occur during this time.

The Administrators Office will prepare a consolidated budget draft recommendation for the Board packet due July 18th for the Board meeting on July 24th. The County Administrator will review the proposed budget with the Board and the Board will hold a public hearing to receive input on September 11th. The budget proposal will be posted on the County's website and made available at the County Clerk's office counter for the following two weeks.

A budget proposal will be placed on the September 25th Board agenda for review, comment, and adoption. The General Appropriations Act resolution and authorized personnel roster will also be reviewed and approved.

The budget will become effective October 1, 2018 and run through September 30, 2019. During that period, budget managers may use budget adjustments to address variable needs within their own operational budget lines (not personnel budget lines). Budget adjustments do not require Board approval, but are sent directly to the County Administrator for processing. Budget managers may not incur expenditures directly or indirectly in budget accounts other than their own.

Budget amendments are used to request additional funding from the Board. Once the final budget has been adopted by the Board, budget amendments will only be considered if they meet the following criteria:

- needed to address an emergency situation, as declared by the Board of Commissioners
- needed to address an unforeseen need. Requests must contain a full disclosure of all budget expenditures to date, justification, and reason(s) why this was not anticipated during the budget proposal process.

Budget managers should also be aware that State and Federal legislation, as well as grants may impact revenue and could cause mid-year budget adjustments, either positively or negatively.

Respectfully,

Mitch Deisch
County Administrator

Budget Calendar for 2018/2019 Operational Budgets

Date	Description of Action
April 11, 2018	Budget Letter to Elected Officials & Department Heads
April 12-May 14, 2018	Elected Officials and Department Heads enter budgets in General Ledger
May 14 – June 6, 2018	Make appointments with County Administrators Office to review individual budgets
June 12, 2018	Composite Draft for presentation to Committee of the Whole
June 12 – June 26, 2018	Budget Meetings with Committee of the Whole
July 18, 2018	Consolidated Budget Draft due to Dawn for Board Packet
July 24, 2018	County Administrator presents Draft Budget to the Board
September 11, 2018	Public Hearing Draft of Budget for Public Review
September 25, 2018	Draft Budget on BOC agenda for adoption
October 1, 2018	New Budget effective date

FINANCE REPORT

Finance Issues:

Approval of the payment of bills from April 11, 2018 to April 24, 2018 in the amount of \$492,427.20.

RGTm

CASH SUMMARY BY FUND FOR BENZIE COUNTY
FROM 10/01/2017 TO 04/23/2018
FUND: ALL FUNDS
CASH ACCOUNTS

Fund	Description	Beginning Balance 10/01/2017	Total Debits	Total Credits	Ending Balance 04/23/2018
101	GENERAL FUND	1,320,969.13	4,952,064.05	6,696,479.20	(423,446.02)
201	BENZIE COUNTY ROAD COMMISSION	1,186,944.38	4,738,411.91	3,327,481.25	2,597,875.04
205	TNT OFFICER MILLAGE FUND	41,544.01	178,902.40	118,328.52	102,117.89
206	SHERIFF'S K-9 FUND	16,726.35	3,790.98	7,581.96	12,935.37
207	SHERIFF'S RESERVES FUND	11.64	0.00	0.00	11.64
208	SHERIFF'S DIVE TEAM FUND	1,382.00	0.00	0.00	1,382.00
211	D.A.R.E. FUND	1,736.17	0.00	0.00	1,736.17
212	BENZIE KIDS	1,502.38	376.00	152.00	1,726.38
213	JAIL OPERATIONS FUND	95,783.42	2,025,812.69	1,717,172.93	404,423.18
214	EMERGENCY MEDICAL SERVICES (EMS) FUN	130,256.30	2,708,514.81	2,206,670.68	632,100.43
215	FRIEND OF THE COURT FUND	72,290.04	2,820.88	0.00	75,110.92
216	SEASONAL ROAD PATROL FUND	24,519.78	2,657.26	3,456.52	23,720.52
217	SNOWMOBILE PATROL FUND	10,936.81	9,983.83	12,980.59	7,940.05
218	PARKS & REC - ICE RINK	16.69	2,500.00	2,500.00	16.69
219	AIRPORT AUTHORITY FUND	1,490.54	46,235.83	49,553.32	(1,826.95)
220	MARINE PATROL FUND	1,659.99	3,172.36	3,899.58	932.77
221	BENZIE-LEELANAU DIST HEALTH DEPT FUN	179,705.39	1,565,440.66	1,502,960.16	242,185.89
228	SOLID WASTE/RECYCLING FUND	83,145.58	410,350.36	201,321.98	292,173.96
230	BETSIE VALLEY TRAIL MANAGEMENT FUND	5,309.38	19,084.56	21,232.36	3,161.58
231	SOIL EROSION (SESSC) FUND	30,570.00	15,187.00	12,824.00	32,933.00
235	CDBG GRANTS	0.00	0.00	0.00	0.00
241	LAND BANK AUTHOITY FUND	56,752.80	56,387.23	334.38	112,805.65
243	BROWNFIELD REDEVELOPMENT AUTHORITY F	21,315.93	3,128.39	3,724.50	20,719.82
244	E.D.C. ENTERPRISE FUND	2,430.71	30,663.94	29,854.08	3,240.57
245	REMONUTATION/SURVEY GRANT FUND	27,478.47	53,623.60	52,464.00	28,638.07
246	GIS INFORMATION SYSTEM	6,993.28	50.00	0.00	7,043.28
247	ANIMAL CONTROL FUND	169,560.82	253,136.46	202,105.82	220,591.46
249	BUILDING DEPARTMENT FUND	71,178.93	341,237.78	352,760.92	59,655.79
256	REG OF DEEDS AUTOMATION FUND	150,038.16	34,232.50	36,790.92	147,479.74
258	HOMELAND SECURITY GRANTS	1,629.99	0.00	0.00	1,629.99
260	CPL CLERK TECHNOLOGY FUND	19,738.57	6,471.59	229.42	25,980.74
261	911 EMERGENCY SERVICE FUND	414,266.94	753,317.81	742,100.30	425,484.45
262	DISPATCHER TRAINING FUND	18,031.41	9,195.02	10,701.44	16,524.99
263	LOCAL CORRECTION OFFICER'S TRAINING	16,117.72	9,381.30	13,762.60	11,736.42
264	SHERIFF FORFEITURE FUND	4,582.79	1,826.22	2,104.76	4,304.25
265	JUSTICE TRAINING (302) FUND	7,415.24	6,340.25	9,806.20	3,949.29
269	LAW LIBRARY FUND	1,375.75	20,862.95	21,725.90	512.80
276	COMMISSION ON AGING MILLAGE FUND	328,311.12	1,637,401.72	1,209,187.89	756,524.95
284	REVENUE SHARING RESERVE FUND	0.00	0.00	0.00	0.00
285	POINT BETSIE LIGHTHOUSE FUND	3,246.36	0.00	0.00	3,246.36
292	CHILD CARE FUND	36,210.59	287,027.28	294,337.04	28,900.83
293	VETERAN'S RELIEF FUND	71,083.78	89,368.30	77,402.18	83,049.90
294	VETERANS TRUST FUND	5,019.63	5,019.63	10,039.26	0.00
295	VETERAN'S MEMORIAL FUND	0.00	58,691.44	890.74	57,800.70
296	JUVENILE JUSTICE FUND	746.17	14,383.51	16,591.88	(1,462.20)
310	GOVERNMENT CENTER ADDITION DEBT FUND	34,660.13	63,876.05	2,927.50	95,608.68
312	MAPLES DEBT/MILLAGE FUND	514,023.08	775,164.41	295,427.96	993,759.53
371	JAIL RESERVE FUND	238,205.78	96,542.48	205,457.50	129,290.76

CASH SUMMARY BY FUND FOR BENZIE COUNTY

FROM 10/01/2017 TO 04/23/2018

FUND: ALL FUNDS

CASH ACCOUNTS

Fund	Description	Beginning Balance 10/01/2017	Total Debits	Total Credits	Ending Balance 04/23/2018
401	CAPITAL IMPROVEMENT FUND	6,744.62	0.00	0.00	6,744.62
412	MCF RENOVATIONS FUND	141,441.09	511,557.08	609,647.66	43,350.51
415	RAILROAD POINT	10,199.12	7,913.10	5,626.20	12,486.02
425	EQUIPMENT REPLACEMENT FUND	121,483.67	149,692.45	152,584.04	118,592.08
512	MEDICAL CARE FACILITY FUND	1,290,631.62	5,728,970.30	5,362,238.96	1,657,362.96
516	DELINQUENT TAX REVOLVING FUND	4,494,666.88	3,217,232.84	3,861,331.21	3,850,568.51
532	TAX FORECLOSURE FUND	829,387.05	93,723.54	94,270.04	828,840.55
535	CDBG HOUSING GRANT FUND	97,971.54	111,808.60	168,113.30	41,666.84
569	BUILDING AUTHORITY	9,957.94	3,529.61	7,059.22	6,428.33
595	COMMISSARY/CONCESSION FUND-JAIL	2,135.55	1,380.01	1,873.08	1,642.48
616	TREASURER'S TAX ADMINISTRATION FUND	54,360.25	1,100.00	2,200.00	53,260.25
701	GENERAL AGENCY FUND	2,294,638.65	5,102,869.84	7,146,542.12	250,966.37
704	PAYROLL CLEARING FUND	21,039.19	1,354,434.34	1,299,355.19	76,118.34
721	LIBRARY PENAL FINE FUND	40,361.24	37,789.06	0.00	78,150.30
764	SHERIFF'S INMATE TRUST FUND	347.85	110,401.86	95,336.70	15,413.01
775	SUMMER TAX COLLECTION FUND	0.00	0.00	0.00	0.00
TOTAL - ALL FUNDS		14,842,280.39	37,725,038.07	38,281,499.96	14,285,818.50

BILLS TO BE APPROVED April 24, 2018

Motion to approve Vouchers in the amount of:

\$	85,229.01	General Fund (101)
\$	24,579.48	Jail Fund (213)
\$	57,134.75	Ambulance Fund & ALS (214)
\$	3,021.97	Funds 105-238
\$	2,176.22	ACO Fund (247)
\$	-	Building (249)
\$	5,124.78	Dispatch 911 Fund (261)
\$	102,304.09	Funds 239-292
\$	33,962.72	Funds 293-640
\$	178,894.18	701 Fund
\$	-	Trust and Agency Funds & MSU Trust and Agency Fund (702-771)
<u>\$</u>	<u>492,427.20</u>	

April 6, 2018 - April 24, 2018

[illegible]

206-K-9 Fund	230-BVTMC	269-Law Library	310-Gov't Ctr Addition-Debt
207-Sheriff Reserve's	232-Planning/Zoning	270-Platte River Bridge	315-Benzie Leelanau Health
208-Dive Team	235-CBDG	271-Housing Grant	321-Jail Bond
209-Resource Officer	238-EDC	276-Council on Aging	371-Jail Bldg Debt Millage
210-Benzie Kids	245-Remonumentation	285-Pt. Betsie Lighthouse	425-Equipment Replace
211-D.A.R.E. Fund	256-Reg of Deeds	292-Child Care Fund	
215-FOC	262-911-Training	293-Soldiers Relief Fund	

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	SAUER, GARY	REIMBURSE FOR PARKING	3/28/18 PARKING	04/12/18	27.00	64687
101-101-860.00	TRAVEL	WARSECKE, EVAN	MILEAGE	MARCH/APRIL 18	04/12/18	17.99	64715
101-101-900.00	PRINTING & PUBLISHING	PIONEER GROUP	BOC AND COMMITTEE APPT PUBLICATION	43100200	04/12/18	229.50	64677
101-101-955.00	CONVENTIONS & MEETINGS	NETWORKS NORTHWEST	SHORT TERM RENTALS 5/16/18 GARY SA	SHORT TERM	04/12/18	40.00	64670
Total For Dept 101 BOARD OF COMMISSIONERS						314.49	
Dept 131 CIRCUIT COURT							
101-131-727.00	OFFICE SUPPLIES	MANISTEE COUNTY	BENZIE REIMBURSEMENT	MARCH 2018	04/12/18	74.60	64664
101-131-730.00	POSTAGE	MANISTEE COUNTY	BENZIE REIMBURSEMENT	MARCH 2018	04/12/18	78.08	64664
101-131-802.00	TRANSCRIPTS	MANISTEE COUNTY	BENZIE REIMBURSEMENT	MARCH 2018	04/12/18	305.45	64664
101-131-804.00	RECORDING SERVICES	FELICZAK, KAREN	RECORDING SVCS 3/13/18 3/20/18	3/27/18	04/12/18	68.32	64648
101-131-805.00	COURT APPOINTED ATTORNEY	CICCHELLI, ANTHONY	CT. APPT ATTY 17-2057-NA	3/23/18	04/12/18	75.00	64638
101-131-805.00	COURT APPOINTED ATTORNEY	SPILLAN, JOHN	CT. APPT FEES-REIMBURSEMENT FOR SI	2/27/18	04/12/18	225.00	64692
101-131-805.00	COURT APPOINTED ATTORNEY	SPILLAN, JOHN	17-2535-FH, 17-425-FY	3/29/18	04/12/18	181.90	64692
101-131-810.00	LEGAL FEES	CICCHELLI, ANTHONY	MONTHLY COURT APPT ATTRNY FOR 2017	APRIL 2018	04/12/18	2,094.16	64720
101-131-810.00	LEGAL FEES	GRAFF, JACOB	MONTHLY COURT APPT ATTRNY FOR 2017	APRIL 2018	04/12/18	1,110.75	64725
101-131-810.00	LEGAL FEES	HUFF, DAVID G.	MONTHLY COURT APPT ATTRNY FOR 2017	APRIL 2018	04/12/18	2,094.16	64726
101-131-810.00	LEGAL FEES	MCCARN-DINEHART, TRAC	MONTHLY COURT APPT ATTRNY FOR 2017	APRIL 2018	04/12/18	984.00	64728
101-131-810.00	LEGAL FEES	SMITH, MICHAEL LAWRE	MONTHLY COURT APPT ATTRNY FOR 2017	APRIL 2018	04/12/18	1,110.75	64729
101-131-810.00	LEGAL FEES	SPILLAN, JOHN	MONTHLY COURT APPT ATTRNY FOR 2017	APRIL 2018	04/12/18	1,110.75	64730
101-131-810.00	LEGAL FEES	KELLEY, CLAYTON	MONTHLY COURT APPT ATTRNY FOR 2017	APRIL 2018	04/12/18	227.80	64655
101-131-860.00	TRAVEL		MILEAGE/MEALS 2/1/18-3/20/18	4/3/18	04/12/18	9,740.72	
Total For Dept 131 CIRCUIT COURT						9,740.72	
Dept 136 DISTRICT COURT							
101-136-727.00	OFFICE SUPPLIES	VISA-KIM NOWAK	USB CORD/SCANNER	DC101	04/12/18	10.96	64709
101-136-801.00	CONTRACTED SERV-SOBRIETY	COURTAD, JOSHUA C.	MONTHLY CONTRACT FOR SOBRIETY COUR	APRIL 2018	04/12/18	650.00	64722
101-136-805.00	COURT APPOINTED ATTORNEY	SMITH, MICHAEL LAWRE	H PEER	17-230-SM	04/12/18	250.00	64691
101-136-806.00	SCREENING FEES	OPEN DOOR ASSESSMENTS	D RUCKI	18-093-SM	04/12/18	75.00	64673
101-136-811.00	INTERPRETER FEE'S	GRAND TRAVERSE INDUST	DEAF INTERPRETER SERVICES	000049641	04/12/18	320.12	64652
101-136-853.00	CELLULAR PHONES	CENTURYLINK	COUNTY 800 #'S AND LONG DISTANCE	1437095115	04/19/18	7.29	64741
101-136-955.00	STAFF DEVELOPMENT/CONFER	MADCP0, TREASURER	CONFERENCE FEE / 2018 MEMBERSHIP D	DC98	04/12/18	135.00	64661
Total For Dept 136 DISTRICT COURT						1,448.37	
Dept 141 FRIEND OF THE COURT							
101-141-850.00	TELEPHONE	CENTURYLINK	COUNTY 800 #'S AND LONG DISTANCE	1437095115	04/19/18	0.69	64741
Total For Dept 141 FRIEND OF THE COURT						0.69	
Dept 142 JUVENILE DIVISION							
101-142-727.00	OFFICE SUPPLIES	PURE WATER WORKS	WATER COOLER RENTAL	4/1/18	04/12/18	23.32	64681
101-142-957.40	NON REIMBURSABLE EXPENSE	COTE, PATRICIA	REIM CLOTHING FOR E.NANNI AND MILE	4/2/18	04/12/18	224.72	64641
Total For Dept 142 JUVENILE DIVISION						248.04	
Dept 148 PROBATE COURT							
101-148-727.00	OFFICE SUPPLIES	OFFICE DEPOT	PAPER/TAPE/DATER/FOLDERS/POST ITS/	122221557001	04/12/18	184.22	64672
101-148-805.00	COURT APPOINTED ATTORNEY	LAW OFFICE OF HEATHER M HOBART, LII	12-0067-GL	743883	04/12/18	240.00	64657
101-148-900.00	PRINTING & PUBLISHING	I.C.L.E.	EPIC W/REPORTERS COMMENTS		04/12/18	247.50	64653
Total For Dept 148 PROBATE COURT						671.72	
Dept 172 ADMINISTRATOR							
101-172-860.00	TRAVEL	DETSCH, MITCH	MILEAGE ALLOWANCE	APRIL 2018	04/12/18	275.00	64723
101-172-900.00	PRINTING & PUBLISHING	PIONEER GROUP	00047674 4C/YOUR DOLLARS AT WORK A	301909149	04/12/18	538.00	64675
101-172-900.00	PRINTING & PUBLISHING	PIONEER GROUP	00050670 FINANCE/IT MANAGER AD	301908803	04/12/18	147.80	64675
101-172-900.00	PRINTING & PUBLISHING	RECORD EAGLE	0318935234		04/12/18	663.00	64684

04/19/2018 05:02 PM INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
 User: MARIDEE EXP CHECK RUN DATES 04/06/2018 - 04/24/2018
 DB: Benzie County JOURNALIZED PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 172 ADMINISTRATOR							
101-172-900.00	PRINTING & PUBLISHING	MICHIGAN MUNICIPAL LE	WEBSITE CLASSIFIED AD IT MANAGER	17106	04/19/18	129.20	64763
			Total For Dept 172 ADMINISTRATOR			1,753.00	
Dept 215 COUNTY CLERK							
101-215-955.10	DUES & REGISTRATIONS	MI ASSOC. OF COUNTY C	MACC QUARTELY MEETING MAY 31 & JUN	4/16/2018	04/19/18	50.00	64761
101-215-961.00	TRAINING & SCHOOLS	STATE OF MICHIGAN	CEO CERTIFICATION FOR KIMBERLY CHI	4/17/2018	04/19/18	60.00	64776
			Total For Dept 215 COUNTY CLERK			110.00	
Dept 253 COUNTY TREASURER							
101-253-900.00	PRINTING & PUBLISHING	PIONEER GROUP	AD FOR DELQ TAX SPECIALIST	43100328	04/12/18	66.30	64675
			Total For Dept 253 COUNTY TREASURER			66.30	
Dept 262 ELECTIONS							
101-262-727.00	OFFICE SUPPLIES - BALLOT	PRINTING SYSTEMS, INC	VOTER ID CARDS	200553	04/19/18	36.41	64769
101-262-860.00	TRAVEL	BOWERS, TAMMY	MILEAGE TO MANISTEE - ELECTION TRA	4/6/2018	04/12/18	32.70	64632
			Total For Dept 262 ELECTIONS			69.11	
Dept 265 BUILDING & GROUNDS							
101-265-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	MARCH 2018 2009 DODGE FUEL	1043	04/12/18	41.67	64622
101-265-750.00	MAINTENANCE SUPPLIES	G.T. PACKAGING & JANI	CLEANING SUPPLIES	0229018-IN	04/12/18	94.96	64650
101-265-750.00	MAINTENANCE SUPPLIES	G.T. PACKAGING & JANI	CLEANING SUPPLIES	0228828--IN	04/12/18	267.10	64650
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT HARDWARE	2 PAINT ROLLERS/BRUSH	147960	04/12/18	26.97	64671
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT HARDWARE	BATTERIES	148068	04/19/18	4.59	64767
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT HARDWARE	BATTERIES/COAT HOOKS	148059	04/19/18	34.97	64767
101-265-820.00	SNOW REMOVAL	BENZIE COUNTY ROAD CO	MARCH 2018 WINTER MAINTENANCE	5034	04/12/18	248.45	64622
101-265-821.00	GARBAGE DISPOSAL	AMERICAN WASTE	MARCH 2018 8/4 YRD DUMPSTERS	2434564	04/12/18	175.00	64619
101-265-850.00	TELEPHONE	CENTURYLINK	COUNTY 800 #'S AND LONG DISTANCE	1437095115	04/19/18	56.11	64741
101-265-850.00	TELEPHONE	TELENET WORLDWIDE	APRIL 2018	132132	04/19/18	462.17	64779
101-265-922.00	WATER & SEWER	VILLAGE OF BEULAH	READ DATE 4/9/18 WATER	S-095	04/19/18	757.04	64785
			Total For Dept 265 BUILDING & GROUNDS			2,169.03	
Dept 266 LEGAL & CONTRACTED SERVICES							
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY,	RETAINER FOR MARCH 2018	MARCH 2018	04/19/18	1,833.34	64744
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY,	NON RETAINER EXPENSES	MARCH 2018-2	04/19/18	1,240.86	64744
101-266-810.00	LEGAL FEES	FIGURA, RICHARD	GENERAL MATTERS	BC-193	04/19/18	2,128.50	64755
101-266-815.00	AUDITORS	ANDERSON, TACKMAN & C	PROGRESS BILLING FOR YR END SEPT 3	120385	04/12/18	5,236.25	64620
			Total For Dept 266 LEGAL & CONTRACTED SERVICES			10,438.95	
Dept 275 DRAIN COMMISSION							
101-275-819.00	CONTRACT SERVICE - LAKE	DIXON, CRAIG	MONTHLY CONTRACTED SERVICES FOR DA	APRIL 2018	04/12/18	333.33	64724
			Total For Dept 275 DRAIN COMMISSION			333.33	
Dept 285 CENTRAL SERVICES							
101-285-727.10	PAPER SUPPLIES	PITNEY BOWES	2 INK CARTRIDGES FOR POSTAGE METER	1007010918	04/19/18	226.08	64768
101-285-800.00	CONTRACTED SERVICES	PITNEY BOWES GLOBAL F	POSTAGE METER RENTAL 1/30/2018 TO	3305862674	04/12/18	471.99	64678
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	EQUALIZATION/COPY ROOM PRINTER	162688	04/12/18	279.35	64698
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	ADMIN COPIER	162658	04/12/18	106.80	64698
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	PROSECUTOR FAX	163282	04/19/18	126.51	64778
			Total For Dept 285 CENTRAL SERVICES			1,210.73	
Dept 301 SHERIFF							
101-301-727.00	OFFICE SUPPLIES	PIONEER GROUP	ANNUAL SUBSCRIPTION	0021041	04/12/18	39.00	64676
101-301-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL	1042	04/12/18	2,389.06	64622
101-301-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL CARD REPLACEMENT	1055	04/12/18	5.00	64622

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 301 SHERIFF							
101-301-748.00	GAS, OIL & GREASE	VISA-ROSA KYLE	LIGHTS,AUTO SPLY,SUPPLY HOUSE CRED	7179	04/12/18	33.19	64710
101-301-748.00	GAS, OIL & GREASE	WATSON BENZIE LLC	RR WIPER BLADE JOURNEY 1	15238	04/12/18	22.77	64716
101-301-748.00	GAS, OIL & GREASE	XPRESS LUBE	OIL CHANGE JOURNEY - 1	32357	04/12/18	49.90	64718
101-301-748.00	GAS, OIL & GREASE	AMAZON CAPITAL SERVIC	WIPER BLADES - 16-1	1QKW-PK4N-VGTT1	04/19/18	27.15	64737
101-301-748.00	GAS, OIL & GREASE	THIRLBY AUTO - ALS/EM	BATTERY, WIPER BLADES,COUPLER PIN	3828	04/19/18	139.03	64780
101-301-748.00	GAS, OIL & GREASE	XPRESS LUBE	OIL CHANGE 14-2	32501	04/19/18	49.90	64788
101-301-748.00	GAS, OIL & GREASE	XPRESS LUBE	OIL CHG,WIP BL 14-1	32527	04/19/18	72.06	64788
101-301-749.00	VEHICLE REPAIRS	NAPA AUTO SUPPLY, INC	BLOWER MOTOR 12-1, CORE CHG	28514125	04/12/18	318.42	64669
101-301-751.00	UNIFORMS	EMBROID ME OF TRAVERS	UNIFORM SHIRTS - NAMES	E18218	04/12/18	268.00	64646
101-301-751.00	UNIFORMS	VISA-TROY LAMERSON	UNIFORMS,PARTS,TRNG	6759	04/12/18	353.34	64712
101-301-751.00	UNIFORMS	VISA-TSCHEDEL 7161	UNIFORMS,FLAG,TRANSPORT	7161	04/12/18	599.94	64713
101-301-751.00	UNIFORMS	EMBROID ME OF TRAVERS	UNIFORM SHIRTS - EMBROIDERY	E18232	04/19/18	218.00	64752
101-301-961.00	TRAINING & SCHOOLS	COUNTY OF OTTAWA	MARINE ACADEMY - K ROSA	63545	04/19/18	150.00	64746
101-301-980.00	VEHICLE EQUIPMENT	VISA-ROSA KYLE	LIGHTS,AUTO SPLY,SUPPLY HOUSE CRED	7179	04/12/18	512.98	64710
101-301-980.00	VEHICLE EQUIPMENT	AMAZON CAPITAL SERVIC	EMG LIGHT CONTROL W/SIREN - 16-1	1WX4-G1MN-NTJM	04/19/18	210.00	64737
101-301-980.00	VEHICLE EQUIPMENT	AMAZON CAPITAL SERVIC	GUN MOUNTING MAGNETS	1H67-LQHM-NDFF	04/19/18	32.98	64737
Total For Dept 301 SHERIFF						5,490.72	
Dept 333 SECONDARY ROAD PATROL							
101-333-725.00	FRINGE BENEFITS	ADVANCED BENEFIT SOLU	COBRA ADMIN FEE APRIL 2018	178807	04/19/18	18.40	64734
101-333-725.00	FRINGE BENEFITS	ADVANCED BENEFIT SOLU	APRIL 2018 VISION	178807-2	04/19/18	25.46	64734
101-333-725.00	FRINGE BENEFITS	BLUE CARE NETWORK	BCN COVERAGE MAY 2018	180680045003	04/19/18	1,156.85	64739
101-333-725.00	FRINGE BENEFITS	DEARBORN NATIONAL	MAY 2018 STD/LTD/LIFE	EAB2F00093-1	04/19/18	37.66	64748
101-333-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL	1042	04/12/18	184.34	64622
Total For Dept 333 SECONDARY ROAD PATROL						1,422.71	
Dept 426 EMERGENCY MANAGEMENT							
101-426-725.00	FRINGE BENEFITS	ADVANCED BENEFIT SOLU	COBRA ADMIN FEE APRIL 2018	178807	04/19/18	18.40	64734
101-426-725.00	FRINGE BENEFITS	ADVANCED BENEFIT SOLU	APRIL 2018 VISION	178807-2	04/19/18	9.83	64734
101-426-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIEL	PPO COVERAGE MAY 2018	007016437	04/19/18	507.58	64740
101-426-725.00	FRINGE BENEFITS	DEARBORN NATIONAL	MAY 2018 STD/LTD/LIFE	EAB2F00093-1	04/19/18	40.82	64748
101-426-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	COMM VAN FUEL	1052	04/12/18	32.98	64622
101-426-850.00	TELEPHONE	VERIZON WIRELESS	EMD/JAIL/ALS PHONES	9804557859	04/19/18	48.92	64784
101-426-860.00	TRAVEL	POST, FRANK	MILEAGE REINBURSEMENT FROM 3/25 TO MILEAGE TO 4/7/		04/12/18	249.31	64680
Total For Dept 426 EMERGENCY MANAGEMENT						907.84	
Dept 648 MEDICAL EXAMINER							
101-648-861.00	BURIAL TRANSITS	JOWETT FAMILY FUNERAL	AUTOPSY J. CLOUS	3/31/18	04/12/18	300.00	64654
Total For Dept 648 MEDICAL EXAMINER						300.00	
Dept 649 MENTAL HEALTH							
101-649-836.00	APPROPRIATIONS	CENTRA WELLNESS NETWO	MONTHLY APPROPRIATION	APRIL 2018	04/12/18	9,584.88	64635
Total For Dept 649 MENTAL HEALTH						9,584.88	
Dept 851 INSURANCE & BONDS							
101-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	MAY 2018 STD/LTD/LIFE	EAB2F00093-1	04/19/18	188.28	64748
Total For Dept 851 INSURANCE & BONDS						188.28	
Dept 852 MEDICAL INSURANCE							
101-852-717.00	MEDICAL/DENTAL/VISION IN	CONQUEST, JEFF	MONTHLY RETIREE HEALTHCARE SUPPLEM	APRIL 2018	04/12/18	175.00	64721
101-852-717.00	MEDICAL/DENTAL/VISION IN	KOSIBOSKI, JEFFREY	RETIREE HEALTH SUPPLEMENT BENEFIT	APRIL 2018	04/12/18	175.00	64727
101-852-717.00	MEDICAL/DENTAL/VISION IN	TUCKER, DAVID	MONTHLY RETIREE HEALTHCARE SUPPLEM	APRIL 2018	04/12/18	175.00	64731
101-852-717.00	MEDICAL/DENTAL/VISION IN	ADVANCED BENEFIT SOLU	APRIL 2018 VISION	178807-2	04/19/18	774.71	64734

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 852 MEDICAL INSURANCE							
101-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	BCN COVERAGE MAY 2018	180680045003	04/19/18	32,700.34	64739
101-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CROSS BLUE SHIEL	PPO COVERAGE MAY 2018	007016437	04/19/18	2,740.89	64740
101-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	MAY 2018 STD/LTD/LIFE	EAB2F00093-1	04/19/18	1,077.09	64748
101-852-800.00	CONTRACTED SERVICES - CA	ADVANCED BENEFIT SOLU	COBRA ADMIN FEE APRIL 2018	178807	04/19/18	908.20	64734
101-852-874.00	MEDICAL INSURANCE - RET	ADVANCED BENEFIT SOLU	APRIL 2018 VISION	178807-2	04/19/18	33.87	64734
			Total For Dept 852 MEDICAL INSURANCE			38,760.10	
			Total For Fund 101 GENERAL FUND			85,229.01	
Fund 205 TNT OFFICER MILLAGE FUND							
Dept 000							
205-000-725.00	FRINGE BENEFITS	ADVANCED BENEFIT SOLU	COBRA ADMIN FEE APRIL 2018	178807	04/19/18	22.90	64734
205-000-725.00	FRINGE BENEFITS	ADVANCED BENEFIT SOLU	APRIL 2018 VISION	178807-2	04/19/18	25.46	64734
205-000-725.00	FRINGE BENEFITS	BLUE CARE NETWORK	BCN COVERAGE MAY 2018.	180680045003	04/19/18	1,156.85	64739
205-000-725.00	FRINGE BENEFITS	DEARBORN NATIONAL	MAY 2018 STD/LTD/LIFE	EAB2F00093-1	04/19/18	39.18	64748
205-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL	1042	04/12/18	133.35	64622
205-000-748.00	GAS, OIL & GREASE	WATSON BENZIE LLC	OIL CHANGE 17 DODGE TK	145466	04/19/18	75.50	64787
205-000-961.00	TRAINING & SCHOOLS	VISA=TROY LAMERSON	UNIFORMS,PARTS,TRNG	6759	04/12/18	421.56	64712
205-000-961.00	TRAINING & SCHOOLS	PUBLIC AGENCY TRAININ	CRIME SCENE INVEST TRAINING 205	227652	04/19/18	325.00	64770
			Total For Dept 000			2,199.80	
			Total For Fund 205 TNT OFFICER MILLAGE FUND			2,199.80	
Fund 206 SHERIFF'S K-9 FUND							
Dept 000							
206-000-967.00	PROJECT EXPENSES	VISA=TED SCHENDEL	WASTING TEE,TRAINING FOOD & LODGIN	6866	04/12/18	42.99	64711
			Total For Dept 000			42.99	
			Total For Fund 206 SHERIFF'S K-9 FUND			42.99	
Fund 213 JAIL OPERATIONS FUND							
Dept 265 BUILDING & GROUNDS							
213-265-783.00	EQUIP. SERVICES & SUPPLI	QUILL CORPORATION	WIPES,TAPE,TOWELS	5984127	04/12/18	162.68	64682
213-265-783.00	EQUIP. SERVICES & SUPPLI	VISA=DAN SMITH	TRAINING,MAINT,LDGING	7195	04/12/18	162.26	64707
213-265-783.00	EQUIP. SERVICES & SUPPLI	VISA=ROSA KYLE	LIGHTS,AUTO SPLY,SUPPLY HOUSE CRED	7179	04/12/18	(177.95)	64710
213-265-783.00	EQUIP. SERVICES & SUPPLI	VISA=TED SCHENDEL	WASTING TEE,TRAINING FOOD & LODGIN	6866	04/12/18	64.95	64711
213-265-783.00	EQUIP. SERVICES & SUPPLI	VISA=TROY LAMERSON	UNIFORMS,PARTS,TRNG	6759	04/12/18	164.50	64712
213-265-783.00	EQUIP. SERVICES & SUPPLI	VISA=TSCHENDEL 7161	UNIFORMS,FLAG,TRANSPORT	7161	04/12/18	126.58	64713
213-265-783.00	EQUIP. SERVICES & SUPPLI	AMAZON CAPITAL SERVIC	SUNCO LIGHTING	1FGP-XRVG-PNFW	04/19/18	79.99	64737
213-265-783.00	EQUIP. SERVICES & SUPPLI	QUILL CORPORATION	DIAL HAND SOAP	6217337	04/19/18	32.34	64771
213-265-783.00	EQUIP. SERVICES & SUPPLI	QUILL CORPORATION	LINERS,PAPER TOWEL,SHAMPOO	6155504	04/19/18	301.67	64771
213-265-783.00	EQUIP. SERVICES & SUPPLI	QUILL CORPORATION	GARBARGE PICKUP	2433849	04/12/18	95.00	64619
213-265-784.00	GARBARGE PICK-UP	AMERICAN WASTE	CABLE APRIL	824512142001007	04/19/18	30.92	64742
213-265-850.00	TELEPHONE	CHARTER COMMUNICATION	EMD/JAIL/ALS PHONES	9804557859	04/19/18	3.41	64784
213-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	SEWER & WATER JAIL	S-094	04/19/18	2,953.60	64785
213-265-922.00	WATER & SEWER	VILLAGE OF BEULAH	NATURAL GAS APRIL '18	910020929204	04/19/18	1,297.91	64751
213-265-923.00	FUEL - NATURAL GAS	DTE ENERGY				5,297.86	
			Total For Dept 265 BUILDING & GROUNDS				
Dept 351 JAIL - CORRECTIONS							
213-351-727.00	OFFICE SUPPLIES	QUILL CORPORATION	WIPES,TAPE,TOWELS	5984127	04/12/18	18.00	64682
213-351-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVIC	CONTROL CHAIRS	19HQ-NWVR-TXPQ	04/19/18	175.95	64737
213-351-727.00	OFFICE SUPPLIES	QUILL CORPORATION	RIBBONS-CALC&TYPE	6304979	04/19/18	24.14	64771
213-351-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL	1042	04/12/18	43.53	64622
213-351-751.00	UNIFORMS	EMBROID ME OF TRAVERS	CORRECTIONS -NAME STRAPS	18172	04/12/18	364.00	64646

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 213 JAIL OPERATIONS FUND							
Dept 351 JAIL - CORRECTIONS							
213-351-751.00	UNIFORMS	VISA=TROY LAMERSON	UNIFORMS,PARTS,TRNG	6759	04/12/18	367.27	64712
213-351-751.00	UNIFORMS	AMAZON CAPITAL SERVIC	MATERNITY UNIFORM PANTS - PIKE	1DOX-GQ36-NKG6	04/19/18	49.96	64737
213-351-752.00	PRISONERS LAUNDRY	ECOLAB	LAUNDRY SUPPLIES	9047177	04/12/18	399.17	64644
213-351-834.00	PRISONER MEDICAL - BENZI	ADVANCED CORRECTIONAL	1ST QTR RECONCILIATION - MEDICAL	74677	04/12/18	282.69	64617
213-351-834.00	PRISONER MEDICAL - BENZI	ADVANCED CORRECTIONAL	BP CUFF	73297	04/19/18	17.54	64735
213-351-865.00	PRISONER TRANSFER	VISA=TSCHENDEL 7161	UNIFORMS,FLAG,TRANSPORT	7161	04/12/18	12.07	64713
213-351-865.00	PRISONER TRANSFER	BENZIE COUNTY SHERIFF	REIMB PETTY CASH APRIL '18	PETTY CASH	04/19/18	35.00	64738
213-351-961.00	TRAINING & SCHOOLS	VISA=DAN SMITH	TRAINING,MAINT,LDGING	7195	04/12/18	693.40	64707
213-351-961.00	TRAINING & SCHOOLS	VISA=TSCHENDEL 7161	UNIFORMS,FLAG,TRANSPORT	7161	04/12/18	7.16	64713
213-351-961.00	TRAINING & SCHOOLS	BENZIE COUNTY SHERIFF	REIMB PETTY CASH APRIL '18	PETTY CASH	04/19/18	55.73	64738
213-351-961.00	TRAINING & SCHOOLS	ENCOMPASS, LLC	WOMEN, WARRIORS & WELL-BEING TRAIN	12629	04/19/18	325.00	64754
213-351-970.00	EQUIPMENT	VISA=TED SCHENDEL	WASTING TEE,TRAINING FOOD & LODGIN	6866	04/12/18	61.39	64711
			Total For Dept 351 JAIL - CORRECTIONS			2,932.00	
Dept 851 INSURANCE & BONDS							
213-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	MAY 2018 STD/LTD/LIFE	ERB2F00093-1	04/19/18	68.00	64748
			Total For Dept 851 INSURANCE & BONDS			68.00	
Dept 852 MEDICAL INSURANCE							
213-852-717.00	MEDICAL/DENTAL/VISION IN	ADVANCED BENEFIT SOLU	APRIL 2018 VISION	178807-2	04/19/18	260.17	64734
213-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	BCN COVERAGE MAY 2018	180680045003	04/19/18	15,193.30	64739
213-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	MAY 2018 STD/LTD/LIFE	ERB2F00093-1	04/19/18	534.15	64748
213-852-800.00	CONTRACTED SERVICES - CA	ADVANCED BENEFIT SOLU	COBRA ADMIN FEE APRIL 2018	178807	04/19/18	294.00	64734
			Total For Dept 852 MEDICAL INSURANCE			16,281.62	
			Total For Fund 213 JAIL OPERATIONS FUND			24,579.48	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 265 BUILDING & GROUNDS							
214-265-750.00	MAINTENANCE SUPPLIES	KOORSEN FIRE AND SECU	STATION 3 FIRE EXTINGUISHER RECENT	4334544	04/12/18	347.57	64656
214-265-750.00	MAINTENANCE SUPPLIES	GT PACKAGING JANITORI	PAPER TOWELS	0228829-IN	04/19/18	70.10	64757
214-265-820.00	SNOW REMOVAL	A J'S EXCAVATING LLC	STATION 2 SNOW PLOW - SALT	8231	04/19/18	568.30	64616
214-265-820.00	SNOW REMOVAL	A J'S EXCAVATING LLC	STATION 2 SNOW PLOW	8337	04/12/18	105.00	64616
214-265-820.00	SNOW REMOVAL	A J'S EXCAVATING LLC	SNOW PLOWING STATION 2	8461	04/19/18	210.00	64733
214-265-850.01	INTERNET SERVICE	DIRECT TV	STATION 2 TV	33958207493	04/19/18	149.39	64750
214-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	EMD/JAIL/AIS PHONES	9804557859	04/19/18	53.51	64784
214-265-922.00	WATER & SEWER	MCCARDEL WATER CONDIT	STATION 3 WATER CONDITIONING	44-3075	04/12/18	52.50	64665
214-265-922.00	WATER & SEWER	CITY OF FRANKFORT	STATION 3 WATER/SEWER	04092018	04/19/18	50.78	64743
214-265-923.00	FUEL - PROPANE GAS	TRI-GAS DISTRIBUTING	PROPANE - STATION 2	55135	04/19/18	507.60	64783
214-265-924.00	ELECTRIC	CHERRYLAND ELECTRIC	ELECTRIC STATION 3	04042018	04/12/18	161.28	64637
214-265-924.00	ELECTRIC	CONSUMERS ENERGY	STATION 3 ELECTRIC	202695999912	04/19/18	108.63	64745
214-265-924.00	ELECTRIC	CONSUMERS ENERGY	STATION 3 GARAGE ELECTRIC	202695999913	04/19/18	63.48	64745
			Total For Dept 265 BUILDING & GROUNDS			2,448.14	
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MEDICAL SUPPLIES	8285095	04/12/18	898.12	64631
214-655-735.00	MEDICAL SUPPLIES	MUNSON MEDICAL CENTER	EMS DRUG BOXES	BCEMSA 033118	04/19/18	560.00	64765
214-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	OXYGEN	9952028121	04/12/18	27.25	64618
214-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	OXYGEN	9952028122	04/12/18	30.79	64618
214-655-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	BENZIE EMS MARCH FUEL COSTS	1046	04/12/18	2,010.64	64622
214-655-749.00	VEHICLE REPAIRS	WATSON BENZIE LLC	A33 ALIGNMENT AND OIL CHANGE	145526	04/19/18	223.10	64787
214-655-751.00	UNIFORMS	DA DESIGNS	UNIFORM TSHIRTS	4255	04/19/18	189.00	64747
214-655-751.00	UNIFORMS	SIMPLY STITCHIN	UNIFORM - EMBROIDERY	4228	04/19/18	136.20	64775

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 214	EMERGENCY MEDICAL SERVICES (EMS) FUND						
Dept 655	ADVANCED LIFE SUPPORT (ALS)						
214-655-800.01	CONTRACTED SERVICES - BI	NORTH FLIGHT, INC.	MARCH EMS BILLING	BEN0318	04/19/18	2,725.00	64766
214-655-800.05	CONTRACTED SERVICES - TH	THOMPSONVILLE AMBULAN	INTERCEPT FEE	312549684	04/12/18	250.00	64699
214-655-855.00	RADIO MAINTENANCE/EQUIPM	ALMIRA TOWNSHIP	5% MATCH FOR 800MHZ RADIO GRANT	041718	04/19/18	4,230.71	64736
214-655-860.00	TRAVEL	ELIZABETH MERRILL	EMS ADVISORY MILEAGE	3/22/18 MILEAGE	04/12/18	2.29	64645
214-655-955.10	DUES & REGISTRATIONS	BENZIE SENIOR RESOURC	REGISTRATION FEE FOR SENIOR EXPO	04102018	04/12/18	25.00	64629
214-655-961.00	TRAINING & SCHOOLS	SHOP AND SAVE	TRAINING SUPPLIES - INVOICE #S 248	24809	04/12/18	26.17	64690
214-655-970.01	EQUIPMENT- AMBULANCE	EMERGENCY VEHICLES PL	2013 E-450 MCCOY MILLER AMBULANCE	041718	04/19/18	30,000.00	64753
			Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)			41,334.27	
Dept 851	INSURANCE & BONDS						
214-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	MAY 2018 STD/LTD/LIFE	EAB2F00093-1	04/19/18	51.00	64748
			Total For Dept 851 INSURANCE & BONDS			51.00	
Dept 852	MEDICAL INSURANCE						
214-852-717.00	MEDICAL/DENTAL/VISION IN	ADVANCED BENEFIT SOLU	APRIL 2018 VISION	178807-2	04/19/18	281.60	64734
214-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	BCN COVERAGE MAY 2018	180680045003	04/19/18	12,416.86	64739
214-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	MAY 2018 STD/LTD/LIFE	EAB2F00093-1	04/19/18	350.58	64748
214-852-800.00	CONTRACTED SERVICES - CA	ADVANCED BENEFIT SOLU	COBRA ADMIN FEE APRIL 2018	178807	04/19/18	252.30	64734
			Total For Dept 852 MEDICAL INSURANCE			13,301.34	
Fund 217	SNOWMOBILE PATROL FUND						
Dept 332	SNOWMOBILE LAW ENFORCEMENT						
217-332-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL	1042	04/12/18	92.08	64622
217-332-751.00	UNIFORMS	EMBROID ME OF TRAVERS	SHIRTS - SNOWMOBILE	E18206	04/12/18	38.00	64646
			Total For Dept 332 SNOWMOBILE LAW ENFORCEMENT			130.08	
Fund 228	SOLID WASTE/RECYCLING FUND						
Dept 000							
228-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL	1047	04/12/18	200.62	64622
			Total For Dept 000			200.62	
Dept 851	INSURANCE & BONDS						
228-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	MAY 2018 STD/LTD/LIFE	EAB2F00093-1	04/19/18	4.25	64748
			Total For Dept 851 INSURANCE & BONDS			4.25	
Dept 852	MEDICAL INSURANCE						
228-852-717.00	MEDICAL/DENTAL/VISION IN	ADVANCED BENEFIT SOLU	APRIL 2018 VISION	178807-2	04/19/18	9.83	64734
228-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	BCN COVERAGE MAY 2018	180680045003	04/19/18	385.62	64739
228-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	MAY 2018 STD/LTD/LIFE	EAB2F00093-1	04/19/18	30.38	64748
228-852-800.00	CONTRACTED SERVICES - CA	ADVANCED BENEFIT SOLU	COBRA ADMIN FEE APRIL 2018	178807	04/19/18	18.40	64734
			Total For Dept 852 MEDICAL INSURANCE			444.23	
			Total For Fund 228 SOLID WASTE/RECYCLING FUND			649.10	
Fund 247	ANIMAL CONTROL FUND						
Dept 265	BUILDING & GROUNDS						
247-265-850.00	TELEPHONE	CENTURYLINK	COUNTY 800 #'S AND LONG DISTANCE	1437095115	04/19/18	9.51	64741
			Total For Dept 265 BUILDING & GROUNDS			9.51	
Dept 430	ANIMAL CONTROL						

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 247 ANIMAL CONTROL FUND							
Dept 430 ANIMAL CONTROL							
247-430-727.00	OFFICE SUPPLIES	SHOP AND SAVE	TOILET PAPER AND TISSUES	24826	04/12/18	32.97	64689
247-430-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL BILL FOR MARCH	1045	04/12/18	178.39	64623
247-430-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL CARD	1053	04/12/18	5.00	64624
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINAR	28-18C NEUTER 27-18C NEUTER	273076	04/12/18	258.20	64679
247-430-945.20	DISPOSALS & BURIALS	AMERICAN WASTE	TRASH BILL FOR APRIL	2342671	04/12/18	16.00	64619
			Total For Dept 430 ANIMAL CONTROL			490.56	
Dept 851 INSURANCE & BONDS							
247-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	MAY 2018 STD/LTD/LIFE	EAB2F00093-1	04/19/18	8.50	64748
			Total For Dept 851 INSURANCE & BONDS			8.50	
Dept 852 MEDICAL INSURANCE							
247-852-717.00	MEDICAL/DENTAL/VISION IN	ADVANCED BENEFIT SOLU	APRIL 2018 VISION	178807-2	04/19/18	35.29	64734
247-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	BCN COVERAGE MAY 2018	180680045003	04/19/18	1,542.47	64739
247-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	MAY 2018 STD/LTD/LIFE	EAB2F00093-1	04/19/18	53.09	64748
247-852-800.00	CONTRACTED SERVICES - CA	ADVANCED BENEFIT SOLU	COBRA ADMIN FEE APRIL 2018	178807	04/19/18	36.80	64734
			Total For Dept 852 MEDICAL INSURANCE			1,667.65	
			Total For Fund 247 ANIMAL CONTROL FUND			2,176.22	
Fund 261 911 EMERGENCY SERVICE FUND							
Dept 325 DISPATCH/COMMUNICATION							
261-325-853.00	CELLULAR PHONES	VERIZON WIRELESS	DISPATCH PHONES	9804481908	04/19/18	57.05	64784
261-325-961.00	TRAINING & SCHOOLS	BENZIE HUMAN SERVICES	REGISTRATION	04062018	04/12/18	30.00	64628
			Total For Dept 325 DISPATCH/COMMUNICATION			87.05	
Dept 851 INSURANCE & BONDS							
261-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	MAY 2018 STD/LTD/LIFE	EAB2F00093-1	04/19/18	38.25	64748
			Total For Dept 851 INSURANCE & BONDS			38.25	
Dept 852 MEDICAL INSURANCE							
261-852-717.00	MEDICAL/DENTAL/VISION IN	ADVANCED BENEFIT SOLU	APRIL 2018 VISION	178807-2	04/19/18	133.94	64734
261-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	BCN COVERAGE MAY 2018	180680045003	04/19/18	4,396.05	64739
261-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	MAY 2018 STD/LTD/LIFE	EAB2F00093-1	04/19/18	281.39	64748
261-852-800.00	CONTRACTED SERVICES - CA	ADVANCED BENEFIT SOLU	COBRA ADMIN FEE APRIL 2018	178807	04/19/18	188.10	64734
			Total For Dept 852 MEDICAL INSURANCE			4,999.48	
			Total For Fund 261 911 EMERGENCY SERVICE FUND			5,124.78	
Fund 262 DISPATCHER TRAINING FUND							
Dept 000							
262-000-961.00	TRAINING & SCHOOLS	MICHAEL DRAEGER	EMERGING TECH FORUM	4/11/2018	04/19/18	197.40	64762
			Total For Dept 000			197.40	
			Total For Fund 262 DISPATCHER TRAINING FUND			197.40	
Fund 265 JUSTICE TRAINING (302) FUND							
Dept 000							
265-000-967.00	PROJECT EXPENSES	VISA=DAN SMITH	TRAINING,MAINT,IDGING	7195	04/12/18	265.72	64707
265-000-967.00	PROJECT EXPENSES	VISA=FED SCHENDEL	WASTING TEE,TRAINING FOOD & LODGIN	6866	04/12/18	395.91	64711
			Total For Dept 000			661.63	
			Total For Fund 265 JUSTICE TRAINING (302) FUND			661.63	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 269 LAW LIBRARY FUND							
Dept 000							
269-000-901.00	RESOURCE MATERIALS	MANISTEE COUNTY	BENZIE REIMBURSEMENT	MARCH 2018	04/12/18	170.17	64664
269-000-901.00	RESOURCE MATERIALS	RELX INC. DBA LEXISNE	MARCH 2018 LAW LIBRARY	3091399110	04/12/18	520.00	64686
269-000-901.00	RESOURCE MATERIALS	THOMSON REUTERS - WES	APRIL 2018 TANGIBLE PERSONAL PROP/	838052767	04/12/18	712.64	64700
			Total For Dept 000			1,402.81	
			Total For Fund 269 LAW LIBRARY FUND			1,402.81	
Fund 276 COMMISSION ON AGING MILLAGE FUND							
Dept 000							
276-000-800.00	CONTRACTED SERVICES	BENZIE SENIOR RESOURC	MONTHLY PYMT FOR CONTRACTED SERVICE	APRIL 2018	04/12/18	85,836.57	64719
			Total For Dept 000			85,836.57	
			Total For Fund 276 COMMISSION ON AGING MILLAGE F			85,836.57	
Fund 292 CHILD CARE FUND							
Dept 000							
292-000-840.50	F.C. PRIVATE - ROOM/BOAR	BETHANY CHRISTIAN SER	31 DAYS FOSTER CARE J. KAISON	4/2/18	04/12/18	534.44	64630
292-000-840.50	F.C. PRIVATE - ROOM/BOAR	LISTENING EAR CRISIS	31 DAYS FOSTER CARE J. HALLUMS	4/4/18	04/19/18	2,945.00	64760
292-000-840.70	INSTITUTIONAL ROOM & BOA	MUSKEGON RIVER YOUTH	DETENTION T. COMER 30 DAYS, C. CULBE	17946	04/12/18	8,320.00	64668
292-000-840.70	INSTITUTIONAL ROOM & BOA	OTTAWA COUNTY	4 DAYS RESIDENTIAL TREATMENT B. RAM	63102	04/12/18	620.00	64674
292-000-840.90	INDEPENDENT LIVING	CHARLES CULBERTSON	31 DAYS INDEPENDENT LIVING C. CULBE	4/6	04/12/18	659.37	64636
292-000-840.90	INDEPENDENT LIVING	MAKENZI O'ROURKE	31 DAYS IND. LIVING M. OROURKE	4/6/18	04/12/18	659.37	64663
292-000-862.01	INCENTIVES	LEACH, KATHLEEN	PIANO LESSONS E. NANNI	APRIL 11	04/12/18	80.00	64658
292-000-862.02	DRUG TESTING	FORENSIC FLUIDS LABOR	DRUG TESTING SUPPLIES	33509	04/12/18	320.00	64649
292-000-862.02	DRUG TESTING	REDWOOD TOXICOLOGY LA	DRUG TESTING	01044720183	04/12/18	35.00	64685
292-000-862.03	SUBSTANCE ABUSE COUNSELI	CATHOLIC HUMAN SERVIC	DRUG COUNSELING E. NANNI	APRIL 10	04/12/18	32.50	64634
			Total For Dept 000			14,205.68	
			Total For Fund 292 CHILD CARE FUND			14,205.68	
Fund 371 JAIL RESERVE FUND							
Dept 000							
371-000-970.00	CAPITAL OUTLAY - EQUIPME	SHERWIN-WILLIAMS	PAINT- JAIL	9055-8	04/12/18	372.34	64688
371-000-970.00	CAPITAL OUTLAY - EQUIPME	SHERWIN-WILLIAMS	PAINT - JAIL	8971-7	04/12/18	166.10	64688
371-000-970.00	CAPITAL OUTLAY - EQUIPME	SHERWIN-WILLIAMS	PAINT - JAIL	8737-2	04/12/18	691.16	64688
371-000-970.00	CAPITAL OUTLAY - EQUIPME	VISA=TROY LAMERSON	UNIFORMS, PARTS, TRNG	6759	04/12/18	733.40	64712
371-000-970.00	CAPITAL OUTLAY - EQUIPME	SHERWIN-WILLIAMS	PAINT - JAIL	8871-9	04/19/18	166.10	64774
371-000-970.00	CAPITAL OUTLAY - EQUIPME	TRAVERSE CITY COATING	30% DEPOSIT FOR EPOXY FLOOR JAIL	3510	04/19/18	20,758.20	64782
			Total For Dept 000			22,887.30	
			Total For Fund 371 JAIL RESERVE FUND			22,887.30	
Fund 425 EQUIPMENT REPLACEMENT FUND							
Dept 351 JAIL - CORRECTIONS							
425-351-967.00	PROJECT EXP. G.T. BAND J	ID NETWORKS, INC.	LIVE SCAN	273143	04/19/18	10,080.00	64758
			Total For Dept 351 JAIL - CORRECTIONS			10,080.00	
			Total For Fund 425 EQUIPMENT REPLACEMENT FUND			10,080.00	
Fund 532 TAX FORECLOSURE FUND							
Dept 253 COUNTY TREASURER							
532-253-800.00	CONTRACTED SERVICES - RE	BENZIE COUNTY REGISTE	TO RECORD 18 REDEMPTIONS	040318	04/12/18	540.00	64621
			Total For Dept 253 COUNTY TREASURER			540.00	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 532 TAX FORECLOSURE FUND							
Total For Fund 532 TAX FORECLOSURE FUND							540.00
Fund 569 BUILDING AUTHORITY							
Dept 000	PER DIEM	CLARK, JAMES	BUILDING AUTHORITY PER DIEMS (6)	1/18-3/15/18	04/12/18	210.00	64640
569-000-721.00	PER DIEM	VOGLER, LISA	BUILDING AUTH. PER DIEMS	1/18-3/15/18	04/12/18	210.00	64714
569-000-860.00	TRAVEL	VOGLER, LISA	B.A. MILEAGE	1/18-3/15/18	04/12/18	35.42	64714
Total For Dept 000							455.42
Total For Fund 569 BUILDING AUTHORITY							455.42
Fund 701 GENERAL AGENCY FUND							
Dept 136 DISTRICT COURT							
701-136-230.00	DUE OTHER UNITS - ORDINA	VILLAGE OF THOMPSONVI	ORDINANCE FINES	04/17/2018	04/19/18	50.00	64786
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	APPLIED: MCKINNON/RAFFERTY/LENTZ/E	04/06/18	04/12/18	2,264.00	64615
701-136-265.00	CASH BONDS PAYABLE	ESCH, ROBERT	BOND RETURNED	14-026-ST	04/12/18	200.00	64647
701-136-265.00	CASH BONDS PAYABLE	LENTZ, JORDAN	BOND RETURNED	17-101-ST	04/12/18	36.00	64659
701-136-265.00	CASH BONDS PAYABLE	MCKINNON, PHILLIP	BOND RETURNED	17-365-FD	04/12/18	300.00	64666
701-136-265.00	CASH BONDS PAYABLE	RAFFERTY, ROBERT	BOND RETURNED	18-042-FY	04/12/18	450.00	64683
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	TINCH/ BATES / LOVELY	04/17/2018	04/19/18	1,250.00	64732
701-136-271.00	CASH BONDS PAYABLE	GARDINER, MAX	BOND RETURNED	18-076-ST	04/19/18	500.00	64756
701-136-271.00	RESTITUTIONS PAYABLE	CAMPBELL, JEREMY	RESTITUTION FROM MATTHEW BURROWS	11-197-FY	04/12/18	20.00	64633
701-136-271.00	RESTITUTIONS PAYABLE	MAGEE, MARK	RESTITUTION FROM EUGENE PLOSKI	17-402-FY	04/12/18	50.00	64662
701-136-271.00	RESTITUTIONS PAYABLE	STATE FARM INSURANCE	RESTITUTION FROM WILLIAM FORTINE	11-089-FD	04/12/18	20.00	64694
701-136-272.00	RECOVERY COURT	BENZIE COUNTY SHERIFF	RECOVERY COURT DRUG TEST	SC03	04/12/18	30.10	64625
701-136-272.00	RECOVERY COURT	BENZIE COUNTY SHERIFF	RECOVERY COURT DRUG TEST	04/09/2018	04/12/18	4.30	64626
701-136-272.00	RECOVERY COURT	BENZIE COUNTY SHERIFF	RECOVERY COURT DRUG TEST	04/11/2018	04/12/18	21.50	64627
701-136-272.00	RECOVERY COURT	SPILLAN, JOHN	SOBRIETY COURT DEFENSE ATTORNEY	04/06/2018	04/12/18	980.00	64693
701-136-272.00	RECOVERY COURT	VISA-KIM NOWAK	INCENTIVE CARDS	04/06/2018	04/12/18	40.00	64708
Total For Dept 136 DISTRICT COURT							6,215.90
Dept 215 COUNTY CLERK							
701-215-228.05	DUE STATE - NOTARY FEES	MICHIGAN DEPARTMENT O	NOTARY FEE TRANSMITTAL	MARCH 2018	04/12/18	4.00	64667
701-215-228.16	DUE STATE - PISTOL PERMI	STATE OF MICHIGAN (#3	CPL APPLICATION FOR MARCH 2018	551-511992	04/12/18	2,221.00	64697
701-215-228.37	DUE STATE - CRIME VICTIM	STATE OF MICHIGAN	CIRCUIT COURT TRANSMITTAL	MARCH 2018	04/12/18	226.23	64695
701-215-228.42	DUE STATE - STATE COURT	STATE OF MICHIGAN	CIRCUIT COURT TRANSMITTAL	MARCH 2018	04/12/18	240.00	64695
701-215-228.43	DUE STATE - FILIATION FE	STATE OF MICHIGAN	FILIATION FEE FOR ISAAC G MINER	18-10803-DP	04/12/18	50.00	64696
701-215-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	CIRCUIT COURT TRANSMITTAL	MARCH 2018	04/12/18	150.00	64695
701-215-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	CIRCUIT COURT TRANSMITTAL	MARCH 2018	04/12/18	714.00	64695
701-215-228.59	DUE STATE - JUSTICE SYST	STATE OF MICHIGAN	CIRCUIT COURT TRANSMITTAL	MARCH 2018	04/12/18	144.37	64695
701-215-265.00	CASH BONDS PAYABLE	WILLIAM SPENCER	P V WILLIAM SPENCER BOND MONEY RET	17-2485-FH	04/12/18	450.00	64717
701-215-271.00	RESTITUTIONS PAYABLE	CRIME VICTIM'S SERVIC	RESTITUTION FROM ROBERT CHEEK	11-2219-FC	04/12/18	156.34	64642
701-215-271.00	RESTITUTIONS PAYABLE	DIANE BRUTZER	RESTITUTION FROM DENNIS FOUST	15-2425-FH	04/12/18	2.08	64643
701-215-271.00	RESTITUTIONS PAYABLE	KRISTINA EGEMAN	RESTITUTION FROM DONOVAN LEONARD	16-2456-FC	04/19/18	25.00	64759
701-215-271.00	RESTITUTIONS PAYABLE	RICHARD VETTER SR.	RESTITUTION FROM RODERICK BAKER	13-2328-FH	04/19/18	25.00	64772
701-215-271.00	RESTITUTIONS PAYABLE	SHANE SHEPHERD	RESTITUTION FROM LUCAS BRIGHT	11--2233-FH	04/19/18	30.00	64773
701-215-271.00	RESTITUTIONS PAYABLE	TOM AND ROBIN LEE	RESTITUTION FROM DONALD MARSHALL	14-2364-FH	04/19/18	50.00	64781
701-215-271.10	FAMILY DIVISION RESTITUT	GARY GATRELL	RESTITUTION FROM JORDAN NELSON	10-1639-DL	04/12/18	25.00	64651
701-215-299.03	CIRCUIT COURT MISCELLANE	DENNIS A BOWMAN	OVERPAYMENT OF AMBULANCE BILL	17-20534	04/19/18	50.00	64749
Total For Dept 215 COUNTY CLERK							4,563.02
Dept 253 COUNTY TREASURER							
701-253-233.00	ROAD IMPROVEMENT MILLAGE	CITY OF FRANKFORT	2018 ROAD IMPROVEMENT MILLAGE DIST	2018RI	04/12/18	79,162.16	64639
701-253-233.00	ROAD IMPROVEMENT MILLAGE	VILLAGE OF BENZONIA	2018 ROAD IMPROVEMENT MILLAGE DIST	2018RI	04/12/18	15,486.57	64701

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 701 GENERAL AGENCY FUND							
Dept 253 COUNTY TREASURER							
701-253-233.00	ROAD IMPROVEMENT MILLAGE	VILLAGE OF BEULAH	2018 ROAD IMPROVEMENT MILLAGE DIST	2018RI	04/12/18	35,759.35	64702
701-253-233.00	ROAD IMPROVEMENT MILLAGE	VILLAGE OF ELBERTA	2018 ROAD IMPROVEMENT MILLAGE DIST	2018RI	04/12/18	10,646.92	64703
701-253-233.00	ROAD IMPROVEMENT MILLAGE	VILLAGE OF HONOR	2018 ROAD IMPROVEMENT MILLAGE DIST	2018RI	04/12/18	9,528.00	64704
701-253-233.00	ROAD IMPROVEMENT MILLAGE	VILLAGE OF LAKE ANN	2018 ROAD IMPROVEMENT MILLAGE DIST	2018RI	04/12/18	11,474.82	64705
701-253-233.00	ROAD IMPROVEMENT MILLAGE	VILLAGE OF THOMPSONVI	2018 ROAD IMPROVEMENT MILLAGE DIST	2018RI	04/12/18	5,113.19	64706
			Total For Dept 253 COUNTY TREASURER			167,171.01	
Dept 301 SHERIFF							
701-301-228.16	DUE STATE - FINGER PRINT	STATE OF MICHIGAN (#3	DUE STATE - LIVE SCAN	551-512399	04/19/18	374.25	64777
701-301-228.63	DUE STATE - SEX OFFENDER	MICHIGAN STATE POLICE	DUE STATE SOR MARCH '18	551-512059	04/19/18	570.00	64764
			Total For Dept 301 SHERIFF			944.25	
			Total For Fund 701 GENERAL AGENCY FUND			178,894.18	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund Totals:						
Fund 101	GENERAL FUND					85,229.01
Fund 205	TNT OFFICER MILLAGE FUND					2,199.80
Fund 206	SHERIFF'S K-9 FUND					42.99
Fund 213	JAIL OPERATIONS FUND					24,579.48
Fund 214	EMERGENCY MEDICAL SERVICES					57,134.75
Fund 217	SNOWMOBILE PATROL FUND					130.08
Fund 228	SOLID WASTE/RECYCLING FUND					649.10
Fund 247	ANIMAL CONTROL FUND					2,176.22
Fund 261	911 EMERGENCY SERVICE FUND					5,124.78
Fund 262	DISPATCHER TRAINING FUND					197.40
Fund 265	JUSTICE TRAINING (302) FUND					661.63
Fund 269	LAW LIBRARY FUND					1,402.81
Fund 276	COMMISSION ON AGING MILLAGE					85,836.57
Fund 292	CHILD CARE FUND					14,205.68
Fund 371	JAIL RESERVE FUND					22,887.30
Fund 425	EQUIPMENT REPLACEMENT FUND					10,080.00
Fund 532	TAX FORECLOSURE FUND					540.00
Fund 569	BUILDING AUTHORITY					455.42
Fund 701	GENERAL AGENCY FUND					178,894.18
Total For All Funds:						492,427.20

Committee Of The Whole

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

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

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

Present were: Commissioners Carland, Jeannot, Money, Roelofs, Sauer and Warsecke
Commissioner Griner arrived at 1:32 p.m.

The Pledge of Allegiance was recited.

Agenda:

Motion by Roelofs, seconded by Carland, to approve the agenda as amended, adding 7B Email Server Update and 13A Comprehensive Financial Review. Ayes: Carland, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Abs: Griner Motion carried.

1:32 p.m. Comm Griner arrives.

Minutes:

Motion by Jeannot, seconded by Money, to approve the Committee of the Whole minutes of March 29, 2018 as corrected, removing reference to invocation. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Public Input -- None

Technology Update – Maridee: Maridee gave an update that all three bids have been received and she is putting the information into a spreadsheet that will be easier to read and provide at the next technology meeting.

- a. Cabling Discussion
 - 1. Windemuller – Traverse City
 - 2. Top Line Electric – Traverse City
 - 3. Electromedia Cabling – Spring Lake
- b. Email Server Update: Maridee stated that all equipment has been ordered.

Amy Bissell – Software Upgrade, Fidler: Amy indicated that it is mandated that she be on her own server; this will allow her backups to be done through Fidler at their home office in Iowa and then backed up again in New Jersey.

Motion by Griner, seconded by Money, to recommend to the Board of Commissioners to amend the 2017-18 budget by increasing the expenditures and revenues in fund 256 Register of Deeds Automation Fund as follows:

Increase:

256-000-617.00	Automation Fees	\$10,000
-----------------------	------------------------	-----------------

Increase:

256-000-800.00	Data Conversion	\$10,000
-----------------------	------------------------	-----------------

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

Committee of the Whole – Technology and HR

Page 2 of 5

April 10, 2017

Frank Post – Grant to upgrade Emergency Operations Center: Frank would like to apply for a grant to upgrade the EOC; cost of the project would be \$9,611 with a 50% match to the county.

Motion by Sauer, seconded by Money, to recommend to the Board of Commissioners to authorize application to the Michigan Emergency Management Performance Grants Emergency Operations Center Support Program as requested. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

John Mead – Vacation Time Carry Over: Kim Nowak is present and requests to carry-over of 37.5 hours of her vacation time, to be used before May 30, 2018.

Motion by Sauer, seconded by Griner, to recommend to the Board of Commissioners to authorize Kim Nowak to carry over 37.5 hours of vacation time to be used before May 30, 2018. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

The Committee of the whole acknowledges this activity will occur before the next regular Board of Commissioners' meeting.

Budget Amendments

a. Kyle Maurer – Fund 247 Amendment:

Motion by Jeannot, seconded by money, to recommend to the Board of Commissioners to approve the request to amend the 2017-18 budget as follows:

Increase:

247-265-853.00	Cellular Phones	\$ 500.00
247-265-935.00	Building Repairs	\$ 2,439.00
247-430-751.00	Uniforms	\$ 50.00
247-430-963.00	Computer Support	\$ 750.00
247-852-717.02	HRA Reimbursement	\$ 100.00
247-870-725.04	Unemployment Insurance	\$ 2,542.00

Decrease:

247-430-703.10	Wages Animal Care Clerk	\$ 6,381.00
----------------	-------------------------	-------------

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

b. Mitch Deisch – Overtime Amendment

Motion by Jeannot, seconded by Roelofs, to recommend to the Board of Commissioners to approve the request to adjust the 2017-18 Budget as follows:

Increase:

101-172-723.00	Overtime	\$ 2,000.00
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Decrease:

101-172-703.06	Secretary	\$ 2,000.00
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Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

c. Maridee – Juror Mileage – Amendment

Motion by Sauer, seconded by Griner, to recommend to the Board of Commissioners to approve the request to amend the 2017-18 Budget as follows:

Increase:

101-131-807.00	Jury Fees	\$ 5,000.00
----------------	-----------	-------------

Committee of the Whole – Technology and HR

Page 3 of 5

April 10, 2017

Decrease:

101-000-691.00	Budgeted Use of Fund	\$ 5,000.00
	Balance	

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

- d. Michelle Thompson – Fund 244 Amendment EDC

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

Increase:

244-000-691.00	Budgeted Use of Fund	\$30,000.00
	Balance	

Increase:

244-000-999.20	Contributions to other	\$30,000.00
	Units/Regional Entity	

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

Tom Longanbach – Field Appraiser 1 Discussion: Tom requests to reclassify Brianne Lindsay from a Secretary to Field Appraiser 1; he stated that she has taken classes and is a certified level 2 assessing officer. She is working with Linda learning the field work aspect of the job. If her classification is changed, it would be a \$0.29 wage increase per hour.

Motion by Jeannot, seconded by Money, to recommend to the Board of Commissioners to approve the wage increase for Brianne Lindsay to a Field Appraiser 1 status effective April 24, 2018. Ayes: Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: Carland Motion carried.

Motion by Sauer, seconded by Money, to recommend to the Board of Commissioners to change the employee roster to reclassify the Equalization Secretary position to a Field Appraiser 1. Ayes: Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: Carland Motion carried.

Finance Committee Decision (if necessary):

- a. Comprehensive Finance Review & Report: Mitch indicated that he belongs to a list serve group of County Administrators and he has asked them to respond if they have an RFP or know of firms that do a comprehensive financial review. Funds are not budgeted for this item. He stated that he would hope we could do it for \$20,000 - \$25,000. Comm Griner stated that he would like to see an RFP – Mitch indicated he would put a draft in the packet for April 24.

2:23 p.m. Public Input

Amy Bissell state that she warned you about the “me too” with raises; we paid for Brianne’s training; we have created a monster here; we pay for education then they want a raise.

Sheriff Schendel stated that he is still trying to understand the Committee of the Whole – why can’t you act on items without going to the BOC.

Committee of the Whole – Technology and HR

Page 4 of 5

April 10, 2017/4

Roger Griner stated that he will not be seeking re-election and that Roland Halliday has filed to run for his seat.

Michelle Thompson stated that the Equalization Director is a key function in our world. There is a shortage in the state for levels 3 or 4 and some counties contract out the Equalization Director but they aren't happy with it.

Terry Money stated that at one time we didn't pay enough money to our Equalization director and they were gone.

Coury Carland asks Mitch about no action at a COTW – you can't make a decision as a committee.

Roger Griner said when he was a commissioner in Grand Traverse County they had a COTW and they read a statement that said items could be acted on.

Terry Money stated that the way we are doing it should continue.

2:37 p.m. Public Input Closed

Motion by Roelofs, seconded by Sauer, to adjourn at 2:37 p.m. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Evan Warsecke – Chair, COTW

Dawn Olney, Benzie County Clerk

BUDGET AMENDMENT

DATE: April 6, 2018

Motion to amend the 2017/18 budget by increasing/decreasing the expenditures and revenues as presented:

FUND: 256 Automation Fund

ACCOUNT TO BE INCREASED:

256-000-617.00	Automation Fees	\$10,000.00
----------------	-----------------	-------------

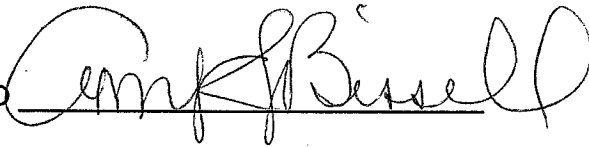
ACCOUNT TO BE INCREASED:

256-000-800.00	Data Conversion	\$10,000.00
----------------	-----------------	-------------

TOTAL

\$10,000.00

SIGNED



BOARD APPROVED:



DISAPPROVED:

REASON, IF DISAPPROVED

85th District Court
and
Benzie County Probate Court

HONORABLE DAVID A. THOMPSON
CHIEF JUDGE

WALTER E. ARMSTRONG
MAGISTRATE

JADE ADAMS
PROBATION OFFICER
231-882-0858



HONORABLE JOHN D. MEAD
PRESIDING/PROBATE JUDGE

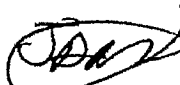
KIMBERLY D. NOWAK
PROBATE REGISTER/COURT ADM.

AMANDA M. O'BRIEN
OFFICIAL COURT REPORTER

STATE OF MICHIGAN
BENZIE COUNTY

Government Center, 448 Court Place, Beulah, MI 49617
District 231-882-0019 * Probate 231-882-9675
(Fax 231-882-0022) (Fax 231-882-5987)

MEMORANDUM

TO: MARIDEE CUTLER, County Administrator's Office
FROM: HON. JOHN D. MEAD, Probate Judge 
DATE: MARCH 26, 2018
RE: EXTENDED VACATION TIME

I am authorizing Kim Nowak, Probate Register/Court Adm., to extend 37.5 hours of her vacation time over her anniversary date of April 16, 2018. This time shall be utilized on or before May 30, 2018.

Thank you.

Adjustment
BUDGET AMENDMENT REQUEST

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

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

DATE: 4/4/2018

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

Account to be Increased:

Line Number	Account Name	Amount
247-265-853.00	Cellular Phones	500.00
247-265-935.00	Building Repairs	2,439.00 -
247-430-751.00	Uniforms	50.00
247-430-963.00	Computer Support	750.00
247-852-717-02	HRA Reimbursement	100.00
247-870-725.04	Unemployment Insurance	2,542.00

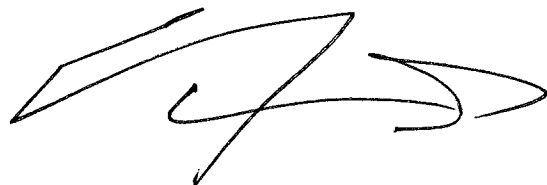
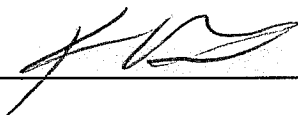
Total \$ 6,381.00

Account to be Decreased:

Line Number	Account Name	Amount
247-430-703.10	Wages Animal Care Clerk	6,381.00

6,381.00

SIGNED: _____



^{may} 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: 4/4/2018

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

Account to be Increased:

Line Number	Account Name	Amount
101-172-723.00	Overtime	2,000.00

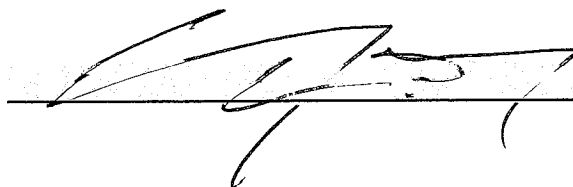
Total \$ 2,000.00

Account to be Decreased:

Line Number	Account Name	Amount
101-172-703.06	Secretary	2,000.00

Total \$ 2,000.00

SIGNED: _____



BUDGET AMENDMENT REQUEST

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

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

DATE: 4/1/2018

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

Account to be Increased:

Line Number	Account Name	Amount
101-131-807.00	Jury Fees	5,000.00

Total \$ 5,000.00

Account to be Decreased:

Line Number	Account Name	Amount
101-000-691.00	Budgeted Use of Fund Balance	5,000.00

-
-

5,000.00

SIGNED: _____



BUDGET AMENDMENT REQUEST

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

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

DATE: 4/4/2018

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

Account to be Increased:

Line Number	Account Name	Amount
244 000 691.00	budgeted use of fund balance	30,000.00

Total \$ 30,000.00

Account to be Increased:

Line Number	Account Name	Amount
244 000 999.20	Contributions to other units/Regional Entity	30,000.00

Total 30,000.00

SIGNED: 

*Add'l amt to EDC loans rec'd & transmitted
to regional entity.*

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: 4/24/2018

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

Account to be Increased:

Line Number	Account Name	Amount
101-257-703.04	Secretary Wages	600.00

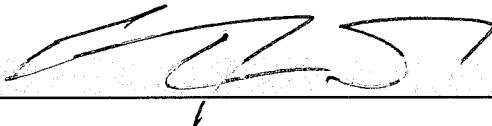
Total \$ 600.00

Account to be Decreased:

Line Number	Account Name	Amount
101-257-723.00	Overtime	600.00

Total \$ 600.00

SIGNED: _____





Benzie County Equalization Department

Thomas Longanbach, Director

448 Court Place

Beulah, MI 49617

Phone: (231)882-0013

Fax: (231)882-0033

March 19, 2018

Re: Staffing

Human Resources,

I would like to promote Brianne Lindsay from Secretary to Field Appraiser 1. She has been working in Equalization for 4 years and has become a real asset to the Department and the County. She has dedicated a serious amount of personal time to complete the educational requirements of certification. Currently she is a certified level 2 (MCAO) assessing officer and has taken on duties outside of the Equalization Dept. (phone system configuration and BSA .net administrator duties). Also her skills within the Assessing software are excellent, creating forms from scratch and modifying existing reports is no easy task. Brianne can answer technical / legal questions as good as Linda and I. She is working with Linda, learning the field work aspect of the job. Hopefully she will be fully qualified to take Linda's position when she decides to retire (3 years more or less).

The position of Field Appraiser 1 would have to be added to the County Position roster. Field Appraiser 1 does exist in the current TPOAM union contract. The increase would be 29 cents based on the April 1, 2018 wage scale, roughly \$630 annually. Funds from the overtime line (101-257-723.00) can be used to pay the increase for the current budget cycle, so no budget increase is requested or required.

I would like to get this confirmed by April 1, 2018. If you need more details or information about her duties in the Equalization Dept., let me know.

Thomas N. Longanbach
Equalization Director, Benzie County

Committee of the Whole – Technology and HR

Page 5 of 5

April 10, 2017

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

1. To amend the 2017-18 budget by increasing the expenditures and revenues in fund 256 Register of Deeds Automation Fund as presented in the amount of \$10,000.
2. To authorize application to the Michigan Emergency Management Performance Grants Emergency Operations Center Support Program as requested.
3. To authorize Kim Nowak to carry over 37.5 hours of vacation time to be used before May 30, 2018.
4. To approve the request to amend the 2017-18 Animal Control budget as presented in the amount of \$6,381.00.
5. To approve the request to adjust the 2017-18 County Administrator's Budget as presented in the amount of \$2,000.00.
6. To approve the request to amend the 2017-18 Circuit Court Budget as presented in the amount of \$5,000.00.
7. To amend the 2017-18 EDC Budget as presented in the amount of \$30,000.00.
8. To approve the wage increase for Brianne Lindsay to a Field Appraiser 1 status effective April 24, 2018.
9. To change the employee roster to reclassify the Equalization Secretary position to a Field Appraiser 1.

Committee Appointments

Village of Thompsonville
PO Box 184
14714 Lincoln Ave.
Thompsonville, MI 49683
231-378-2560
Fax: 231-378-2560
E-Mail: thompsonvillevillage@gmail.com

November 14, 2017

To Whom It May Concern:

This letter is to certify that at the Village of Thompsonville Regular Council Meeting on November 13, 2017 the Council appointed Devonia Dyer as their representative to the Betsie Valley Rails to Trails Committee. Devonia will be attending the meetings and be keeping our council updated on the meetings. Should you have any questions, you may contact me at the above number. Thanks for your attention to this matter.

Sincerely,
Mary Wixson/ Village Clerk

RECEIVED

APR 18 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

copied 7

From: Susan Kirkpatrick susankirkpatrick47@hotmail.com
Subject: Benzie Bus Reappointment
Date: Apr 16, 2018 at 5:03:15 PM
To: dolney@benzieco.com

Hello Dawn,

I would very much like to be considered for reappointment to the Benzie Bus Board .

Sincerely

Susan Kirkpatrick

Sent from my iPad

Susan Kirkpatrick

[\(231\) 352-6434](tel:(231)352-6434)

susankirkpatrick47@hotmail.com

P.O. Box 1118

Frankfort Michigan 49635

34
4-30-21

RECEIVED

APR 19 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

ACTION ITEMS

Correspondence

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Crystal Downs Country Club permit - Motion by Comm Mick and supported by Comm Bowers to approve permit # 27-16-34, planting of trees and shrubs in road right-of-way. Ayes: Rosa, Mick and Bowers. Nays: None. Motion carried.

Jennifer Rodes permit - Motion by Comm Bowers and supported by Comm Mick to approve permit # 26-16-15, variance to add additional parking area in front of home. Permit granted must include a minimum of one percent lane flow or a catch basin/storm drain in the center of the new culvert. Ayes: Rosa, Mick and Bowers. Nays: None. Motion carried.

Settlement Conference Thomas vs BCRC - Motion by Comm Rosa and supported by Comm Mick for Manager Skeels to represent BCRC at the settlement conference regarding Thomas v's BCRC. Ayes: Rosa, Mick and Bowers. Nays: None. Motion carried.

Lake Township Truck Ordinance - Motion by Comm Bowers and supported by Comm Mick for Manager Skeels to move forward with finalizing of the plan, providing the Township with the final estimate for signs and contacting State Police Motor Carrier Enforcement on placement of signs. Ayes: Rosa, Mick and Bowers. Nays: None. Motion carried.

No Smoking Draft Policy – Tabled till next meeting.

Financial Manager – Six Month Review - Motion by Comm Rosa and supported by Comm Bowers to increase the salary for the Financial Manager to \$51,000 effective with the payroll beginning April 2, 2018. Ayes: Rosa, Mick and Bowers. Nays: None. Motion carried.

Additional MTF Monies – Board gave their approval to move forward sending bids out for option #2 for Homestead road to include trench, widen and overlay. Manager Skeels and Clerk Kolinske to look into SIB loan process for the additional funds needed.

City of Frankfort – Memorandum of Understanding – Board gave their approval for Manager Skeels to sign.

Correspondence/Information/Discussion:

Update on Building Improvements – Superintendent Schaub and Manager Skeels gave a brief summary of their meeting with the building inspector. May have an issue with removing the wall between the garages.

Staffing Update – Letter of Understanding for both the Assistant Engineering Technician and the Assistant Foreman have been drafted and given to the union for review. We have hired our seasonal mechanic's helper as a full-time mechanic.

Capital Outlay Current & Future – Superintendent Schaub and Clerk Kolinske gave a brief review of current and future capital outlay.

Begold Road - Motion by Comm Bowers and supported by Comm Rosa to spend up to \$1,200 for survey. Ayes: Rosa, Mick and Bowers. Nays: None. Motion carried.

Personnel Issues – Special Board Meeting to be held at Homestead Township Hall on Wednesday, April 4, 2018 at 3:30 PM to discuss employee matters.

Public Input: Bill Robinson – Brief review of truck ordinance for Lake Township.

Meeting adjourned at 12:00 PM

Minutes approved 4/11/2018

Robert Rosa, Chairman

Jennifer L. Kolinske, Clerk



A special meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Homestead Township Hall in Honor, Michigan on Wednesday, April 4, 2018 at 3:40 PM.

Present: Chairman Bob Rosa
Vice-Chairman Ted Mick

Member Jim Bowers
Clerk Jennifer Kolinske

Items Before the Board:

Employee Matters – Various employees discussed issues with the board regarding excessive write ups. There was a general consensus that many of these write ups were trivial and there is concern about loss of jobs due to the number of write ups in an employee's file. Employee's mentioned concerns about the turn over rate of employees. Employee's feel there is a lack of safety on many jobs and requested the use of a "buddy system". Some employees feel that they are being rushed to do their plow routes and feel that the Road Commission seems to be moving away from its main focus, winter maintenance. Many employees voiced their concern about management retaliation for them speaking out and also their concerns for the low morale among the staff.

Chairman Bob Rosa stated that it seems like management and crew goals are not the same and that this needs to change. He also mentioned that he would like to see crew members being groomed for management positions.

Public Input:

Toby Dunne – Past BCRC Employee – Stated safety issues, disrespectful management, and lack of training as his main concerns.

Shannon Purchase – Past BCRC Employee – Stated safety issues as his main concern.

Meeting adjourned at 7:00 PM

Minutes approved 4/11/2018

Robert Rosa, Chairman

Jennifer L. Kolinske, Clerk

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APR 12 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

3

BTA

March 2018 Statement of Activities Notes

The month of March we have net loss of \$51,795, \$25,499 Net Income was projected for budget, this puts us \$77,294 under budget. Per our Project Manager at MDOT, there was a delay in grant approval from FTA for 5311 money in the amount of \$75,000. A Money Market account was opened March 15th with an opening balance of \$220,381 transferred from the savings account.

Revenue Accounts:

- **40100 and 40200 Passenger Fares and Contract Fares** – Combined fares for the month was \$12,787 while we budgeted \$8,300. NEMT service was up by about \$883; our new GoPass sales were \$350.
- **40615 Advertising Income** \$675 for the month. Frankfort Credit Union billed \$75; Storm Cloud billed \$600 for six months in advance. New advertisement with Dinghy's, Cabbage Shed and the Recycle Center started in April.
- **40710 Sale of Maintenance Services** - this service is on hold.
- **40800 Taxes Levied Directly for TA** \$54,754 received from townships for property tax. \$60,000 was budget based on what was received last year.
- **41398 RTAP Rural Transit Assistance Program** - \$1,504 reimbursed out \$4,500 eligible training expenses for the year.
- **41101 State Operating Assistance** is \$52,940 monthly.
- **41301 Section 5311** – FTA was behind in approving this grant.
- **41400 Interest Income** - \$133 - \$130 came from Money Market account.

Over budget expenses:

- **50401 – Fuel & Lubricants** – over budget \$4,312 YTD. Compared to March 2017 fuel cost and propane use has increased.
- | | March 2017 | March 2018 |
|----------|-----------------------|-----------------------|
| Propane | \$.999 gallons 1,560 | \$1.199 gallons 2,984 |
| Diesel | \$1.739 gallons 1,791 | \$2.015 gallons 1,655 |
| Unleaded | \$1.62 gallons 838 | \$1.748 gallons 627 |

Under budget expenses:

- **50101 – Labor Expense** – under budget \$54,982 YTD.
- **50200 – Fringe Benefits** – under budget \$10,154 YTD.
- **50399 – Service Expenses** – under budget \$15,280, this account also includes advertising, audit cost, computer service, ground maintenance and building maintenance expenses.
- **50402 – Tires & Tubes** - under budget \$4,347 YTD.
- **50405 –Office Supplies** - under budget \$1,290 YTD.

RECEIVED

APR 16 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

- **50406 – Parts Revenue Vehicles** - under budget \$7,780 YTD
- **50500 – Utilities & Insurance** - under budget \$7,677, some insurance payments are made quarterly.
- **50902 – Travel, Meetings & Training** – under budget \$1,627
- **50903 – Association Dues & Subscription** – under budget \$902 YTD

Grant Activity (monies rec'd): (Items not reported in current year revenue & expenses)

March 2018 – Mobility Management grant – October 2017 \$1,658.73
March 2018 – Mobility Management grant – November 2017 \$3,038.45
March 2018 – Mobility Management grant – December 2017 \$1,605.08
March 2018 – Mobility Management grant – January 2018 \$2,214.04
March 2018 – Mobility Management grant – February 2018 \$2,171.35

4/12/18

Benzie Transportation Authority - March 2018 Statement of Activities

	March 2018		Oct 2017 - March 2018		2018	March 2017		Oct 2016 - March 2017	
	Actual	Budget	Actual	Budget	Annual Budget	Actual	Actual	Actual	
Income									
40100 - Passenger Fares/Contract Fares	12,786.91	8,300.00	68,658.55	62,200.00	125,000.00	7,677.26		61,170.43	
40615 - Advertising Income	675.00	1,800.00	6,925.00	3,200.00	8,000.00	1,400.00		2,300.00	
40710 - Sale of Maintenance Services	0.00	2,000.00	0.00	9,000.00	19,000.00	194.91		6,171.41	
40760 - Gains f/Sale Capital Asset	0.00	0.00	4,433.00	0.00	0.00	10,012.00		13,612.00	
40800 - Taxes Levied Directly for/by TA	54,753.57	60,000.00	565,634.03	550,000.00	591,355.00	56,076.97		545,928.07	
41101 - State Operating Assistance	52,940.00	52,940.00	317,640.00	317,640.00	638,211.00	50,164.00		301,662.00	
41301 - Section 5311	0.00	75,165.00	0.00	150,330.00	300,660.00	64,010.00		84,108.00	
41398 - RTAP	1,504.25	500.00	1,504.25	800.00	4,500.00	1,095.00		1,961.79	
41400 - Interest Income/Other Revenue	132.63	80.00	250.70	300.00	750.00	201.42		418.77	
Total Income	122,792.36	200,785.00	965,045.53	1,093,470.00	1,687,476.00	190,831.56		1,017,332.47	
Expense									
50101 - Total Labor Expense	111,986.56	120,000.00	463,518.81	518,500.00	1,037,000.00	103,833.71		451,707.09	
50200 - Fringe Benefits	30,343.99	26,691.00	116,892.24	127,046.00	281,600.00	23,430.37		95,840.28	
50310 - Board Compensation	0.00	0.00	720.00	1,480.00	2,500.00	0.00		990.00	
50399 - Service Expense	3,645.64	8,095.00	41,130.06	56,410.00	101,060.00	9,775.70		62,712.02	
50401 - Fuel and Lubricants	8,300.16	7,200.00	47,121.72	42,810.00	78,000.00	6,535.30		38,497.69	
50402 - Tires and Tubes	0.00	0.00	452.80	4,800.00	10,000.00	574.00		8,161.95	
50404 - Major Purchase	0.00	320.00	0.00	1,580.00	3,500.00	1,229.39		1,229.39	
50405 - Office Supplies	632.63	2,050.00	4,360.10	5,650.00	11,100.00	969.75		4,075.92	
50406 - Parts Revenue Vehicles	2,403.67	3,000.00	6,619.63	14,400.00	30,000.00	2,654.98		16,526.21	
50407 - Parts for Non Revenue Vehicles	0.00	120.00	0.00	520.00	1,000.00	0.00		362.64	
50499 - Other Materials and Supplies	1,705.59	1,700.00	10,227.25	10,520.00	21,200.00	1,330.29		16,080.52	
50500 - Utilities & Insurance	14,713.56	4,030.00	43,811.53	51,488.00	43,360.00	14,347.83		34,172.04	
50700 - Taxes and Fees	70.00	125.00	626.00	625.00	34,366.00	206.00		669.00	
50902 - Travel, Meetings & Training	350.75	845.00	3,298.36	4,925.00	10,000.00	7.96		2,974.59	
50903 - Association Dues and Subscript	72.24	360.00	3,398.32	4,300.00	6,500.00	919.94		4,531.03	
51205 - Sharp Copier/Dispatch Lease	207.80	250.00	1,293.17	1,500.00	3,000.00	207.80		1,281.80	
57402 - Ineligible RTAP	156.25	500.00	1,579.25	800.00	4,500.00	896.71		3,030.04	
Total Expense	174,587.84	175,286.00	745,049.24	847,354.00	1,648,686.00	166,919.73		743,842.21	
Net Income / Loss	-51,795.48	25,499.00	219,996.29	246,116.00	38,790.00	23,911.83		273,490.26	