

**BENZIE COUNTY
BOARD OF COMMISSIONERS**

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

MEETING AGENDA

January 23, 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 – 1/9/2018
PUBLIC INPUT
ELECTED OFFICIALS & DEPT HEAD COMMENTS
COMMISSIONER REPORTS –
COUNTY ADMINISTRATOR’S REPORT –
FINANCE – Approval of Bills
HR and PERSONNEL –
COMMITTEE APPOINTMENTS –
ACTION ITEMS –
1. Resol 2018-004
2. FEMA Public Alert/Warning System
PRESENTATION OF CORRESPONDENCE
UNFINISHED BUSINESS
NEW BUSINESS –

10:00

10:15

10:30

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 - (Homestead).....	231-
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

January 9, 2018

The Benzie County Board of Commissioners met in a regular meeting on Tuesday, January 9, 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, Roelofs, Sauer and Warsecke

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

Agenda:

Motion by Griner, seconded by Warsecke, to approve the agenda as amended, removing Election of Chair and removing Closed Session, and adding Appointment of BOC member to New Business and County Administrator contract to Action Items. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Election of Vice Chair

Chairman Sauer nominates Commissioner Warsecke

No further nominations.

Chairman Sauer stated that by default, Evan Warsecke is the Vice Chair.

Board Rules:

Chairman Sauer indicated that he would like to see the Electronic Attendance Policy be a part of the Board Rules; this policy far exceeds the OMA.

Mr. Deisch stated that he could contact Mr. Cohl regarding this, and where it would be best placed in the board rules.

Comm Carland suggests creating a board policy handbook. All policies adopted by the board are binding on the board.

Comm Jeannot asked so you are suggesting not to speak about it in the board rules, but in a handbook.

Motion by Carland, seconded by Warsecke, to include in the board rules: All policies adopted by the board are binding on the board. (Administration to determine the appropriate placement). Ayes: Carland, Griner, Jeannot, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Mr. Deisch to contact Mr. Cohl to determine the appropriate placement of the prior motion.

Motion by Jeannot, seconded by Warsecke, to adopt the board rules as presented with the editing removed and with the addition which was acted on a moment ago. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Minutes:

Motion by Jeannot, seconded by Griner, to approve the regular session minutes of December 19, 2017 as presented. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer and Warsecke Nays: None Motion carried.

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Motion by Griner, seconded by Warsecke, to approve the closed session minutes of December 19, 2017 as presented. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Motion by Jeannot, seconded by Warsecke, to approve the organizational meeting minutes of January 2, 2018 as presented. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer and Warsecke Nays: None Motion carried.

9:17 a.m. Public Input

Karen Mallon, Homestead Township, spoke regarding the closed session and stated that she is glad you removed it from the agenda, however would like to remind you of the OMA and that it is a blatant violation of the OMA; it does not allow discussion regarding terms of a contract, once you are an employee, you cannot have a closed session for a contract. Attorney General handbook is where she gathered her information, and you can go into closed session only for collective bargaining.

Eric VanDussen stated that he concurs; if Mitch received an opinion that differs from his understanding of OMA, he would like to see it in writing. On December 19 you went into closed session for his contract and you shouldn't have – you can only do that for collective bargaining. He also spoke regarding his interview for the Building Authority on December 19, subsequent to that he submitted a FOIA request for the minutes of that meeting and he received a memo regarding Mr. Deisch's notes and he believes there should be draft minutes of the interview committee.

Ed Kowalski spoke regarding the opioid lawsuit and stated there is no free lunch gentlemen; you are making a weighted decision; someone always pays for this; good luck.

John Mead, Probate Judge, stated that we lost a lot of institutional knowledge here yesterday. We are all public servants, but no one carries themselves like Frank.

9:26 a.m. Public Input Closed

ELECTED OFFICIALS & DEPT HEAD COMMENTS:

Frank Post, Emergency Manager, requested approval to apply to MMRMA for a RAP grant to help fund additional courthouse security matters – 3 bullet proof windows and 3 doors for the existing door security; total estimated cost is \$15,206 and our cost would be \$7,603; he also stated that he wishes Frank Walterhouse all the best, he has always been a good resource of information.

Motion by Griner, seconded by Carland, to approve the application to MRMMA in the amount of \$15,206 for building security improvements. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Kyle Rosa, Undersheriff, reiterated what Mr. Post stated regarding Mr. Walterhouse. The corrections division recently released a deputy last week so they are now down two positions and will do interviews next week. We had an overdose death prior to the holidays; we did find out through autopsy that carfentanil was found in the person that died.

Comm Carland asks if you will have trouble hiring with the new Wexford jail. U/S Rosa stated that he doesn't believe so.

U/S Rosa also reported that CMH reported that Manistee has had 40 unnatural deaths. The new ME along with Manistee County Sheriff and Detective are doing some digging on this and they are

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interviewing the families and finding out about the issues with the individual. We have gone through this a couple of years ago and one of the reasons we joined back with TNT. We have done that.

Comm Griner asks if they will have any input on replacing Dan King. No, it is MSP

COMMISSIONER REPORTS

Comm Carland stated that we will miss Frank; he attended Networks Northwest last night and they will begin meeting at Northwest Michigan Works rather than the Hagerty Center as a cost savings measure. Chairman Sauer asked if he had an update on the Building Authority: they discussed how to move forward with Phase 3; it sounds like ELA is receptive to assist with Phase 3, which is good news to complete the project. Looking at completion date of June 2018. Elmer's have terminated their contract with Comstock, so they will have to renegotiate.

Comm Roelofs reported on Grand Traverse and Benzie County Veterans Affairs; the new director at the Grand Traverse VA started on January 3, 2018; they are going thru growing pains and have had another resignation; Benzie County Veterans Affairs met yesterday and Bob is the new chair.

Comm Jeannot stated that he has attended four meetings since our last BOC meeting and stated that at Platte Township they talked about the finance director/manager at the county level and they did show some interest and may be utilizing them on a contractual basis; Lake Township talked about the restructure of the Planning Commission and encouraged them to bring forth a candidate. Regarding the email from Ed Roy, he stated that the attached affidavit didn't come from him, it was unsigned and have never had a one on one conversation with Mr. Roy and have asked that that be addressed in court today.

Comm Griner spoke regarding the Airport Authority and that Crystal Lake Township may be divisional as to their support; he stated that he was happy with the work that Coury has done over the last year and look forward to the next year and hope to move on with the progress; Frank Walterhouse had a tremendous amount of institutional knowledge, I can sit here this morning and only reminisce and wish him the best. Sorry to see him gone.

Comm Jeannot asked that we share with the public the information was have regarding Frank. Chairman Sauer asked Dawn to report. She stated that Comm Walterhouse is home from the hospital and we received a resignation from him yesterday as County Commissioner and from all committees that he was assigned to.

Comm Warsecke stated that he cannot say enough about Frank and he will miss him as well. He did attend Inland Township last night and tomorrow will be at Colfax.

Comm Sauer also stated that Frank took us all under his wing when we started and we will all miss him and wish him the best. He turns his time over to Matt Skeels from the Road Commission to speak about HB 5096, 5097 and 5098 which would allow private companies to put up 40-100 towers in the road right-of-way for high-speed internet to the rural areas. The problem is that those towers are in the public road right-of-way. With this being private companies putting these up, and if they discontinue the use of the tower, then it would be up to the road commission to remove since it is in the road right-of-way. Mr. Skeels said these bills are being pushed through Lansing. The County Road Association, Michigan Association of Counties (MAC), Michigan Municipal League (MML)

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and Michigan Township Association (MTA) are all opposed and he asks this board to oppose as well. Mr. Skeels stated that all we ask is that they go through all the steps for towers.

Comm Jeannot understands that they want to be treated like a utility; but this is brought to us as a handout and you want us to act on it before your own board. How time sensitive is this. Mr. Skeels stated that: It doesn't matter if you act on it today or put it on a future agenda, however it is on the fast track in Lansing. I understand if you aren't comfortable doing this now.

Comm Jeannot asks about the townships acting on this. Mr. Skeels said that he knows MTA and MAC are opposing it.

Comm Sauer stated he is ready to act on it but understand if other commissioners want to research it. Comm Warsecke would like to have time to research this.

10:04 a.m. David Schaffer, Recycling, requests approval to purchase a snow plow for the recycling pick-up truck and pull the funds from the public relations line. With the additional bins, there is more space in between and it is getting messy. The SWAC consensus is to purchase a plow.

Comm Jeannot asked if it comes out of your budget. David indicated that he would like to pull the money from the public relations line and then put the money back in with extra revenue that will be received this year.

Comm Jeannot asks if this is really a request to amend the budget. David stated: Yes, it will be requested, however I could request that now.

Comm Jeannot is concerned that we would lose track of this and that those amendments don't get done and we are trying to straighten it out at the end of the year.

Three quotes have been provided -- \$4,075 - \$4,917; Boss, Western and Fisher plows. David has researched and all are good plows; request is to give him permission to form his opinion what is best suited for this truck, not to exceed \$5,000. This is to be used for clean-up not clearing the sites.

Motion by Carland, seconded by Roelofs, to authorize David Schaffer to research the snow plows with a not to exceed amount of \$5,000 to purchase. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer and Warsecke. Nays: None. Motion carried.

COUNTY ADMINISTRATOR'S REPORT – Mitch Deisch

- Mr. Deisch says thank you to Comm Carland for the great job you did last year as chair and he looks forward to working with Comm Sauer and Comm Warsecke. Like so many of you, I will miss Frank as well and the relationship.

FINANCE

Bills: Motion by Roelofs, seconded by Sauer, to approve payment of the bills from January 2, 2018 to January 9, 2018 in the amount of \$54,963.61, as presented. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer and Warsecke. Nays: None. Motion carried.

Michelle Thompson, County Treasurer, stated that the auditors are here this week.

Snowmobile Budget: Motion by Warsecke, seconded by Carland, to approve the snowmobile budget as amended, reducing the transfer in – General Fund of \$1,400 to -0-. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer and Warsecke. Nays: None. Motion carried.

HR AND PERSONNEL – No Report.

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10:42 a.m. Break

10:48 a.m. Reconvene

COMMITTEE APPOINTMENTS

Building Authority: Mr. Deisch stated that he presented a memo based upon the recommendations of the interview team.

Motion by Warsecke, seconded by Roelofs, to appoint James Clark to the Building Authority for a 3-year term expiring December 31, 2020. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Motion by Jeannot, seconded by Griner, to reappoint Lisa Vogler to the Building Authority for a 1-year term expiring December 31, 2018. Roll call. Ayes: Griner, Jeannot, Roelofs and Sauer Nays: Carland and Warsecke Motion carried.

Motion by Carland, seconded by Warsecke, to reappoint Marcia Stobie to the Building Authority for a 1-year term expiring December 31, 2018. Roll call. Ayes: Carland, Roelofs and Warsecke Nays: Griner, Jeannot and Sauer Motion fails.

Motion by Jeannot, seconded by Sauer, to appoint Eric VanDussen to the Building Authority for a 2-year term expiring December 31, 2019. Roll call. Ayes: Carland, Jeannot, Sauer and Warsecke Nays: Griner and Roelofs Motion carried.

Motion by Jeannot, seconded by Warsecke, to appoint Jeff Johnson to the Building Authority for a 2-year term expiring December 31, 2019. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Comm Jeannot stated that we have sat four members of the five positions.

Motion by Jeannot, seconded by Griner, to appoint Thor Goff to the Building Authority for a 1-year term expiring December 31, 2018. Roll call. Ayes: Griner, Jeannot, Sauer and Warsecke Nays: Carland and Roelofs Motion carried.

ACTION ITEMS

Voting Equipment Grant: Motion by Sauer, seconded by Griner, to approve the Grant Agreement between the State of Michigan, Michigan Department of State and Benzie County, for the Voting System Hardware, Firmware and Software as presented, naming Dawn Olney as the Grant Manager for Benzie County and authorizing the chairman to sign. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer and Warsecke Nays: None Motion carried.

County Administrator's Contract: Comm Carland stated that the change from closed session last month have been incorporated; this contract is a continuation of the current contract and will be amended and restated; we are in the 2nd year of the 2017 contract.

Compensation: we know the position is underfunded so this has a 2% increase so effective October 1, 2017 the salary will be \$72,828.00.

Vacation: the current carry-over is 20 days; he wanted to double but we agreed on 30 days.

Car Allowance: \$275.00 per month rather than being reimbursed for mileage.

Work from Home: board does not have an issue with this – 2 days per month

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Back Pay: state statute prohibits us from paying back pay, but because the board was not timely in getting this together, they feel that that he would be penalized; so we are recommending a one-time lump sum of \$1,143.00 signing bonus upon signing of this contract.

Motion by Jeannot, seconded by Carland, to adopt the Amended and Restated Employment Contract for the County Administrator thru December 31, 2019. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer and Warsecke Nays: None Motion carried.

CORRESPONDENCE

- MMRMA 2017 Annual Report.
- Benzie Transportation Authority November 2017 Statement of Activities.
- Little Platte Lake elevation report for December 2017 received.
- Crystal Lake elevation report for December 2017 received.

UNFINISHED BUSINESS – Opioid Litigation

Motion by Jeannot, seconded by Warsecke, to adopt resolution 2018-003 Resolution to Approve Retention of Outside Counsel for Opioid Litigation as presented, authorizing the chairman to sign. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs and Warsecke Nays: Sauer Motion carried.

Motion by Warsecke, seconded by Jeannot, to approve the Retainer Agreement with Weitz & Luxenberg, PC, Sam Bernstein Law Firm PLLC and Smith and Johnson Attorney PC, authorizing the chairman to sign. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer and Warsecke Nays: None Motion carried.

NEW BUSINESS – Dawn Olney, County Clerk, informed the board regarding the filling the vacancy in Commissioner District V. This board will fill the vacancy and needs to be done within 30 days.

The board has decided that it will be advertised in the Record Patriot; hand-signed letters to Homestead Township, Village of Honor and Inland-Homestead Joint Planning Commission. Mr. Deisch will prepare a news release for the Record Patriot.

Motion by Carland, seconded by Jeannot, to accept the resignation of Frank Walterhouse with deep regrets. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer and Warsecke Nays: None Motion carried.

11:40 a.m. Public Input

Karen Mallon, resident of Homestead Township, stated that she perceives it as a conflict of interest when Mr. Roelofs could be a private supplier of parts regarding snow plow. Hope you entertain other county employees' requests for nice job agreements like you did for the County Administrator.

Eric VanDussen, Benzonia, addressed the BA appointments with certain commissioners having issue with him having attended the entire interview process; all meetings are open to the public.

Roger Griner stated that he feels Comm Roelofs was OK when he said he has parts.

11:45 a.m. Public Input Closed

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Comm Roelofs stated that his offer to Mr. Schaffer was during afterhours when the stores are closed. Comm Roelofs asked if we were going to talk about Committee of the Whole.

Comm Carland provided information to the board from MSU.

Comm Jeannot stated it was very informative.

Comm Griner would like to see us try it. If it doesn't work, at least we tried.

Comm Carland suggests postpone to next meeting have the chair and vice chair meet with Mitch to discuss this further before the next meeting.

Comm Jeannot spoke regarding the information provided by Coury: 1) it is the vice chair that runs the meeting; 2) does not replace a regular meeting; and 3) cannot take action at that meeting.

Comm Roelofs asks that when scheduling interviews, all people be scheduled for the time the meeting opens and have them sit through all the interviews, and draw a name as to who is up next.

Motion by Griner, seconded by Warsecke, to adjourn at 11:56 a.m. until the January 23, 2018 regular meeting or the call of the chair. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer and Warsecke
Nays: None Motion carried.

Gary G. Sauer – Chair

Dawn Olney, Benzie County Clerk

INDEX

1. Approved the agenda as amended.
2. Chairman Sauer stated that by default, Evan Warsecke is the Vice Chair.
3. Added to the Board Rules: All policies adopted by the board are binding on the board.
4. Adopted the board rules as presented with the editing removed and with the addition which was acted on a moment ago.
5. Approved the regular session minutes of December 19, 2017 as presented.
6. Approved the closed session minutes of December 19, 2017 as presented.
7. Approved the organizational meeting minutes of January 2, 2018 as presented.
8. Approved the application to MRMMMA in the amount of \$15,206 for building security improvements.
9. Authorized David Schaffer to research the snow plows with a not to exceed amount of \$5,000 to purchase.
10. Approved payment of the bills from January 2 to 9, 2018 in the amount of \$54,963.61, as presented.
11. Approved the snowmobile budget as amended, reducing the transfer in – General Fund of \$1,400 to -0-.
12. Appointed James Clark to the Building Authority for a 3-year term expiring December 31, 2020.
13. Appointed Lisa Vogler to the Building Authority for a 1-year term expiring December 31, 2018.
14. Denied appointing Marcia Stobie to the Building Authority for a 1-year term expiring December 31, 2018.
15. Appointed Eric VanDussen to the Building Authority for a 2-year term expiring December 31, 2019.

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16. Appointed Jeff Johnson to the Building Authority for a 2-year term expiring December 31, 2019.
17. Appointed Thor Goff to the Building Authority for a 1-year term expiring December 31, 2018.
18. Approved the Grant Agreement between the State of Michigan, Michigan Department of State and Benzie County, for the Voting System Hardware, Firmware and Software as presented, naming Dawn Olney as the Grant Manager for Benzie County and authorizing the chairman to sign.
19. Adopted the Amended and Restated Employment Contract for the County Administrator thru December 31, 2019.
20. Adopted resolution 2018-003 Resolution to Approve Retention of Outside Counsel for Opioid Litigation as presented, authorizing the chairman to sign.
21. Approved the Retainer Agreement with Weitz & Luxenberg, PC, Sam Bernstein Law Firm PLLC and Smith and Johnson Attorney PC, authorizing the chairman to sign.
22. Accepted the resignation of Frank Walterhouse with deep regrets.

Elected Officials and Department Head Comments

**BENZIE SENIOR RESOURCES
BOARD OF DIRECTORS MEETING
JANUARY 17, 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 January 17, 2018 Agenda
Approval of Minutes from the previous meeting – December 14, 2017
Suggestion Box Contents
Public Input (Limit of 3 minutes for individual presentation and 15 minutes for group presentation)
Finance Committee Report - Approval of BSR Financial Statements for September 2017

Information Items

- A. Directors Report – December 2017/January 2018
- B. Program/Services Report – December 2017
- C. Senior Center Update – December 2017/January 2018
- D. Board of Commissioners Update

Action Items

- A. Proposal for additional vouchers for the Snow Removal Program
- B. Review and approve IT Proposals

New Business

- A. Results from the Lawn Chore Client Satisfaction Survey
- B. Invite Board Members to the next Platte River School Reuse Task Force Meeting on 1/31/18 at 6pm at The Gathering Place or Platte River School

Old Business

- 1. Fundraising/Marketing Committee Update
- 2. MERS 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 senior

NEXT MEETING

Wednesday, February 21, 2018 at 4:30 p.m.
The Gathering Place Senior Center
Honor, MI 49640

RECEIVED

JAN 17 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

**Benzie Senior Resources
Board of Directors Annual Meeting
December 13, 2017**

Meeting was called to order by Beverly Holbrook at 4:36 pm

Prayer of invocation was given by Ned.

Pledge of Allegiance was said by all.

ROLL CALL:

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

Also present are Douglas Durand, Sabra Boyle, Frank Walterhouse, and Barbara Edwards.

Approval of Agenda

An addition was made by Bev under action item A. Amber Mack. A motion to approve the agenda with corrections was made by Denise and Seconded by Ron. All ayes being heard the motion was carried.

Approval of Previous Minutes

A motion to approve the minutes was made by Scott and seconded by Ned. All ayes being heard the motion to approve the previous minutes as written was approved.

Public Input

Suggestion box was checked by Rosemary Russell and found to be empty.

No public input

Annual Meeting Action Items:

1. **Board of Directors Meeting dates:** A motion was made by Denise to set the annual Board of Director meetings dates for 2018. This was seconded by Scott. Board conversation with regard to the meeting dates to continue the Third Wednesday of each month at 4:30 with the exception being November 14th and December 12th due to the holidays being too close. (An attachment placed at the end of this report with the dates.) All ayes being heard. The meeting dates and times motion is carried.
2. **Finance Committee Dates:** A motion was made by Scott and Seconded by Ned to set the Finance Committee dates on the same days as the board of directors meetings but change the time to 3:00 pm. All ayes being heard the motion was carried.
3. **By-Laws Committee** consisting of Beverly, Rosemary, Scott, Barbara and Denise will review the bylaws, have a meeting and make recommendations to the board for necessary updates. This committee will also review the employee manual.

Doug will email the manual to the committee members. A meeting will be set sometime in February for follow up on these necessary changes and recommendations for Board approval which will be presented at the March 2018 meeting.

4. RFP (request for proposal) for financial audit, insurance liability package, medical and health plans and other benefits will occur in May. We are on a 3 year cycle for review of these plans. Doug and the finance committee will give recommendations to the board sometime around fall of 2018 for 2019.

Return to regular Board meeting at 4:48

INFORMATION ITEMS

A. Finance Committee Report

A report was passed along to the board. Doug gave highlights. We ended the month with a Surplus of \$20,942.00 Revenues were up by 24%, this was better than anticipated. The expenses came in under budget. Some expenses that came in above budget included: supplies, office expense, food costs, health care costs and insurance due to adding the Subaru.

- **MERS UPDATE:**

Scott gave an update on MERS with a list of 5 options that the finance committee will review and make recommendations as to how to move forward with MERS. There are still some unanswered questions with regard to IRS issues before an educated recommendation can be made. Scott, the finance committee, Doug and MERS are still looking at ways to move forward and will keep the board up to date.

- **FINANCIAL COMMITTEE RECOMMENDATIONS**

It was recommended by the finance committee that a letter should be drafted to the Community Foundation asking that the monies of \$18,614.00 be moved from the Community Foundation to a general BSR account so funds can be available for use related to senior programming. A motion was made by Barbara and seconded by Denise that this letter be drafted. As monies are involved a roll call was done. ROLL CALL: Beverly Holbrook -Yes, Ned Edwards- Yes, Anne Dawe- Yes, Jane Elzerman- Yes, Denise Favreau –Yes, Barbara Johnson – Yes, Ron Dykstra -Yes, Rosemary Russell - Yes and Scott Harrison - Yes. The motion was to draft the letter was carried by roll call.

A motion was made to accept the financial committee report by Scott, seconded by Denise. All ayes being heard the motion was carried.

Information Items continued.

B. Executive Director's Report

Program report was submitted to the Board of Directors by Doug with highlights. Including: 144 clients for snow removal to date, the 5th HDM route is up and going and all routes are getting back about 45 minutes earlier. Doug has joined the Platte river elementary school task force. Doug will be requesting a \$10,000 grant from the community chest for the senior essential needs. A master yearly calendar has been initiated for the management team and we are still trying to recruit a part time RN position. Doug also commented that we should continue to write our legislators due to the uncertainty of senior programming at a federal level.

- Barbara requested that Doug look into asking the utilities for monies as well. The year-end appeal is at 49%, or \$18,597.00 to date.

C. Program Services Report

Doug submitted a report and most services were up including home care, Dining out, MMAPS, Foot clinic, HDM and Congregate meals. The first two months of this budget we have served 2,130 additional meals.

D. Senior Center Update

A report was included in the program report for board review.

1. There was a 86% increase in attendance compared to 2015
2. A total of 748 cumulative individuals participated in programs for the month.

E. Board of Commissioners Report

Review of board of commissioners was given by Frank Walterhouse.

1. BSR Budget was adopted - Kudos to Doug for his presentation.
2. Committees are working well
3. County is on task
4. Honor Village
 - a. EMS The director position currently has 4 people in consideration after the first round of interviews.
 - b. Village will have a meeting January 9th to work on Platte River School building task force.
 - c. HARP
 - i. Bev gave an update from HARP. Ingermar, had sent an email with information that the property, 52 acres by the river, is now purchased for the park. Thanks to the donations and a large grant. Phase 2 developments to begin soon.

Action Items:

A. Doug informed the board that Amber Mack, the finance auditor would like to know if the board would like her to come do a presentation of her audit or just a phone conference. Scott and members from the finance committee as well as the board discussed this and made a recommendation for a phone conference to be held with the finance committee and then the finance committee will make recommendations back to the board regarding changes necessary. Doug will facilitate this after the audit is finished.

New Business:

- 2017 Annual report was submitted to the board for review.
- Personnel Committee: Update of employee handbook. This is the same committee as the Bylaw committee members. Doug will email it to the committee members. A meeting will be set sometime in February for follow up on these necessary changes and recommendations for board approval will be given at the March 2018 meeting.
- Future needs of 15 passenger vehicle vs Benzie bus - which is most cost effective. Doug is going to do a report and submit it to the board for review.

Old Business

1. Fundraising update by Ned and Scott
 - a. Last meeting was looking at goals for 2018.
 - b. West shore was a success with \$500.00 in donations.
 - c. Year end appeal is currently at \$18,597.00
 - d. Christmas cards have been sent.
 - e. Looking at asking for memorial contributions. Doug wrote a letter for use.
2. MERS Update
 - a. Scott gave an update on MERS with 5 options see attachment.
2. Holiday Christmas Bag update: Bags are ready. We had 7 churches donate and with Shop and Save and Honor Markets fund raiser, our financial contribution has decreased by almost 50% from last year. This is good news.

Public Comment: None

Round Table: None

Adjourn:

Meeting was adjourned at 6:00pm

Respectfully submitted,

Rosemary Russell, RNC, DONA, LTC
Secretary, BSR

Next Meeting

Wednesday January, 17, 2018 @ 4:30 pm
The Gathering Place Senior Center
Honor, Michigan 49640

Benzie Senior Resources
Executive Directors Report
December 2017 – January 2018

- We invited the new Gordon Foods representative to the January's Kitchen Management Team Meeting. We discussed several products to try, cost analysis of products and upcoming events for staff to attend. Over the next year, Gordon Foods will be introducing several thousand new products as they expand their partnerships with food distributors.
- The pilot program with BACN on the Senior Food Box is up for review. Gerri and I have been in discussion of making this a permanent program between our two agencies. I will be putting together a letter of support to continue and possible expand the number of participants to BACN's Board of Directors. The collaboration has worked for both agencies and the response from the 10 households has been positive.
- I have a meeting scheduled on Friday, 1/12 with Marsha Smith and Becky Ewing with Rotary Charities regarding the BSR Board of Directors initiative to pursue the feasibility of doing a County-wide Senior Needs Assessment to address current and future needs of the rapidly growing population and who best to meet those needs.
- I submitted to Area Agency on Aging a grant for Medicare & Medicaid Assistance Program Beneficiary Outreach and Assistance Service Plan. A sample of some of the outreach events would be conducting "New to Medicare" and "Medicare 101" presentations at different locations in Benzie County.
- I will be submitting another grant to the Delta Dental Foundation Brighter Futures Community Grants Program. This would help supplement funds to increase the number vouchers for dental care for seniors.
- A grant was submitted to the Benzie County Community Chest for funding of the Senior Essential Needs Fund.
- I continue to take part in discussions with the Betsie Valley Community Center Vital Service Committee. The group met on Tuesday, January 9th and we discussed what services each agency would provide, IT needs, space needs, staffing needs and space costs. The early goal is have the center open and operating in 2-3 years.
- I am on the Advocates for Benzie County's Platte River Elementary School Reuse Task Force. This was the first meeting for the newly formed group was on Wednesday, 1/10. It was a good 2 hour meeting which generated some solid ideas to move forward.
- Several Management Team members will be meeting with our Ford Insurance Representative to discuss options available to the agency regarding Human Resources.
- We did receive a \$3,500 grant from the Grand Traverse Area Community Foundation for the Senior Essential Needs Fund.

Legislative Updates

I will be going to Lansing on Wednesday, January 24th. Governor Snyder will be presenting his final State of the State presentation on his last year in office of his priorities/goals on Tuesday, January 23rd.

State of Michigan

The state budget will begin to ramp up in late February when Governor Snyder releases his budget and last through June as the House and Senate craft their budgets. Then all 3 must draft a final budget that can be passed by both chambers and signed by the Governor. I will once again be advocating for additional funds for Home Delivered Meals, MI Choice Waiver funding and additional increase in support of the caregiver and higher reimbursements related to the cost of staff providing care.

Federal Funding

After punting its deadline yet again, Congress now has until January 19th to finalize spending levels for Fiscal Year (FY) 2018, which we are already a quarter of the way through. While we remain hopeful that leaders in the House and Senate will utilize this time productively to reach a bipartisan budget agreement and wrap up work on the FY 2018 appropriations process, obstacles remain regarding topline funding levels and how to pay for increases.

The Tax Cut and Job Act Law of 2017

Potentially there could be several areas that could impact many non-profits and low income seniors with the passage of this new law.

Charitable Giving:

The standard tax deduction is doubled for individuals and couples, which is likely to result in a drop in the number of taxpayers who itemize their tax returns. A subsequent decline in charitable giving is estimated to shrink total charitable contributions by \$13 billion or more year over the year.

Adjustments Impacting Low-Income Seniors:

The individual health insurance requirement of the Affordable Care Act (ACA) is repealed. The estimated impact is that premiums will rise significantly, making the purchase of healthcare insurance out-of-reach for low-income older adults who are too young for Medicare and who receive their health insurance through the ACA exchange.

Increased Deficits:

The estimated increase in the national budget deficit arising from this tax bill sets up a scenario for deep federal spending cuts and puts funding for programs like Older Americans Act Programs at-risk. In addition, the \$1+ trillion price tag the new law could trigger automatic across-the-board cuts to Medicare and non-defense discretionary programs – including those under the Older Americans Act (OAA) and other critical programs serving older Americans – due to breaching current budget laws.

Program Report for December 2017

Nutritional Programs

Home Delivered Meals

Home Delivered Meals – 4,527 meals were provided to 160 clients in December 2017. **This represents an increase of 6.5% as compared to December 2016.**

Congregate Meals

The Gathering Place and Thompsonville served a total of 1,586 meals in December 2017. **For the first quarter the number meals served is 3.6% more than the same time last year.**

Through the first quarter (October 2017-December 2017) we have served 2,205 additional meals than last year at this time.

Other Programs/Services

Dining Out Program – A total of 162 customers purchased 549 vouchers in December 2017. **This represents 18% increase as compared to December 2016.**

Homemaker Program – 368 service units were provided to 119 clients in December 2017. **This represents an increase of 9.5% as compared to December 2016.**

Snow Removal Program – We have 148 clients signed up for the Snow Removal Program and we paid for 564 snow plows in December 2017. **This represents an increase of 159% as compared to December 2016.**

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

Benzie Bus Punch Cards – 123 bus passes were given to customers in December 2017. This represents 1,476 rides. **For the first quarter the number of bus passes is up 3.5% as compared to last year.**

Information & Assistance - The agency handled 879 calls in December 2017 regarding Information and Assistance for services and questions related to older adults. **This is a decrease of less than .5% as compared to December 2016.**

MMAPS – 10 individuals were provided 17.75 hours of service to assist them in their Medicare needs in December 2017.

Hearing Clinic – 5 individuals had a hearing evaluation completed in December 2017 at no cost to the client.

Foot Care – 35 individuals were provided foot care at the clinic and 14 clients were seen in their home in December 2017.

Estate Planning – 3 individuals received estate consultation service in December 2017 at no cost.

Benzie Senior Dental Program – Four client received financial assistance for dental care in December 2017.

Emergency Senior Essential Needs Fund – Two clients received financial assistance in December 2017.

The Gathering Place Senior Center – In December 2017, The Gathering Place Senior Center offered a total of fifteen core activities that 513 cumulative number of individuals participated in. The top 5 attended activities for December 2017 were Music Programs, Exercise groups, Card Games, Bingo and Health & Educational Services (Blood Pressure Clinics, Foot and Hearing Clinics, Tech Class & MMAP's). **As compared to December 2016 the attendance was up 3%.**

In-Home Services – Number of in-home care service clients is up 38% as compared to December 2016. With the largest increase occurring in sliding scale fee clients up 68%. Total Client hours is up 19% as compared to December 2016. Total number of in-home care service visits increased 34% as compared to December 2016.

Number of Home Health Care Clients

Month	Medicaid Waiver and Care Management	Sliding Scale Fee	Private Pay & Long Term Care Insurance	Total Clients
October 2017	24	38	5	67
November 2017	23	36	4	63
December 2017	21	42	3	66
January 2018				
February 2018				

March 2018				
April 2018				
May 2018				
June 2018				
July 2018				
August 2018				
September 2018				

Client Total Hours

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

Respectfully submitted,

Douglas Durand

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

ASSETS

Current Assets

Checking/Savings

001 · CENTRAL STATE BANK CHECKING	283,944.30
003 · CENTRAL STATE BANK HRA	1,984.52
006 · CENTRAL STATE BANK CD	13,256.52
009 · CENTRAL STATE BANK MM CHECKING	148,808.24

Total Checking/Savings 447,993.58

Accounts Receivable

1200 · Accounts Receivable 527.00

Total Accounts Receivable 527.00

Other Current Assets

109 · INVENTORY 7,610.84

Total Other Current Assets 7,610.84

Total Current Assets 456,131.42

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 (275,335.76)

Total Fixed Assets 413,354.06

TOTAL ASSETS 869,485.48

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable 34,678.43

Total Accounts Payable 34,678.43

Other Current Liabilities

2100 · Payroll Liabilities 4,389.44

238 · AFLAC PAYABLE 37.20

Total Other Current Liabilities 4,426.64

Total Current Liabilities 39,105.07

Long Term Liabilities

250 · MORTGAGE PAYABLE 139,284.57

260 · NET PENSION LIABILITY 410,473.00

Total Long Term Liabilities 549,757.57

Total Liabilities 588,862.64

Equity

3000 · Opening Bal Equity 160,329.63

390 · FUND BALANCE - PROGRAMS (570,978.00)

3900 · Retained Earnings 537,006.37

Net Income 154,264.84

Total Equity 280,622.84

TOTAL LIABILITIES & EQUITY 869,485.48

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense - Monthly
December 2017

	Dec 2017	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)	150.00	300.00	(150.00)
540 · GRANTS	53,500.00	6,500.00	47,000.00
561 - HDM Waiver	840.00	704.00	136.00
642 · CHARGES FOR SERVICES/CONT	2,022.00	1,905.00	117.00
642.01 · FEE FOR SERVICE/CHORE	0.00	0.00	0.00
642.02 · FEE FOR SERVICE/HOMEMAKER	2,042.00	1,850.00	192.00
642.03 - FEE FOR SERVICE/SNOW REMOVAL	3,928.00	5,000.00	(1,072.00)
642.1 - FEE FOR SLIDING SCALE CLIENTS	5,086.00	3,330.00	1,756.00
642.05 - FEE FOR PRIVATE PAY & INS	935.00	3,100.00	(2,165.00)
670 - Client Income	10,332.15	7,485.00	2,847.15
673 · NEWSLETTER SUB	10.00	40.00	(30.00)
675 · DONATIONS	9,817.71	8,153.00	1,664.71
676 · MILLAGE	85,836.57	85,836.00	0.57
680 · VOLUNTEER WAGES (IN-KIND).	5,840.40	5,166.00	674.40
677 - Fundraising	28,508.00	17,500.00	11,008.00
681 - In-Kind (non-volunteer)	759.01	333.00	426.01
690 - Trip Income	0.00	0.00	0.00
691 - MISC INCOME	0.00	0.00	0.00
Total Income	216,330.51	154,035.00	62,295.51
 Gross Profit	 216,330.51	 154,035.00	 62,295.51
 Expense			
700 - ACCOUNTING FEES	6,500.00	2,700.00	3,800.00
705 · SALARY AND WAGES	54,576.80	54,910.00	(333.20)
708 · PAYROLL TAX EXPENSE	4,804.00	5,692.00	(888.00)
709 · EDUCATION/TRAINING	0.00	4,200.00	(4,200.00)
710 · EVENTS	33.25	241.00	(207.75)
715 · CLOTHING ALLOWANCE	0.00	0.00	0.00
717 · DUES/SUBSCRIPTIONS	425.00	250.00	175.00
721 · COMPUTER EXPENSES	802.48	3,400.00	(2,597.52)
725 · FRINGE BENEFITS	6,958.30	11,965.00	(5,006.70)
726 - FUNDRAISING/MARKETING EXP	1,689.77	2,000.00	(310.23)
727 · SUPPLIES	1,924.70	2,165.00	(240.30)
727.2 · OFFICE EXP	445.99	700.00	(254.01)
727.3 - POSTAGE	9.80	50.00	(40.20)
727.4 - ADVERTISING	153.65	400.00	(246.35)
740 · FOOD	13,749.00	12,900.00	849.00
819 · CONTRACTUAL	32,127.76	35,512.00	(3,384.24)
820 · VOLUNTEER WAGES (IN-KIND)	5,840.40	5,166.00	674.40
825 · VOLUNTEER EXPENSES	1,168.33	2,066.00	(897.67)
850 · TELEPHONE	300.96	350.00	(49.04)
861 · TRAVEL/MILEAGE/GAS	1,905.16	2,330.00	(424.84)
900 · INTEREST EXPENSE	455.10	475.00	(19.90)
910 · INSURANCE	2,433.00	2,300.00	133.00

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense - Monthly
December 2017

	Dec 2017	Budget	\$ Change
915 · PROJECTS	1,051.42	3,250.00	(2,198.58)
920 · UTILITIES	1,666.87	1,677.00	(10.13)
940 · DEPRECIATION EXPENSE	2,391.02	2,708.00	(316.98)
980 · EQUIPMENT/REPAIRS	1,937.14	1,375.00	562.14
980.1 - OUTDOOR MAINTENANCE	2,341.50	1,300.00	1,041.50
981 · HDM VEHICLE MAINT/GAS	1,293.66	1,040.00	253.66
980.2 - INDOOR MAINTENANCE	26.99	175.00	(148.01)
TRIP EXPENSE	0.00	0.00	0.00
Total Expense	147,012.05	161,297.00	(14,284.95)
Net Ordinary Income	69,318.46	(7,262.00)	76,580.46
Other Income/Expense			
Other Income			
990 · INTEREST/DIVIDEND INCOME	13.89	20.00	(6.11)
995 REALIZED GAIN (LOSS)	(172.51)	0.00	
999 - Other Income	1,132.22	80.00	1,052.22
Total Other Income	973.60	100.00	873.60
Other Expense			
999.1 · Other Expense	16.38	0.00	16.38
99999 - LEGAL EXPENSE	0.00	500.00	(500.00)
Total Other Expense	16.38	500.00	(483.62)
Net Other Income	957.22	(400.00)	1,357.22
Net Income	70,275.68	(7,662.00)	77,937.68

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense - YTD
Oct 2017 - Dec 2017
25% of FY 2018

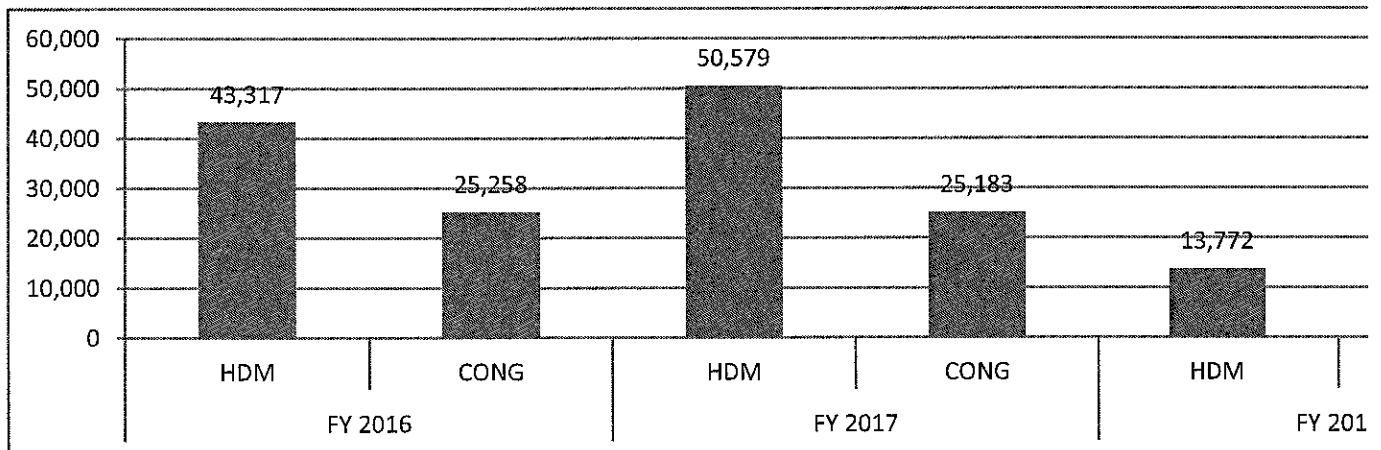
	Oct-Dec 2017	Budget	\$ Change	Percent Expended
Ordinary Income/Expense				
Income				
519.03 · TITLE III C2 INCOME	20,171.01	20,499.00	(327.99)	24.6%
519.04 · FEDERAL USDA	0.00	0.00	0.00	0
519.05 MIPPA (MMA)	150.00	600.00	(450.00)	20.0%
540 · GRANTS	53,500.00	19,500.00	34,000.00	68.6%
561 - HDM Waiver	1,698.00	2,112.00	(414.00)	20.0%
642 · CHARGES FOR SERVICES/CONT	8,076.50	5,715.00	2,361.50	25.0%
642.01 · FEE FOR SERVICE/CHORE	(738.00)	0.00	(738.00)	0.0%
642.02 · FEE FOR SERVICE/HOMEMAKER	7,598.00	5,500.00	2,098.00	30.7%
642.03 - FEE FOR SERVICE/SNOW REMOVAL	11,434.00	14,595.00	(3,161.00)	52.7%
642.1 - FEE FOR SLIDING SCALE CLIENTS	10,345.01	9,990.00	355.01	26.0%
642.05 - FEE FOR PRIVATE PAY & INS	4,240.00	9,500.00	(5,260.00)	10.0%
670 - Client Income	22,102.45	22,450.00	(347.55)	24.6%
673 · NEWSLETTER SUB	70.00	120.00	(50.00)	14.0%
675 · DONATIONS	31,848.28	24,459.00	7,389.28	31.2%
676 · MILLAGE	257,509.70	257,509.00	0.70	25.0%
680 · VOLUNTEER WAGES (IN-KIND).	17,493.90	15,498.00	1,995.90	25.0%
677 - Fundraising	43,523.76	36,000.00	7,523.76	60.0%
681 - In-Kind (non-volunteer)	30,947.52	999.00	29,948.52	773.0%
690 - Trip Income	0.00	0.00	0.00	0.0%
691 - MISC INCOME	0.00	0.00	0.00	0.0%
Total Income	519,970.13	445,046.00	74,924.13	29.0%
Gross Profit	519,970.13	445,046.00	74,924.13	
Expense				
700 - ACCOUNTING FEES	6,500.00	5,400.00	1,100.00	103.0%
705 · SALARY AND WAGES	148,437.41	164,730.00	(16,292.59)	20.7%
708 · PAYROLL TAX EXPENSE	13,070.50	17,076.00	(4,005.50)	17.7%
709 · EDUCATION/TRAINING	115.00	4,320.00	(4,205.00)	1.4%
710 · EVENTS	329.61	724.00	(394.39)	11.4%
715 · CLOTHING ALLOWANCE	0.00	0.00	0.00	0.0%
717 · DUES/SUBSCRIPTIONS	425.00	250.00	175.00	14.7%
721 · COMPUTER EXPENSES	1,596.44	5,000.00	(3,403.56)	13.0%
725 · FRINGE BENEFITS	9,208.37	35,895.00	(26,686.63)	6.4%
726 - FUNDRAISING/MARKETING EXP	2,379.18	4,500.00	(2,120.82)	22.6%
727 · SUPPLIES	8,363.02	6,495.00	1,868.02	32.0%
727.2 · OFFICE EXP	2,984.87	2,100.00	884.87	35.5%
727.3 - POSTAGE	813.63	900.00	(86.37)	25.4%
727.4 - ADVERTISING	781.37	1,200.00	(418.63)	16.3%
740 · FOOD	43,987.93	40,100.00	3,887.93	27.0%
819 · CONTRACTUAL	64,733.95	72,837.00	(8,103.05)	21.8%
820 · VOLUNTEER WAGES (IN-KIND)	17,493.90	15,498.00	1,995.90	25.0%

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense - YTD
Oct 2017 - Dec 2017
25% of FY 2018

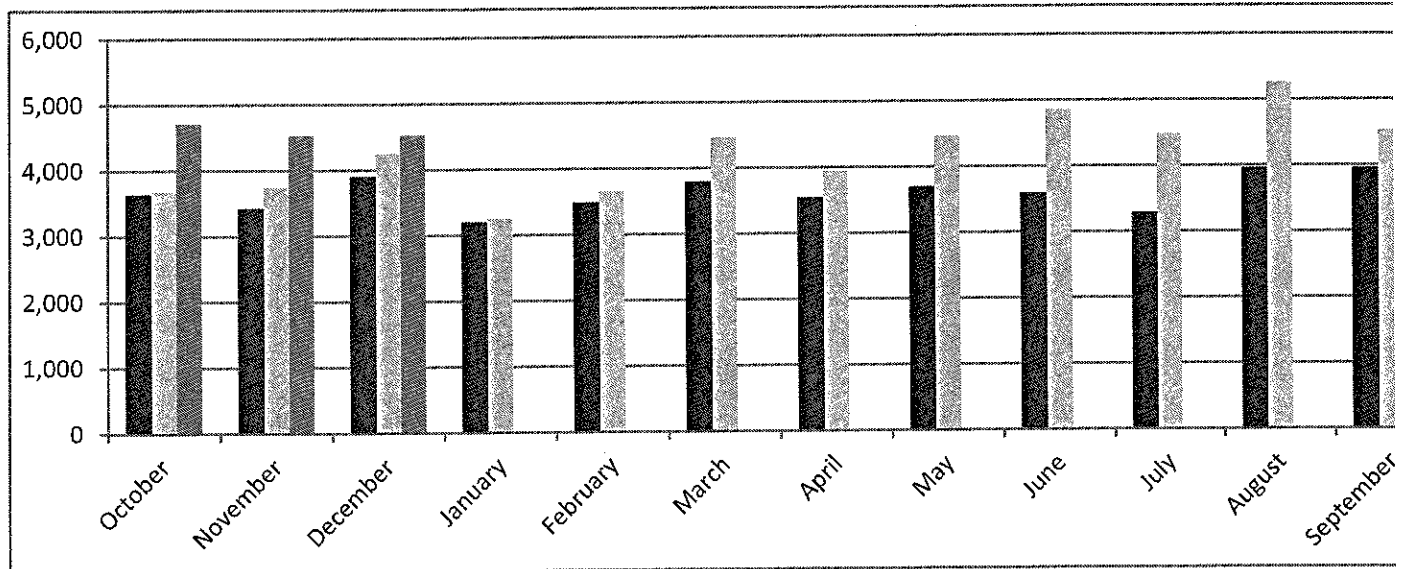
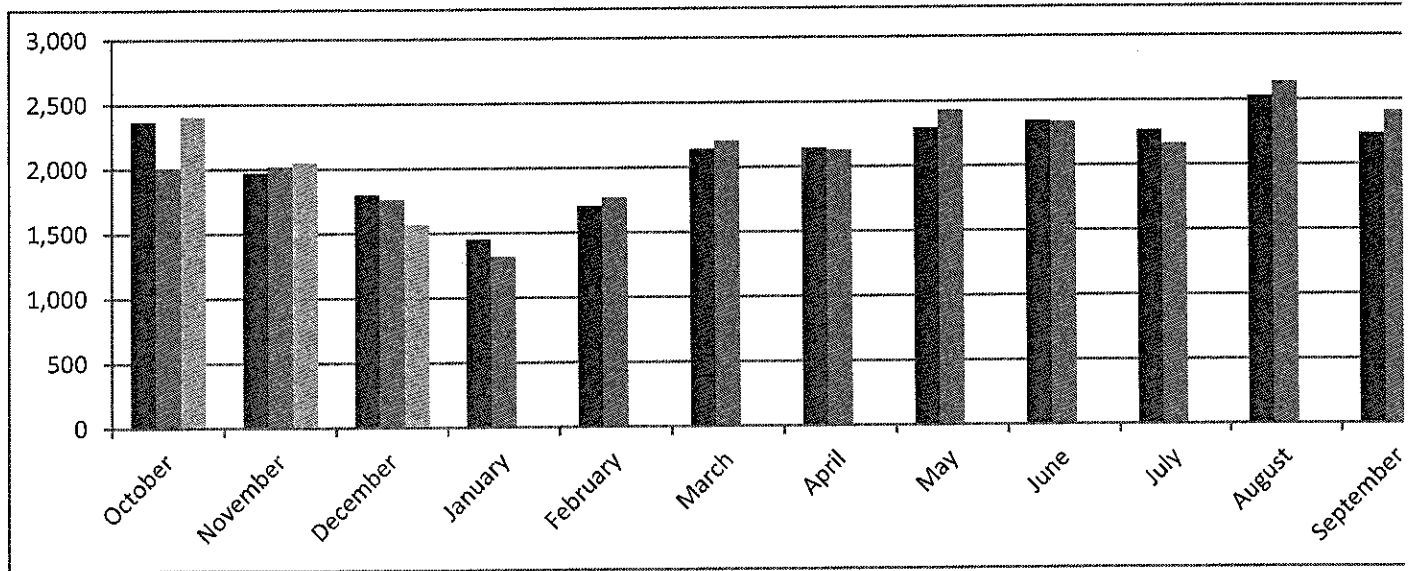
	Oct-Dec 2017	Budget	\$ Change	Percent Expended
825 · VOLUNTEER EXPENSES	1,622.33	3,199.00	(1,576.67)	14.0%
850 · TELEPHONE	1,010.79	1,050.00	(39.21)	24.0%
861 · TRAVEL/MILEAGE/GAS	6,677.72	6,990.00	(312.28)	23.4%
900 · INTEREST EXPENSE	1,255.45	1,425.00	(169.55)	22.0%
910 · INSURANCE	7,259.00	6,900.00	359.00	22.7%
915 · PROJECTS	2,018.40	5,750.00	(3,731.60)	11.0%
920 · UTILITIES	6,241.14	6,301.00	(59.86)	24.8%
940 · DEPRECIATION EXPENSE	7,173.06	8,124.00	(950.94)	22.1%
980 · EQUIPMENT/REPAIRS	5,894.32	4,125.00	1,769.32	35.7%
980.1 - OUTDOOR MAINTENANCE	2,411.50	2,125.00	286.50	39.8%
981 · HDM VEHICLE MAINT/GAS	3,236.20	3,120.00	116.20	25.9%
980.2 - INDOOR MAINTENANCE	343.25	525.00	(181.75)	16.3%
TRIP EXPENSE	0.00	0.00	0.00	0.0%
Total Expense	<u>366,363.34</u>	<u>426,659.00</u>	<u>(60,295.66)</u>	
Net Ordinary Income	153,606.79	18,387.00	135,219.79	
Other Income/Expense				
Other Income				
990 · INTEREST/DIVIDEND INCOME	28.34	65.00	(36.66)	10.4%
995.1 REALIZED GAIN (LOSS)	(172.51)	0.00	(172.51)	-172.0%
999 - Other Income	<u>3,416.66</u>	<u>240.00</u>	<u>3,176.66</u>	<u>342.0%</u>
Total Other Income	<u>3,272.49</u>	<u>305.00</u>	<u>2,967.49</u>	
Other Expense				
999.1 · Other Expense	2,284.44	0.00	2,284.44	2284.0%
99999 - LEGAL EXPENSE	<u>330.00</u>	<u>1,500.00</u>	<u>(1,170.00)</u>	<u>13.2%</u>
Total Other Expense	<u>2,614.44</u>	<u>0.00</u>	<u>2,614.44</u>	
Net Other Income	<u>658.05</u>	<u>305.00</u>	<u>353.05</u>	
	<u>154,264.84</u>	<u>18,692.00</u>	<u>135,572.84</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		
February	3,473	1,706	3,653	1,769		
March	3,781	2,140	4,470	2,203		
April	3,528	2,144	3,941	2,129		
May	3,682	2,295	4,463	2,430		
June	3,575	2,347	4,853	2,337		
July	3,272	2,267	4,481	2,162		
August	3,949	2,528	5,262	2,641		
September	3,943	2,237	4,528	2,412		
total meals	43,317	25,258	50,579	25,183	13,772	6,020



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



Senior Center Coordinator's Report January 5, 2018

Regular Happenings:

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

Events:

Thanks to Julia Hyll and a few kitchen staff our center was beautifully decorated for the holidays. Now that we've undocked the halls, our new tablecloths are here!

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

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

Wednesday, January 10th we are heading back to the State Theater for a winter matinee. We leave The Gathering Place at 9:30 a.m. We'll see The Miracle of Morgan's Creek. It's only 25 cents! Nervous about driving in the winter? No worries! We'll drive you, drop you off at the door and get you back safe and sound. Trip fee is \$5 plus the cost of your treats and lunch. Speaking of lunch, we'll head over to The Grand Traverse Pie Company after the movie to eat lunch. Return to TGP by 2:30 p.m.

The Benzie Bucks Auction and New Year's Eve parties were both a success! The New Year's Eve party was on December 29th from 6:00 p.m.-9:00 p.m. The Melody Makers from Tuesday music days played and everyone brought a dish to pass. At 9:00 p.m. they celebrated 2018 with a sparkling grape juice toast!

The Benzie Bucks Auction was on Friday, December 15th. Judy Fast, Lynn Vanderplow and Cindy Boyd organized the "stuff" that was donated for the auction. They made baskets and our auctioneer, Dan Skurski peddled them out to our participants. Jim Cramer and Harry Friend delivered the prizes to our excited audience.

Judy Fast, Lynn Vanderplow and Cindy Boyd also assembled our very special Christmas gift bags! We have the best volunteers!

January is Cervical Health Awareness Month, National Glaucoma Awareness Month and Thyroid Awareness Month. We have information regarding all three at our front desk.



Benzie County Office of Emergency Management

Emergency Management Activities

December 2017

Below are outlined many of the activities I have been involved in for the month of December 2017.

1. Manistee Sleighbell Activities

On December 2nd, 2017 our CERT Program assisted at the Manistee Sleighbell Activities. Their duties included traffic direction and control, crowd control and other parade activities. This is the forth year they have requested our assistance and it is a good opportunity to hone our training skills.

2. Monthly Region 7 Homeland Security Planning Board Meeting

On Thursday December 7th, 2017 I attended the monthly Region 7 Homeland Security Planning Board Meeting in Grayling.

3. Benzie County Government Center Safety and Security Meeting

On Thursday December 14th, 2017 we held our monthly Government Center Safety and Security Meeting.

A. PA speakers in all occupied areas

- (1) Set up phone system to access phones that are not in use
- (2) Set up phone system to access all phones
- (3) DHHS included in PA Announcements

We discussed some of the problems with PA coverage in some rooms without phones or a PA speaker. I will talk to Rick Morris about adding speakers to the lower level conference rooms as well as in DHHS. In this way emergency notifications will go to DHHS.

B. Bullet resistant service windows

Discussed with the Building and Grounds Committee the replacement of the FOC and Court Transaction Windows with bullet resistant glass.

C. Meeting rooms for attorneys and clients set up and secured with card system.

Discussed in the context of expanding the security card network.

4. Benzie County Fire and EMS Association Meeting

On Tuesday December 19th, 2017 I attended the Benzie County Fire and EMS Association Meeting that was held at the Inland Township Hall.

A. Fire Training Offerings

- (1) Firefighter I & II in Manistee – Update – Scheduled to begin 01/06 2018
- (2) Traffic Management Class - Update
- (3) Instructor I – Update – Scheduled to begin 03/09/2018
- (4) Flashover Training – Update – Scheduled to begin 09/08/2018
- (5) Initial Fire Investigation for First Responders – Scheduled to begin 09/22/2018
- (6) Fire Officer Training

(a) Company Officer I & II – Scheduled to begin 04/07/2018

B. EMS Training Offerings

- (1) EMR Training
- (2) EMR CEU's – Inland Township FD on 01/21/17 at 9:00am

C. Mutual Aid Agreement – Update – Draft for the January 2018 Meeting

D. Cost Recovery Model Ordinance – Update – Draft For the January 2018 Meeting

E. Image Trend Evaluation – Update

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BEULAH, MI 49617



- F. Smart911 – Implementation Update
- G. 800MHz Radio Template Design – Update
- H. Echo Responder App to replace e-dispatch – Update
- I. CodeRED – Implementation Update

5. Vacation

From December 22nd through January 2nd, 2018 I was off for the holidays and took some vacation time.

6. Upcoming Events

I have scheduled the following for the next two months;

- January 4th – R7HSPB Meeting Grayling
- January 8th – Almira Township Board (AFG Grant)
- January 10th – CERT Monthly Meeting and Training in the EOC
- January 11th – Government Center Safety and Security Meeting 12:00 noon
- January 15th – LEPC Meeting in the EOC
- January 16th – Benzie County Fire/EMS Association Meeting
- January 23rd through 25th – National Park Service EMS Refresher at Frankfort FD
- January 25th – LPT Meeting in the EOC
- January 27th – ARES/RACES Meeting Downtown Beulah
- February 1st – R7HSPB Meeting Grayling (Cancelled)
- February 8th – Government Center Safety and Security Meeting 12:00 noon
- February 11th through 17th – I will be attending E0449 at EMI in Emmitsburg, MD
- February 13th – MEMA Board Meeting (Lansing MI)
- February 14th – CERT Monthly Meeting and Training in Bear Lake
- February 20th – Benzie County Fire/EMS Association
- February 30th – ARES/RACES Meeting Downtown Beulah
- February 20th, 21st, 22nd and 23rd – Communications Interoperability Conference –Great Wolf Lodge, Traverse City.
- February 22nd – Local Planning Team Meeting 7:00pm in the EOC
- February 24th – ARES/RACES Meeting Downtown Beulah



Memorandum

To: Gary Sauer, Chair

Benzie County Board of Commissioners

From: Frank Post, Emergency Management Coordinator

Date: January 9, 2018

Subject: Updates to Benzie County Emergency Action Guidelines

As Chair of the Benzie County Board of Commissioners, you are the individual responsible for the Coordination and Certification of the Benzie County Emergency Response Plan. Our policy of review the annex's of the plan every 2 years or when there is a change in responsible party.

Please review the attached document and make any changes you deem necessary and return it to me at your earliest convenience. If there are no changes, please sign and date the cover page and return it to me.

In the past the Benzie County Board of Commissioners have reviewed and voted to authorize the Chair to sign the document.

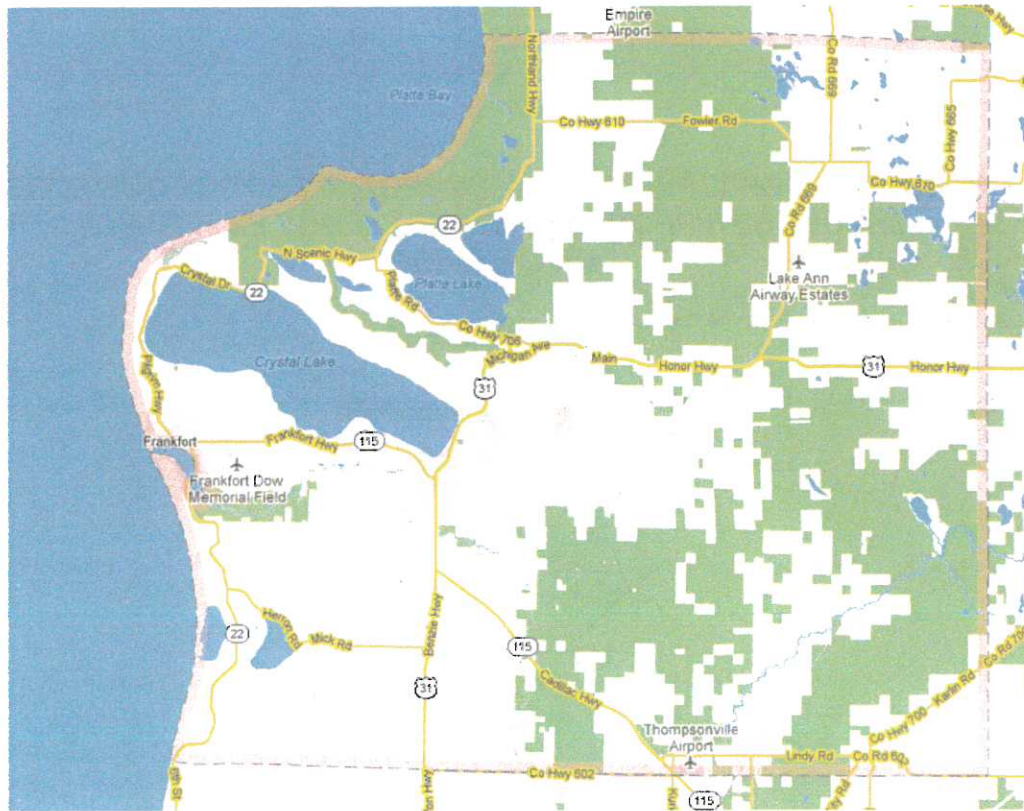
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JAN 10 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Original Adoption 2003

Benzie County
Office of
Emergency Management



Emergency Action Guidelines (EAG)

**AN ALL HAZARDS DOCUMENT FOR USE IN THE EVENT OF A
DISASTER OR SEVERE EMERGENCY OF NATURAL, MAN-MADE,
WARTIME, TECHNOLOGICAL OR TERRORISM ORIGIN**

**QUESTIONS CONCERNING THESE EMERGENCY ACTION GUIDELINES
SHOULD BE DIRECTED TO BENZIE COUNTY EMERGENCY
MANAGEMENT**

(231) 882-0567

Or

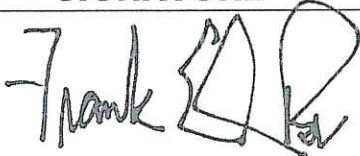
fpost@benzieco.com

PLAN COORDINATION

The following agencies are overall responsible for coordinating the Benzie County Emergency Action Guidelines:

AGENCY	TITLE OF CONTACT
Benzie County Office of Emergency Management	Emergency Management Director

The Benzie County Office of Emergency Management Coordinator (or his/her designated representative) is overall responsible for maintaining and coordinating the Sections of the Benzie County Emergency Action Guidelines:

SIGNATURE	DATE
	01/23/2018

Revisions

Original Date: 08/28/03
 Revision Date: 12/27/12
 Revision Date: 07/24/14
 Revision Date: 02/10/15
 Revision Date: 02/01/16
 Revision Date: 07/25/17
 Revision Date: 01/23/18

BENZIE COUNTY EMERGENCY ACTION GUIDELINES

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CERTIFICATION

I (we) certify these guidelines are the official Emergency Action Guidelines (EAG) for Benzie County. The policies contained herein do not discriminate on the basis of race, color, national origin, religion, sex, age, handicap, or political beliefs.

SIGNATURE OF CHIEF EXECUTIVE OFFICIAL, BENZIE COUNTY, MICHIGAN	DATE

CHIEF EXECUTIVE OFFICIAL LINE OF SUCCESSION

The Line of Succession for the Chief Executive Official of Benzie County is:

1. Chairperson, Benzie County Board of Commissioners
2. Vice-Chairperson, Benzie County Board of Commissioners
3. Commissioners based on seniority, Benzie County Board of Commissioners

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HOW TO USE THESE GUIDELINES

Emergency Action Guidelines are a roadmap for Emergency Operations Center (EOC) Staff to refer to when responding to a severe emergency or disaster. Each Section of the EAG refers to a function that must be performed during response and recovery activities. The EAG is an “all hazards” document. Each agency listed in the EAG is responsible for developing internal procedures to support these guidelines.

Each Section of the EAG contains the following:

- A cover sheet, listing who (by title) is responsible for developing and maintaining the EAG Section and who (by title) is responsible for representing the agency during an EOC activation. Each responsible agency must list a primary and two alternate positions for these purposes. The cover sheet of each Section must be signed by the individual responsible for the activities listed in the Section.
- Paragraph I, a General Checklist of Considerations
- Paragraph II, a Natural Disaster Checklist of Considerations
- Paragraph III, a Technological Disaster Checklist of Considerations
- Paragraph IV, a WMD/Terrorism Checklist of Considerations
- Paragraph V, Supporting Documents to the Section

Additionally, the Planning Standards, required by Michigan State Police, Emergency Management Division Pub 201, are included in this document (Appendix -2). By matching a Planning Standard to a portion of the EAG, or to a Supporting Document, responsible agencies can ensure they have planned for everything required by the State of Michigan.

NOTE: FOR EMPHASIS, SOME CONSIDERATIONS MAY BE LISTED IN MORE THAN ONE PARAGRAPH OF A SECTION.

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<u>ITEM</u>	<u>PAGE NO.</u>
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Appendix 1 (The Incident Command System)

Appendix 2 (Planning Standards)

Part 2 (Supporting Sections)

DIRECTION & CONTROL

DAMAGE ASSESSMENT

COMMUNICATIONS

EMERGENCY MEDICAL SERVICES

FIRE SERVICES

PUBLIC HEALTH

HUMAN SERVICES

LAW ENFORCEMENT

PUBLIC INFORMATION

PUBLIC WORKS

WARNING

BENZIE COUNTY EMERGENCY ACTION GUIDELINES

Controlled Distribution List

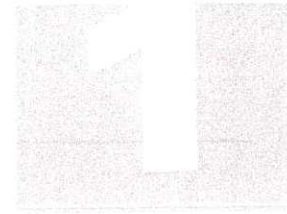
- | | | |
|-----------|---|---|
| 1 | Emergency Management Director | Frank Post
Benzie County Office of Emergency Management
448 Court Place
Beulah, MI 49617 |
| 2 | 7th District Michigan State Police - Emergency Management Division | Lt. Michael deCastro
Michigan State Police (EMD)
931 South Otsego Ave. Suite #6
Gaylord, MI 49735 |
| 3 | Chairperson of County Board of Commissioners | Gary Sauer
Chairman, Benzie County Board of Commissioners
448 Court Place
Beulah, MI 49617 |
| 4 | Public Information Official and Chief of Staff for the County Board of Commissioners | Mitchell Deisch
Benzie County Administrator
448 Court Place
Beulah, MI 49617 |
| 5 | Warning and Communications Official | Ron Berns
Benzie County Director of Central Dispatch
505 South Michigan Ave.
Beulah, MI 49617 |
| 6 | Damage Assessment Official | Tom Longanbach
Director, Benzie County Equalization
448 Court Place
Beulah, MI 49617 |
| 7 | County Clerk Recordkeeping and Alternate Public Information Official | Dawn Olney
Benzie County Clerk
448 Court Place
Beulah, MI 49617 |
| 8 | Law Enforcement Official | Sheriff Ted Schendel
Benzie County Sheriff's Office
505 South Michigan Ave.
Beulah, MI 49617 |
| 9 | Fire Services Official | Chief Steve Adams
Almira Township Fire Department
Benzonia Township Fire Department
1020 Michigan Avenue
Benzonia, MI 49616 |
| 10 | Health Services Official | Lisa Peacock
Benzie Leelanau Health Department
6051 Frankfort Highway, Suite 100.
Benzonia, MI 49617 |

BENZIE COUNTY EMERGENCY ACTION GUIDELINES

- | | | |
|-----------|---|--|
| 11 | Public Works Official | Matt Skeels
Benzie County Road Commission
11318 Main St. Honor, MI 49640 |
| 12 | Human Services Official | Jennifer Savage
Michigan Department of Human Services
448 Court Plaza
Beulah, MI 49617 |
| 13 | Emergency Medical Services Official (4 Copies) | James Henderson
Benzie County Emergency Medical Services
1901 N Thompsonville Rd
Beulah, MI 49617 |
| 14 | Paul Oliver Memorial Hospital (2 Copies) | Sandi Honigfort
Paul Oliver Memorial Hospital
224 Park Avenue
Frankfort, Michigan 49635 |
| 15 | Tribal | Jolanda Murphy
Grand Traverse Band of Ottawa and Chippewa
Indians
2605 N West Bay Shore Dr
Peshawbestown MI 49682-9275 |

BENZIE COUNTY EMERGENCY ACTION GUIDELINES

NOTES



Part 1

GENERAL

I. Municipalities included in these Guidelines:

All municipalities in Benzie County have opted to be a part of the County EAG and have appointed the County Emergency Manager as their Coordinator. Benzie County contains the following municipalities:

MUNICIPALITY
Almira Township
Benzonia Township
Blaine Township
Colfax Township
Crystal Lake Township
Gilmore Township
Homestead Township
Inland Township
Joyfield Township
Lake Township
Platte Township
Weldon Township

BENZIE COUNTY EMERGENCY ACTION GUIDELINES

MUNICIPALITY
Village of Benzonia
Village of Beulah
Village of Elberta
Village of Honor
Village of Lake Ann
Village of Thompsonville
City of Frankfort

(See the Benzie County Hazard Analysis for a complete profile of Benzie County.)

II. SAFETY:

It is the responsibility of each emergency response agency to ensure all responders are briefed on the dangers associated with the event, i.e., hazardous materials, fire, explosion, etc.

III. Response Procedures and the Disaster Declaration Process

1. Generally, police, emergency medical, and fire services are first to respond to an emergency or disaster. They initially analyze the situation and determine the appropriate response.
2. If routine response is necessary, the incident is generally handled within any of these three agencies, often working together. If the incident requires the involvement and coordination of various agencies or requires a somewhat unique response, the Emergency Management Director (EMD) may become involved.
3. The EMD keeps the Chief Executive and the municipality liaisons informed.
4. The Chief Executive is responsible for coping with emergency or disaster situations that affect the jurisdiction. The EMD assists the Chief Executive in managing the overall response.
5. The EMD may recommend that a "Local State of Emergency" be declared by the Chief Executive Official. This declaration provides certain authorities as described in the local resolution and Public Act 390, of 1976, as amended. A "Local State of Emergency" is terminated by the Chief Executive Official after a period not exceeding *seven days* except with the consent of the governing body of the county or municipality.
6. Local government and other agencies included in this plan are mobilized as necessary to mitigate the incident.
7. Unless previously agreed upon in written Mutual Aid Agreements, if a municipality requests county resources, the county will provide them and absorb the cost. If the county requests the use of municipal resources, the municipality will provide them and absorb the cost.
8. Existing agencies of local government, other local agencies, volunteer agencies, and the private sector, augmented by State and Federal agencies, constitute the basic response framework. Some of these agencies must perform special activities related to response and recovery. Individuals designated to perform these activities are detached from their regular assignment when activated. Mutual aid agreements are also relied upon.
9. It is important that the executive, legislative, and judicial branches of government continue to function under emergency conditions. In severe disaster situations, continuity of government may be jeopardized. Provisions have been made for emergency authorities and succession of these branches of government. For example, if the Chief Executive Official (Chairperson of the Board of Commissioners) is unavailable or unable to exercise the powers and duties of the

office, the next in the line of succession for this position is the Vice Chairperson of the Board of Commissioners. Thereafter, the Commissioner with seniority shall prevail. This line of succession provides for continuous leadership, authority, and responsibility.

10. If the disaster or emergency is considered to be beyond the control of the local jurisdiction, the Chief Executive, through the Emergency Management Office, may request that the Governor declare a "State of Disaster" or "State of Emergency" so that State assistance can be made available to the local jurisdiction. This request is then sent to the State EMD District Coordinator. Affected municipalities may also request this assistance on an individual basis through the county channels addressed above. NOTE: The Chief Executive must declare a "Local State of Emergency" prior to requesting a Governor's Declaration of Emergency or Disaster.
11. The Department of State Police, EMD District Coordinator, in conjunction with the local EMD, analyzes the incident to determine necessary actions. The State EMD makes recommendations and, through channels, this information is reported to the Governor, who may declare a "State of Disaster" or a "State of Emergency". The Governor may take action deemed necessary within the authority granted in Act 390, P.A. 1976, as amended, and other applicable statutes. Appropriate state agencies may be notified and mobilized. Local Emergency Action Guidelines (EAG) may be activated if not activated previously. At this time, local government assigns and makes available for duty employees, property, or equipment for disaster relief purposes if requested by the Governor. The Governor utilizes these resources as is reasonably necessary to cope with the disaster. The District Coordinator coordinates State response and recovery activities at the scene with the EMD. The declaration of emergency or disaster remains in effect for *fourteen days* or unless terminated or extended by the executive order or proclamation and approved by the legislature.
12. If the Governor determines that Federal assistance is necessary to supplement the efforts and available resources of State and local governments, he/she may request that the President of the United States declare a major disaster or emergency for the affected area under provisions of the appropriate Federal law.

IV. THE INCIDENT COMMAND SYSTEM (ICS)

County EOC Staff must be aware of the Incident Command System (ICS) and how it is used to interface between the Incident Commander (IC) [on scene] and the Emergency Operations Center (EOC). An ICS organizational chart with roles and responsibilities can be found in Appendix 1 of this document.

V. EVACUATION

Although the Governor is the only person who can authorize FORCED EVACUATION in the State of Michigan, it may become necessary to conduct

BENZIE COUNTY EMERGENCY ACTION GUIDELINES

VOLUNTARY EVACUATION. The Incident Commander is responsible for making the evacuation decision. The EOC Staff will provide the IC with the necessary administrative and logistical support needed to make an informed decision. When necessary, the EOC Staff will assist the IC by plotting primary and alternate evacuation routes.

VI. THE EMERGENCY OPERATIONS CENTER (EOC)

PRIMARY EOC LOCATION

**BENZIE COUNTY GOVERNMENT CENTER
ROOM 134
448 COURT PLACE
BEULAH, MI 49617**

ALTERNATE EOC LOCATION

**BENZIE BUS OFFICE AND MAINTENANCE FACILITY
14150 US HWY 31**

ALTERNATE EOC LOCATION

**BEULAH, MICHIGAN 49617
MOBILE COMMAND POST (COM Van)
Stored at the Government Center Complex in
BEULAH, MI 49617**

VII. GUIDELINE SECTION RESPONSIBILITIES:

Each organization responsible for a Section of these Emergency Action Guidelines shall:

1. Participate in its development.
2. Maintain a capability to carry out emergency assignments, including assigning auxiliary personnel as needed.
3. Provide for the delivery of emergency services including staff, equipment, and facilities.
4. Develop and maintain internal procedures to safeguard vital records, relocate essential personnel and equipment, carry out assigned tasks, alert personnel, and maintain resource inventory.
5. Ensure that the designated department liaison promptly reports to the emergency coordination facility as instructed by the EMD.
6. Participate in drills and exercises to test the Emergency Action Guidelines (EAG) and related procedures.
7. Ensure that personnel are assigned to emergency tasks and are properly trained.

BENZIE COUNTY EMERGENCY ACTION GUIDELINES

8. Provide information to the EMD/Damage Assessment Team for use in damage assessment.
9. Establish a staging area, as necessary, to provide for the operational, logistical, and administrative support needs of response personnel at the scene.

VIII. LINE OF SUCCESSION

In accordance with Emergency Management Division Publication 201 and the Benzie County Emergency Management Resolution, each department responsible for a Section in these Emergency Action Guidelines must have a Line of Succession that includes a primary representative and a minimum of two alternates.

IX. GUIDELINE SECTION ASSIGNMENTS:

The EAG establishes the following sections. The emergency assignments and the responsibility for developing and implementing each section are detailed in each Section:

	Section	Responsible Agency or Official	Original Dates and Revisions
	General Coordination	Benzie County - Emergency Management Director	Original Date: 08/28/03 Revision Date: 12/27/12 Revision Date: 01/20/15 Revision Date: 02/01/16 Revision Date: 07/28/17 Revision Date: 01/23/18
	Certification	Benzie County Board of Commissioners Chief Elected Official	Original Date: 08/28/03 Revision Date: 01/05/07 Revision Date: 12/27/12 Revision Date: 07/24/14 Revision Date: 02/01/15 Revision Date: 02/01/16 Revision Date: 07/28/17 Revision Date: 01/23/18
	Direction and Control	Benzie County - Emergency Management Coordinator	Original Date: 08/28/03 Revision Date: 07/16/10 Revision Date: 01/29/13 Revision Date: 09/02/15 Revision Date: 08/01/17

Annexes

1	Warning	Benzie County - 911 Director	Original Date: 08/28/03 Revision Date: 12/01/06 Revision Date: 08/27/12 Revision Date: 07/14/14 Revision Date: 08/25/16
2	Communications	Benzie County - 911 Director	Original Date: 08/28/03 Revision Date: 08/30/11 Revision Date: 08/27/12 Revision Date: 07/14/14 Revision Date: 08/25/16
3	Damage Assessment	Benzie County - Equalization Director	Original Date: 08/28/03 Revision Date: 07/09/09 Revision Date: 06/10/13 Revision Date: 09/16/16
4	Public Information	Benzie County - County Administrator	Original Date: 08/28/03 Revision Date: 07/29/14 Revision Date: 10/30/15 Revision Date: 08/01/17

BENZIE COUNTY EMERGENCY ACTION GUIDELINES

Annexes	Section	Responsible Agency or Official	Original Dates and Revisions
5	Law Enforcement	Benzie County - Sheriff	Original Date: 08/28/03 Revision Date: 08/30/11 Revision Date: 07/24/14 Revision Date: 08/25/16
6	Fire Services	Almira Township / Benzonia Township Fire Chief	Original Date: 08/28/03 Revision Date: 12/15/04 Revision Date: 07/22/13 Revision Date: 09/08/15 Revision Date: 09/27/16
7	Public Health	Benzie-Leelanau Counties District Health Department	Original Date: 08/28/03 Revision Date: 10/02/03 Revision Date: 11/26/13 Revision Date: 09/01/15
8	Public Works	Benzie County Road Commission Manager	Original Date: 08/28/03 Revision Date: 02/05/07 Revision Date: 12/19/12 Revision Date: 09/10/15 Revision Date: 08/01/17
9	Human Services	Benzie County - DHS Director	Original Date: 08/28/03 Revision Date: 03/10/06 Revision Date: 07/24/14 Revision Date: 08/01/17
10	Emergency Medical Services	Benzie County - EMS Director	Original Date: 08/28/03 Revision Date: 01/14/11 Revision Date: 01/29/13 Revision Date: 08/25/16

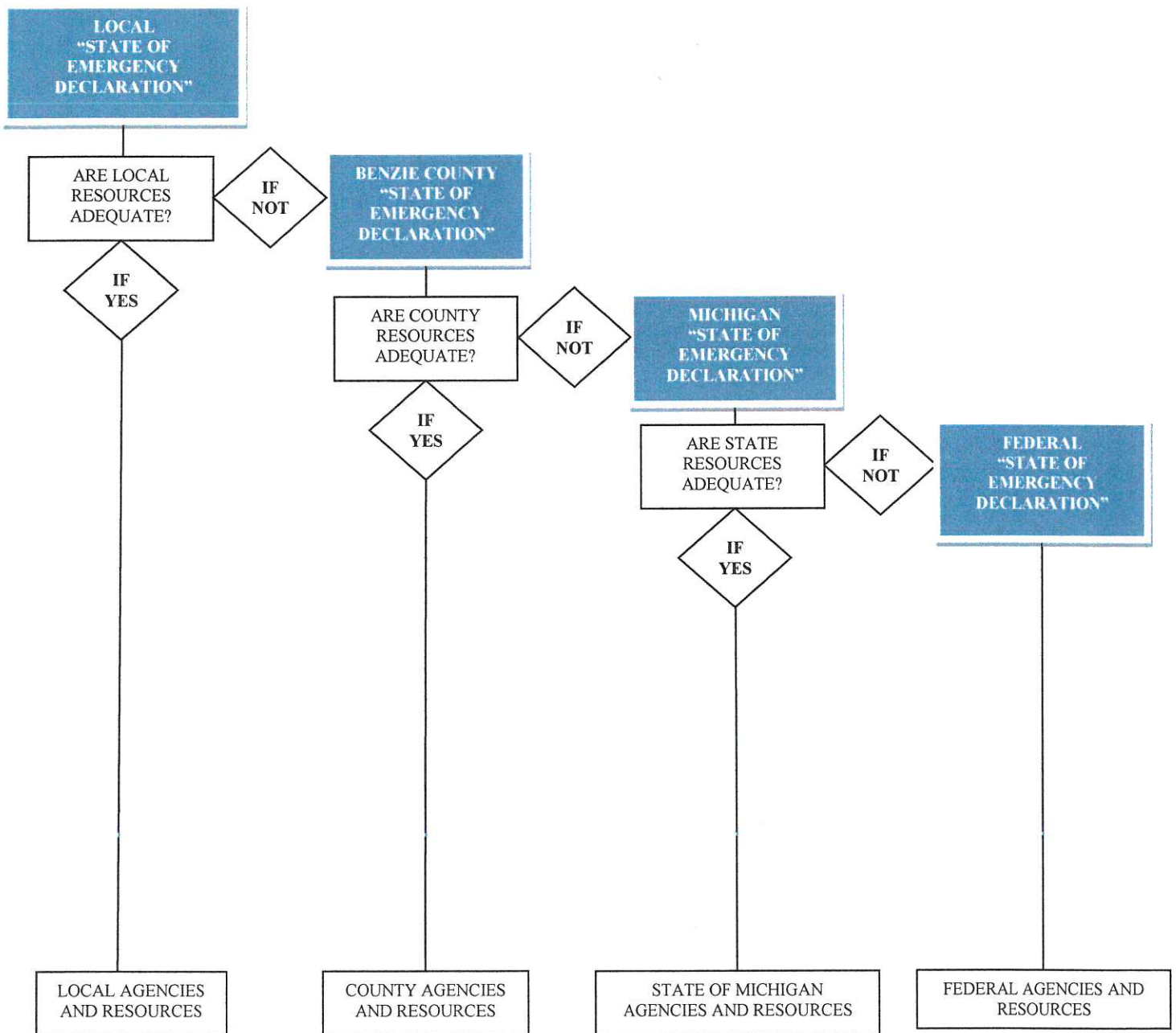
X. ADDENDUMS:

The EAG establishes the following addendums.

- | | |
|------------|---|
| Addendum 1 | Emergency Management System Flow Chart |
| Addendum 2 | Emergency Response Flow Chart |
| Addendum 3 | Emergency Operations Organizational Chart |
| Addendum 4 | Emergency/Disaster Function and Agency Assignment Chart |

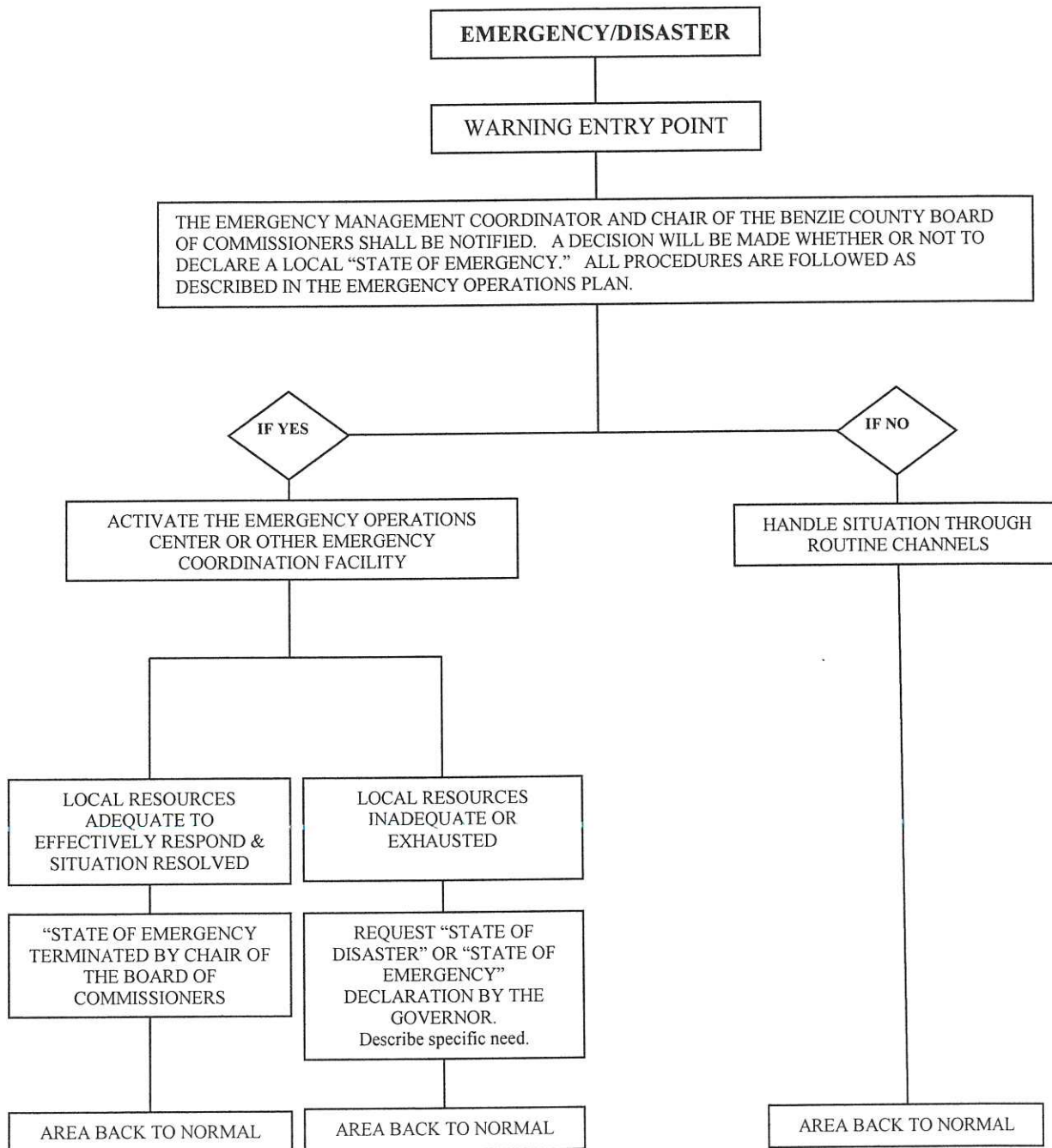
ADDENDUM 1

EMERGENCY MANAGEMENT SYSTEM



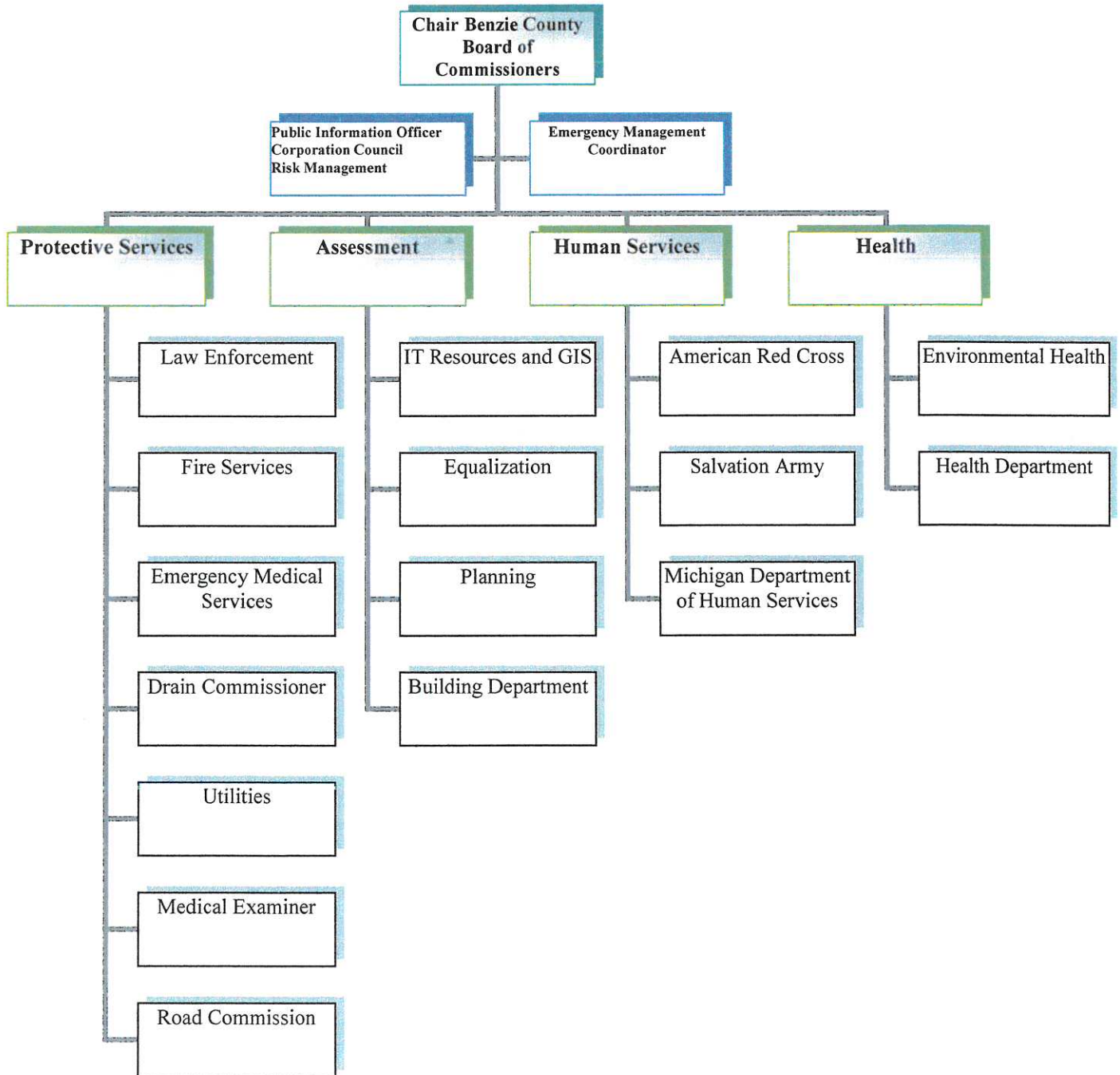
ADDENDUM 2

EMERGENCY RESPONSE FLOW CHART



ADDENDUM 3

EMERGENCY OPERATIONS ORGANIZATIONAL CHART



ADDENDUM 4

EMERGENCY/DISASTER FUNCTION AND AGENCY ASSIGNMENT CHART

PLAN ANNEX DISASTER FUNCTION	Direction and Control	Warning	Communications	Damage Assessment	Public Information	Law Enforcement	Fire Service	Public Health	Public Works	Human Services	Emergency Medical Services
ANIMAL CONTROL								P			
AUXILIARY POWER							S		P		
CBRNE (Terrorism)						P	P	P			S
COMMUNICATIONS		P	P								
CRISIS COUNSELING										P	S
CRITICAL SERVICES & RECORDS	S										
DAMAGE ASSESSMENT	S			P							
DEBRIS CLEARANCE									P		
DIRECTION AND CONTROL	P										
EMERGENCY OPS CENTER	P										
EMERGENCY MEDICAL							P				P
EVACUATION & RE-ENTRY	P					P	P				
FIRE FIGHTING							P				
FOOD SUPPLY										P	
HEALTH AND SANITATION								P			
HEAVY RESCUE							P		P		S
INCREASED READINESS	P										
INTERAGENCY COORDINATION	P										
LAW AND ORDER						P					
MASS CARE AND FEEDING										P	
MORTUARY SERVICE						S	S				P
PUBLIC INFORMATION			S		P						
RADIOLOGICAL PROTECTION							P	P			
RESOURCE MANAGEMENT	P										
SEARCH AND RESCUE						P	P				
SECURITY & SURVEILLANCE						P					
SHELTER										P	
TEMPORARY HOUSING										P	
TRAFFIC CONTROL						P					
TRAINING	P										
TRANSPORTATION ROUTES									P		
VOLUNTEER AGENCY COOR'D	P									P	
WARNING		P	P			P	P				
WASTE DISPOSAL								P			
WATER SUPPLY									P		

P=PRIMARY RESPONSIBILITY
S=SECONDARY RESPONSIBILITY



Memorandum

To: Local Planning Team
From: Frank Post, Emergency Management Coordinator
Date: January 10, 2018
Subject: 2018 Schedule of Meetings for the Local Planning Team (LPT)

Below is a corrected Schedule of Meetings proposed Local Planning Team (LPT) Committees for 2018.

Note:

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

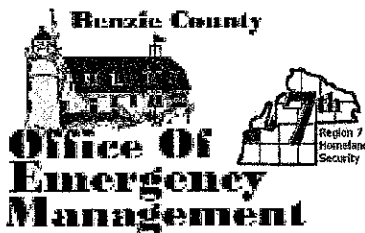
Local Planning Team

January 25 th , 2018	7:00 PM		Benzie County EOC
February 22 nd , 2018	7:00 PM		Benzie County EOC
March 22 nd , 2018	7:00 PM		Benzie County EOC
April 26 th , 2018	7:00 PM		Benzie County EOC
May 24 th , 2018	7:00 PM		Benzie County EOC
June 28 th , 2018	7:00 PM		Benzie County EOC
July 26 th , 2018	7:00 PM		Benzie County EOC
August 23 th , 2018	7:00 PM		Benzie County EOC
September 27 th , 2018	7:00 PM		Benzie County EOC
October 25 th , 2018	7:00 PM		Benzie County EOC
November 22 nd , 2018		No Meeting Thanksgiving Week	
December 27 th , 2018		No Meeting Christmas Holiday's	

RECEIVED

JAN 10 2018

DAWN OLNEY
 BENZIE COUNTY CLERK
 BEULAH, MI 49617



Memorandum

To: Local Emergency Planning Committee
From: Frank Post, Emergency Management Coordinator
Date: January 10, 2018
Subject: 2018 Schedule of Meetings for the Local Emergency Planning Committee (LEPC)

Below is the Schedule of Meetings proposed Local Emergency Planning Committee (LEPC) for 2018.

Note:

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

Local Emergency Planning Committee

January 16 th , 2018	2:00 PM	On Tuesday because of Monday Holiday	Benzie County EOC
February 20 th , 2018	2:00 PM	On Tuesday because of Monday Holiday	Benzie County EOC
March 19 th , 2018	2:00 PM		Benzie County EOC
April 16 th , 2018	2:00 PM		Benzie County EOC
May 21 st , 2018	2:00 PM		Benzie County EOC
June 18 th , 2018	2:00 PM		Benzie County EOC
July 16 th , 2018	2:00 PM		Benzie County EOC
August 20 th , 2018	2:00 PM		Benzie County EOC
September 17 th , 2018	2:00 PM		Benzie County EOC
October 15 th , 2018	2:00 PM		Benzie County EOC
November 19 th , 2018		No Meeting Thanksgiving Week	
December 17 th , 2018		No Meeting Christmas Holiday's	

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JAN 10 2018

DAWN OLNEY
 BENZIE COUNTY CLERK
 BEULAH, MI 49617

Commissioner Report

County Administrator's Report



448 Court Place • Beulah, MI 49617

Memo To: Board of Commission
From: Mitch Deisch, Administrator 
Date: January 17, 2018
Subject: Administrator Update 1/23/28 mtg.

1. **EMS Director Position** – On Monday January 15, 2018 Mr. Jim Henderson was appointed permanent EMS Director. Jim has been serving in the Interim Director position since September 2017. Attached is the press release that has been prepared and released.
2. **Council as the Whole** – For the past several meetings, the BOC has been discussing implementing a council as the whole for the four standing committees (HR, Finance, Technology and Buildings & Grounds). Commission Chair Sauer and Vice Chair Warsecke discussed the council as a whole (CAW) concept and decided to hold the CAW meetings on both BOC meeting Tuesdays from 1:30-4:00 pm. The 2nd Tuesday would be HR and Technology. The 4th Tuesday would be Buildings and Grounds. County Treasurer Michelle Thompson made the suggestion that since the full BOC was together on the first CAW meeting of the month, if items needed to be acted upon to make the next BOC agenda, that this actions should take place. Good idea. Deputy Administrator Maridee Cutler is working a CAW agenda sheet that all departments will be using to ensure that before any agenda items comes before the board have gone through the necessary steps (purchasing policy, boards and commissions, # of quotes, etc.). More to follow.
3. **Manistee County League of Women Voters** – I have been invited to attend a meeting with the Manistee County League of Women Voters to discuss economic development in Manistee County. The reason for my attending is that with Benzie County contracting with the AES for economic development, regional economic development is essential for Benzie County. AES officials will also be in attendance. Both BOC members and EDC/BRA members are also invited to attend this meeting. Whereas the emphasis will be on Manistee County, there will be many takeaways for Benzie County. Again, I will be in attendance.
4. **Special EDC/BRA Meeting** – A special meeting has been scheduled for the EDC/BRA committee to discuss with AES Representatives how to set priorities and select projects related to economic development. The meeting is scheduled for Friday January 19, 2018 at 11:00 am in the BOC room. More to follow.
5. **Budgeted Tax Dollars Document** – We have completed the 2017/2018 Budgeted Tax Dollars at Work document. I will be handing out copies to each BOC member at the 1/23/18 meeting, so that you can take them to various township and other meetings.

RECEIVED

JAN 17 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

6. **Vacation** – I will be out of the country on vacation January 27, 2018 through February 4, 2018. This will be my 11th trip taking students to the Dominican Republic through Rotary. I will be back in the office on Monday February 4, 2018. I will not have my work cell phone with me while on vacation.

Press Release

James Henderson Selected as Benzie County EMS Director

James Henderson has been selected as the new Benzie County EMS Director. Mr. Henderson was hired full time by Benzie County on April 2017 as the Quality Assurance/Instructor Coordinator. On September 2017 Mr. Henderson was appointed Interim EMS Director, which he has served in this capacity until being named permanent EMS Director on January 15, 2018.

Mr. Henderson brings a wealth of knowledge regarding paramedic and transporting services in rural Northwest Michigan. Along with his EMS experience comes his passion for patient care, education and training.

Mr. Henderson holds a Bachelor's Degree in Health and Service Administration from Baker College and is currently working on his Master's Degree in Public Administration.

Mr. Henderson is currently a Paramedic and EMS Paramedic Instructor Coordinator in good standings with the State of Michigan.

It is with great confidence I welcome James Henderson as the new Benzie County EMS Director. Benzie County EMS has a strong tradition on providing exceptional EMS services to the residents of Benzie County, with Mr. Henderson assuming the Director position our goal will be to continue this exceptional service, enhance where possible and continue to be strong financial stewards for the funds provided by County residents for this service.

January 16, 2018

For additional information contact:

Mitch Deisch, Administrator

Benzie County

231-882-0558

mdeisch@benzieco.net

James Henderson, EMS Director

Benzie County

231-383-5779

jhenderson@benzico.net



LEAGUE OF WOMEN VOTERS
Manistee County

3545 Glovers Lake Rd. · Arcadia, MI 49613

December 19, 2017

Re: SAVE THE DATE, January 25, 2018 at 7pm

Dear friend;

The League of Women Voters of Manistee County is inviting you to attend an important event to explore grassroots perspectives on economic development. Our keynote speaker will be Mark Wyckoff, an expert in economic and community development from Michigan State University. Representatives of several local organizations will share their stories, as well.

Mr. Wyckoff is a professor, a private consultant, an editor and author. He has served on numerous state advisory panels and has been the recipient of several state and national awards. Most recently, he was co-leader with Dr. Adesoji O. Adelaja, MSU, in a state-wide multi-university project to research and help local government apply the most effective Strategies for economic and community development. He received his Bachelors degree from the University of Michigan and his Masters in Urban Planning from Michigan State University. He is currently the Interim Director of the Land Use Policy Institute and the Director of the Planning and Zoning Center at MSU, where he is also a professor.

If you feel that Economic development is important for Manistee County, you will not want to miss this event. Please mark January 25, 2018 on our calendar. We will meet at the Manistee Intermediate School District building at 772 E. Parkdale Ave. at 7pm.

Sincerely,

Nancy Behring

Nancy Behring
President, LWV Manistee

BENZIE COUNTY

Your 2017-18 Budgeted Tax Dollars at Work

Fiscal Year Oct. 1, 2017 - Sept. 30, 2018



General Fund Budget:

\$6.3 Million
(1 mill = \$1,190,000)

BUDGET GOALS FOR THE COUNTY:

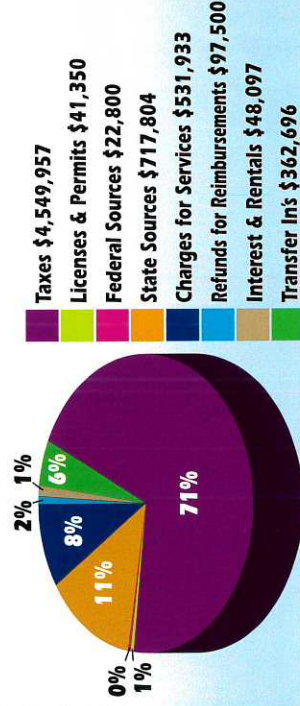
- Ensure Financial Stability
- Provide Mandated Services
- Provide effective stewardship of County resources

BUDGET DIRECTIVES FOR THE UPCOMING YEAR

- Research re-establishing a suitable General Fund Millage Rate
- Maintain Fund Balance
- Maintain County services at highest level

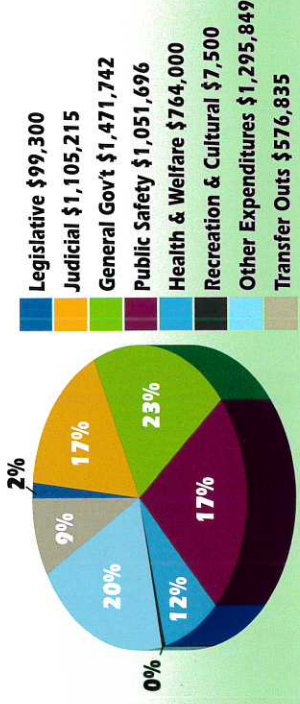
GENERAL FUND REVENUES

\$6,372,137



GENERAL FUND EXPENSES

\$6,372,137



GENERAL FUND ACTIVITY

Public Safety

\$979,866

General Government

\$1,471,742

Emergency Mgmt.

\$71,830



General Fund Balance

9/30/16: \$1.6 million, 24%

Using \$206,596 to Balance

Fiscal Year Budget 17/18

COURTS



County General Fund

Employees Health Insurance Cost:

16/17 Budgeted \$610,070

17/18 Budgeted \$764,000

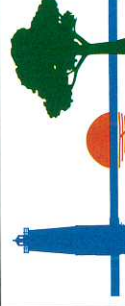
BOARDS/COMMISSIONS/AUTHORITIES

(Recreation & Cultural, Other Expenditures, Transfer Outs)

Planning Comm.	\$11,650	County Health Dept.	\$226,102
Parks & Recreation	\$7,500	MSU Extension	\$53,209
DHHS Board	\$6,100	Airport Authority	\$12,000
Mental Health	\$162,667		

COUNTY MILLAGES

2017-18	2016-17	Purpose	Exp.
3.4692	3.4919	General Operating - Fixed	Indefinite
0.7948	0.8000	Advanced Life Support - Voted	12/2021
0.0982	0.0975	Animal Control Operations - Voted	12/2020
0.8500	0.6557	Commission on Aging - Voted	12/2019
0.0986	0.0993	Conservation District - Voted	12/2017
0.8883	0.8942	Jail Operations - Voted	12/2020
0.3626	0.3626	Medical Care Operating (Maples) - Voted	12/2021
0.6350	0.6350	Bond Debt New Construction (Maples) - Voted	12/2029
0.0986	0.0993	TNT (Drug Enforcement) - Voted	12/2017
0.9871	0.9936	Road Improvement - Voted	12/2017
0.0400	0.0400	Veteran Affairs - Levied	12/2017
8.2824	8.1691	Total Millage	



For more information please contact
the County Administrators' office
at 231-882-0035

BENZIE COUNTY

Special Revenue Funds / Enterprise Funds 2017/18 Budget



Emergency Medical System

- 2017/18 Budget of \$1.9 Million
- .7948 Voted Mills
- 2,005 calls in 2016/2017 FY
- 4 Ambulances / 2 Echo Units
- 247/365 days a year



Advanced Life Support

Recycling/Solid Waste

- 2017/18 Budget of \$309,035
- Benzie County is a state leader in waste diversion
- In 2016/2017 FY, 1,226 tons of materials were diverted from landfills
- 65 tons of tires, 26 tons of HHW & Electronics, and 178 tons of cardboard/shredded paper collected in 2016/2017 FY
- 100% participation in County Recycling Program
- \$25.00 per household



- 2017/18 Budget of \$766,098
- \$3.00 per 911 device surcharge
- 19,691 total dispatched incidents in 2016/2017 FY

FUTURE:

- Complete the Assistance to Firefighters Grant for local Fire and EMS departments
- Complete the transition from analog to IP based 9-1-1
- Smart911 expansion of subscribers
- Become fully staffed

Council on Aging

- 2017/18 Budget of \$785,000
- .8500 Voted Mills
- 32% of the Benzie County Population is 60 or older
- In 2016/2017 FY
 - 75,762 meals provided
 - 49,346 Service Hours/Units provided
 - 2081 Seniors served
 - 29 Programs/Services provided to Seniors of Benzie County



Benzie Bus

- 2017/2018 Budget of \$1,595,446
- 50+% of budget comes from Federal/State match
- Less than 50% of budget comes from millage and farebox
- .4935 Voted Mills

2017/2018 Goals

- 2-3 new passenger shelters
- Expand hours to job commuters, inside and outside the County



BENZIE BUS

Animal Control



- 2017/18 Budget of \$ 178,755
- .0982 Voted Millage
- 2016/2017 FY Total Cat Adoptions 172
- 2016/2017 FY Total Dog Adoptions 111
- 2016/2017 FY Total Cats Admitted 204
- 2016/2017 FY Total Dogs Admitted 243

Supporting our Veterans



- 2017/18 Budget of \$67,610
- .04 Levied Mills
- 2016/2017 FY served 480 Veterans
- New Veterans Memorial, funded 100% through donations was completed on 8/13/2017

Jail

- 2017/18 Budget of \$1,584,244
- .8883 Voted Mills
- Funded by millage, General Fund and Jail revenues
- 10,990 inmates housed in 2016/2017 FY



Road Commission

- 2017/2018 Budget of \$5.8 Million
- .9871 Voted Mills, generates \$1,012,797 to BCRC Budget
- 4.65 miles of primary roads and 6.91 miles of local roads upgraded in 2016/17 fiscal year.



Committee Meeting Agenda Request Form

Date: [Type text]		Department: [Type text]	
Project: [Type text]			
Cost of project \$ [Type text]	Project over \$3,500?[Type text]	Three bids attached? [Type text]	
Is the bid/quote recommended the lowest received: [Type text]			
If not, why aren't you recommending the lowest bid/quote? [Type text]			
Is this an Amendment to your budget? If so, is amendment attached? [Type text]			
Have you checked your fund, do you have the required funds for your project? [Type text]			
Project Scope (explain reason for your project or amendment): [Type text]			
Is there a contract/agreement that will need to be signed? [Type text]			
If yes, has the County Attorney reviewed and approved the contract/agreement? [Type text]			
If yes, please submit original contract/agreement with your agenda request.			
Finance	B & G	Technology	HR

**Please note, Agenda requests will not be approved without this requested form and all information provided. Deadline for submitting forms is the Thursday before the normal Committee Meeting date.*

FINANCE REPORT

Finance Issues:

Approval of bills from January 10, 2018 to January 23, 2018 in the amount of \$593,329.13.

I will be attending the County Treasurer's Conference next week at Shanty Creek. During my stay, there will also be a Land Bank Association meeting. At the LBA mtg, we will be discussing proposed legislation that involves LB's and veterans. I traveled to Lansing last week to speak with a panel and the Senator that is sponsoring the proposed legislation.

March 1 begins forfeiture of the 2016 taxes, and foreclosure of the 2015 taxes. Our numbers are down on the 2015 taxes, but slightly higher on the 2016 taxes. Usually at this time, there has been a deadline for dog licenses, however, since we transitioned last year into a rabies date of expiration for dog licenses, we have spread this deadline out, and it is working quite well. There is still confusion, but that should improve. You know, people do not like change.

CASH SUMMARY BY FUND FOR BENZIE COUNTY

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

FUND: ALL FUNDS

CASH ACCOUNTS

Fund	Description	Beginning Balance 10/01/2017	Total Debits	Total Credits	Ending Balance 01/23/2018
101	GENERAL FUND	1,320,969.13	3,074,666.32	3,951,233.46	444,401.99
201	BENZIE COUNTY ROAD COMMISSION	1,186,944.38	1,758,820.27	2,127,767.92	817,996.73
205	TNT OFFICER MILLAGE FUND	41,544.01	100,212.00	64,525.94	77,230.07
206	SHERIFF'S K-9 FUND	16,726.35	2,977.78	5,955.56	13,748.57
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	1,126,279.36	931,254.99	290,807.79
214	EMERGENCY MEDICAL SERVICES (EMS) FUN	130,256.30	1,589,567.70	1,292,574.79	427,249.21
215	FRIEND OF THE COURT FUND	72,290.04	1,170.31	0.00	73,460.35
216	SEASONAL ROAD PATROL FUND	24,519.78	2,576.45	3,294.90	23,801.33
217	SNOWMOBILE PATROL FUND	10,936.81	5,015.30	2,920.96	13,031.15
218	PARKS & REC - ICE RINK	16.69	1,250.00	0.00	1,266.69
219	AIRPORT AUTHORITY FUND	1,490.54	22,108.68	27,656.80	(4,057.58)
220	MARINE PATROL FUND	1,659.99	718.27	1,436.54	941.72
221	BENZIE-LEELANAU DIST HEALTH DEPT FUN	179,705.39	689,730.20	835,796.19	33,639.40
228	SOLID WASTE/RECYCLING FUND	83,145.58	219,905.98	99,813.58	203,237.98
230	BETSIE VALLEY TRAIL MANAGEMENT FUND	5,309.38	17,267.97	17,599.18	4,978.17
231	SOIL EROSION (SESSC) FUND	30,570.00	5,920.00	3,200.00	33,290.00
235	CDBG GRANTS	0.00	0.00	0.00	0.00
241	LAND BANK AUTHORITY FUND	56,752.80	18,739.91	334.38	75,158.33
243	BROWNFIELD REDEVELOPMENT AUTHORITY F	21,315.93	1,862.25	3,724.50	19,453.68
244	E.D.C. ENTERPRISE FUND	2,430.71	28,231.16	2,429.55	28,232.32
245	REMONUMENTATION/SURVEY GRANT FUND	27,478.47	25,280.00	50,560.00	2,198.47
246	GIS INFORMATION SYSTEM	6,993.28	50.00	0.00	7,043.28
247	ANIMAL CONTROL FUND	169,560.82	150,947.95	126,267.56	194,241.21
249	BUILDING DEPARTMENT FUND	71,178.93	169,019.85	148,816.70	91,382.08
256	REG OF DEEDS AUTOMATION FUND	150,038.16	8,923.81	0.00	158,961.97
258	HOMELAND SECURITY GRANTS	1,629.99	0.00	0.00	1,629.99
260	CPL CLERK TECHNOLOGY FUND	19,738.57	3,194.55	0.00	22,933.12
261	911 EMERGENCY SERVICE FUND	414,266.94	369,821.03	355,095.49	428,992.48
262	DISPATCHER TRAINING FUND	18,031.41	8,895.02	9,654.04	17,272.39
263	LOCAL CORRECTION OFFICER'S TRAINING	16,117.72	6,823.38	10,846.76	12,094.34
264	SHERIFF FORFEITURE FUND	4,582.79	1,509.74	1,471.80	4,620.73
265	JUSTICE TRAINING (302) FUND	7,415.24	4,577.31	6,280.32	5,712.23
269	LAW LIBRARY FUND	1,375.75	15,506.39	11,012.78	5,869.36
276	COMMISSION ON AGING MILLAGE FUND	328,311.12	925,968.27	694,084.38	560,195.01
284	REVENUE SHARING RESERVE FUND	0.00	0.00	0.00	0.00
285	POINT BETSIE LIGHHOUSE FUND	3,246.36	0.00	0.00	3,246.36
292	CHILD CARE FUND	36,210.59	128,895.33	154,462.46	10,643.46
293	VETERAN'S RELIEF FUND	71,083.78	65,550.70	72,684.86	63,949.62
294	VETERANS TRUST FUND	5,019.63	5,019.63	10,039.26	0.00
295	VETERAN'S MEMORIAL FUND	0.00	4,605.31	0.00	4,605.31
296	JUVENILE JUSTICE FUND	746.17	7,281.17	7,927.72	99.62
310	GOVERNMENT CENTER ADDITION DEBT FUND	34,660.13	36,475.60	350.00	70,785.73
312	MAPLES DEBT/MILLAGE FUND	514,023.08	432,674.93	200,158.68	746,539.33
371	JAIL RESERVE FUND	238,205.78	53,427.24	99,001.36	192,631.66

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

FUND: ALL FUNDS

CASH ACCOUNTS

Fund	Description	Beginning Balance 10/01/2017	Total Debits	Total Credits	Ending Balance 01/23/2018
401	CAPITAL IMPROVEMENT FUND	6,744.62	0.00	0.00	6,744.62
412	MCF RENOVATIONS FUND	141,441.09	504,118.44	594,770.38	50,789.15
415	RAILROAD POINT	10,199.12	2,813.10	5,626.20	7,386.02
425	EQUIPMENT REPLACEMENT FUND	121,483.67	75,063.25	130,504.04	66,042.88
512	MEDICAL CARE FACILITY FUND	1,290,631.62	3,210,614.14	3,194,808.39	1,306,437.37
516	DELINQUENT TAX REVOLVING FUND	4,492,073.71	412,772.52	206,625.70	4,698,220.53
532	TAX FORECLOSURE FUND	829,387.05	25,603.95	25,572.58	829,418.42
535	CDBG HOUSING GRANT FUND	97,971.54	80,212.20	107,994.04	70,189.70
569	BUILDING AUTHORITY	9,957.94	630.00	1,260.00	9,327.94
595	COMMISSARY/CONCESSION FUND-JAIL	2,135.55	325.36	883.45	1,577.46
616	TREASURER'S TAX ADMINISTRATION FUND	54,360.25	0.00	0.00	54,360.25
701	GENERAL AGENCY FUND	2,294,638.65	2,715,947.65	4,209,930.01	800,656.29
704	PAYROLL CLEARING FUND	21,039.19	770,345.52	678,338.02	113,046.69
721	LIBRARY PENAL FINE FUND	40,361.24	22,001.18	0.00	62,362.42
764	SHERIFF'S INMATE TRUST FUND	347.85	54,796.94	32,849.07	22,295.72
775	SUMMER TAX COLLECTION FUND	0.00	0.00	0.00	0.00
	TOTAL - ALL FUNDS	14,839,687.22	18,967,087.37	20,519,547.29	13,287,227.30

BILLS TO BE APPROVED January 23, 2017

Motion to approve Vouchers in the amount of:

\$	185,478.52	General Fund (101)
\$	14,379.43	Jail Fund (213)
\$	18,815.33	Ambulance Fund & ALS (214)
\$	8,147.75	Funds 105-238
\$	6,596.52	ACO Fund (247)
\$	1,436.34	Building (249)
\$	4,504.46	Dispatch 911 Fund (261)
\$	118,022.84	Funds 239-292
\$	65,974.47	Funds 293-640
\$	169,973.47	701 Fund
\$	-	Trust and Agency Funds & MSU Trust and Agency Fund (702-771)
<hr/>		
\$	593,329.13	

[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-Benzlie 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-Benzlie 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	CARLAND, CORY	COMMISSIONER MILEAGE	12/20/17-1/11/18	01/18/18	72.76	63459
101-101-900.00	PRINTING & PUBLISHING	PIONEER GROUP	BOC MEETING	43100200	01/18/18	21.60	63502
101-101-955.10	DOES & REGISTRATIONS	MICHIGAN ASSOCIATION	2018 MAC COUNTY DUES	M1270	01/11/18	12,139.58	63388
			Total For Dept 101 BOARD OF COMMISSIONERS			12,233.94	
Dept 131 CIRCUIT COURT							
101-131-804.00	RECORDING SERVICES	HEACOCK REPORTING	RECORDING SERVICES	1/9/18	01/18/18	280.00	63481
101-131-805.00	COURT APPOINTED ATTORNEY	CICCHELLI, ANTHONY	12/6/17 3 PPH HRGS, 12/14/17 REVIE	1/12/18	01/18/18	525.00	63466
101-131-805.00	COURT APPOINTED ATTORNEY	SPILLAN, JOHN	17-402-FY MILEAGE	1/12/18	01/18/18	109.14	63511
101-131-805.00	COURT APPOINTED ATTORNEY	SPILLAN, JOHN	MILEAGE 12/19/17, 12/21/17	1/2/18	01/18/18	72.76	63511
101-131-810.00	LEGAL FEES	CICCHELLI, ANTHONY	MONTHLY COURT APPT ATTRNY FOR 2017	JANUARY 2018	01/11/18	2,094.16	63322
101-131-810.00	LEGAL FEES	GRAFF, JACOB	MONTHLY COURT APPT ATTRNY FOR 2017	JANUARY 2018	01/11/18	1,110.75	63353
101-131-810.00	LEGAL FEES	HUFT, DAVID G.	MONTHLY COURT APPT ATTRNY FOR 2017	JANUARY 2018	01/11/18	2,094.16	63359
101-131-810.00	LEGAL FEES	SMITH, MICHAEL LAWRE	MONTHLY COURT APPT ATTRNY FOR 2017	JANUARY 2018	01/11/18	2,094.16	63416
101-131-810.00	LEGAL FEES	SPILLAN, JOHN	MONTHLY COURT APPT ATTRNY FOR 2017	JANUARY 2018	01/11/18	1,110.75	63418
101-131-860.00	TRAVEL	QUAGLIA, VINCENT	MILEAGE	12/26/17	01/18/18	89.76	63504
			Total For Dept 131 CIRCUIT COURT			9,580.64	
Dept 136 DISTRICT COURT							
101-136-727.00	OFFICE SUPPLIES	DES MOINES STAMP COMP	2 DATE STAMPS	1109993/1109879	01/11/18	136.00	63342
101-136-727.00	OFFICE SUPPLIES	MCCARDEL WATER CONDIT	WATER/DELIVERY	362917	01/11/18	29.75	63385
101-136-801.00	CONTRACTED SERV-SOBRIETY	COURTAD, JOSHUA C.	MONTHLY CONTRACT FOR SOBRIETY COUR	JANUARY 2018	01/11/18	650.00	63334
101-136-805.00	COURT APPOINTED ATTORNEY	HUFT, DAVID G.	ATTY FEES FOR ANDERSON 17-350-ST	010518	01/11/18	250.00	63360
101-136-805.00	COURT APPOINTED ATTORNEY	HUFT, DAVID G.	ATTY J MCPHERSON & AMY SEDELMATRE	01/10/2018	01/11/18	500.00	63361
101-136-805.00	COURT APPOINTED ATTORNEY	MAS, MARY ELIZABETH	MCANULTY & KELSEY III	01/10/2018	01/11/18	500.00	63383
101-136-805.00	COURT APPOINTED ATTORNEY	STIG-NIELSON, FREDERI	OBERLIN	01/10/2018	01/11/18	250.00	63424
101-136-805.00	COURT APPOINTED ATTORNEY	WILLIAMS, JESSE	ATTY FEES FOR SCHOR	122717	01/11/18	468.75	63448
101-136-860.00	TRAVEL	AWANDA M O'BRIEN	CER CONFERENCE - MECRA - LANSING,	01/09/2018	01/11/18	207.58	63300
101-136-900.00	PRINTING & PUBLISHING	OFFICE DEPOT	INVOICES 986711181001 & 98748452500	986711181001	01/11/18	518.99	63399
101-136-900.00	PRINTING & PUBLISHING	TARGET INFORMATION MA	ADVISE OF RIGHTS FORMS	284754	01/11/18	93.30	63430
101-136-900.00	PRINTING & PUBLISHING	DES MOINES STAMP COMP	SIGNATURE/DATER/NOTARY	1111590	01/18/18	92.50	63472
101-136-955.00	STAFF DEVELOPMENT/CONFER	AWANDA M O'BRIEN	CER CONFERENCE - MECRA - LANSING,	01/09/2018	01/11/18	280.95	63300
101-136-963.00	COMPUTER SUPPORT	VISA=KIM NOWAK	ANTI-VIRUS LAPTOP	01/10/2018	01/11/18	145.57	63441
			Total For Dept 136 DISTRICT COURT			4,123.39	
Dept 141 FRIEND OF THE COURT							
101-141-964.10	REIMBURSEMENT TO MANISTEE	MANISTEE COUNTY FOC	FOC SHARED EXPENSES	NOVEMBER 2017	01/11/18	10,075.42	63378
			Total For Dept 141 FRIEND OF THE COURT			10,075.42	
Dept 142 JUVENILE DIVISION							
101-142-727.00	OFFICE SUPPLIES	PURE WATER WORKS	WATER COOLER RENTAL	18-0132	01/18/18	11.66	63503
101-142-804.00	RECORDING SERVICES	MAI COURT RECORDING &	COURT RECORDING	JAN 2	01/11/18	400.00	63384
			Total For Dept 142 JUVENILE DIVISION			411.66	
Dept 148 PROBATE COURT							
101-148-727.00	OFFICE SUPPLIES	MCCARDEL WATER CONDIT	WATER/DELIVERY	362917	01/11/18	29.75	63385
101-148-727.00	OFFICE SUPPLIES	OFFICE DEPOT	RACKS/FRAMES	992974086001	01/11/18	52.45	63403
101-148-727.00	OFFICE SUPPLIES	DES MOINES STAMP COMP	SIGNATURE/DATER/NOTARY	1111590	01/18/18	79.50	63472
101-148-805.00	COURT APPOINTED ATTORNEY	SMITH, MICHAEL LAWRE	M ROSA, DD	17-0123-DD	01/18/18	100.00	63510
101-148-956.20	EXAMINATIONS - DEV DISAB	LANGER, M.S.W., PH.D.	W NEWSOME, LII	17-0167-GA	01/18/18	350.00	63493
			Total For Dept 148 PROBATE COURT			611.70	
Dept 172 ADMINISTRATOR							

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Fund 101 GENERAL FUND							
Dept 172 ADMINISTRATOR							
101-172-860.00	TRAVEL	DEISCH, MITCH	MILEAGE ALLOWANCE	JANUARY 2018	01/18/18	275.00	63471
101-172-900.00	PRINTING & PUBLISHING	DA DESIGNS	FISCAL FLYER	4212	01/18/18	252.50	63469
			Total For Dept 172 ADMINISTRATOR			527.50	
Dept 215 COUNTY CLERK							
101-215-127.00	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES	992645166001	01/11/18	29.08	63400
101-215-127.00	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES	992645066001	01/11/18	106.26	63401
101-215-127.00	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES	992645165001	01/11/18	9.49	63402
			Total For Dept 215 COUNTY CLERK			144.83	
Dept 253 COUNTY TREASURER							
101-253-830.10	SERVICE CONTRACT (AC)	ALL ANIMAL VET CENTER	QTRLY PAYMENT DOG LICENSES SALES	4 QTR 2017	01/11/18	5.00	63298
101-253-830.10	SERVICE CONTRACT (AC)	BETSIIE RIVER VETERINA	QTRLY PAYMENT DOG LICENSE SALES 20	4 QTR 2017	01/11/18	129.00	63319
101-253-830.10	SERVICE CONTRACT (AC)	NORTHWOOD ANIMAL HOSP	QTRLY PAYMENT DOG LICENSE SALES 20	4 QTR 2017	01/11/18	18.00	63396
101-253-830.10	SERVICE CONTRACT (AC)	PLATTE LAKE VETERINAR	QTRLY PAYMENT DOG LICENSE SALES 20	4 QTR 2017	01/11/18	20.00	63408
101-253-860.00	TRAVEL	THOMPSON, MICHELLE	MILEAGE FOR DECEMBER 2017	DEC2017	01/11/18	12.20	63434
			Total For Dept 253 COUNTY TREASURER			184.20	
Dept 257 EQUALIZATION DEPARTMENT							
101-257-963.00	COMPUTER SUPPORT	LAND INFORMATION ACCE	LIAA RENEWAL	6363	01/18/18	400.00	63492
			Total For Dept 257 EQUALIZATION DEPARTMENT			400.00	
Dept 261 MSU EXTENSION							
101-261-730.00	POSTAGE	BENZIE COUNTY CLERK	POSTAGE	DECEMBER 2017	01/18/18	3.68	63458
			Total For Dept 261 MSU EXTENSION			3.68	
Dept 265 BUILDING & GROUNDS							
101-265-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	DECEMBER 2017 FUEL	1012	01/11/18	162.55	63307
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT HARDWARE	EQUALIZATION HEATERS	145579	01/11/18	47.98	63397
101-265-800.00	CONTRACTED SERVICES	CUMMINS BRIDGEWAY, LL	MAINTENANCE AGREEMENT	015-98920	01/11/18	499.29	63339
101-265-800.00	CONTRACTED SERVICES	GOTTSCALK CLEANING S	CLEANING SERVICE	DECEMBER 2017	01/11/18	1,975.00	63352
101-265-800.00	CONTRACTED SERVICES	KOORSEN FIRE AND SECU	CHECK CHARGING/BATTERIES	PINV102489	01/11/18	169.60	63370
101-265-820.00	SNOW REMOVAL	BENZIE COUNTY ROAD CO	DECEMBER 2017 WINTER MAINTENANCE	5011	01/11/18	655.10	63307
101-265-821.00	GARBAGE DISPOSAL	AMERICAN WASTE	8 AND 4 YD DUMPSTERS	2271621	01/11/18	175.00	63302
101-265-850.00	TELEPHONE	PACIFIC TELEMANAGEMENT	JANUARY 2018 PAY PHONE	962569	01/11/18	60.00	63404
101-265-850.00	TELEPHONE	PACIFIC TELEMANAGEMENT	OCTOBER 2017 PAY PHONE	944967	01/11/18	50.00	63404
101-265-850.00	TELEPHONE	PACIFIC TELEMANAGEMENT	NOVEMBER 2017 PAY PHONE	951173	01/11/18	50.00	63404
101-265-850.00	TELEPHONE	PACIFIC TELEMANAGEMENT	DECEMBER 2017 PAY PHONE	956709	01/11/18	55.00	63404
101-265-853.00	CELLULAR PHONES	CARLAND, COURY	CELL PHONE REIMBURSEMENT	DECEMBER 2017	01/18/18	54.00	63459
101-265-935.00	BUILDING REPAIRS	BLUE WATER ELECTRIC	RELAMPED 3 OUTSIDE PARKING LOT LIG	1/2/18	01/11/18	763.42	63321
101-265-935.00	BUILDING REPAIRS	TAG CONSTRUCTION	PAINTING OFFICES IN DISTRICT/PROBA	12/14/2017	01/11/18	1,745.00	63428
101-265-935.00	BUILDING REPAIRS	TAG CONSTRUCTION	FOR TEMP WINDOW IN DISTRICT COURT	11/24/2017	01/11/18	755.00	63429
			Total For Dept 265 BUILDING & GROUNDS			7,216.94	
Dept 266 LEGAL & CONTRACTED SERVICES							
101-266-800.00	CONTRACTED SERVICES ECON	ALLIANCE FOR ECONOMIC	QUARTERLY APPROPRIATIONS	9933	01/18/18	5,000.00	63452
101-266-810.00	LEGAL FEES	CUMMINGS, MCCLOREY, D	BENZIE COUNTY GENERAL LEGAL(FILE #	244417	01/11/18	2,040.00	63338
101-266-815.00	AUDITORS	ANDERSON, TACKMAN & C	PROGRESS BILLING FOR YR ENDING SE	119465	01/18/18	759.00	63455
			Total For Dept 266 LEGAL & CONTRACTED SERVICES			7,799.00	
Dept 267 PROSECUTING ATTORNEY							
101-267-727.00	OFFICE SUPPLIES	TRAVERSE CITY AREA PU	PRINTING/500 PRE-TRIAL SUMMARY SHE	143163	01/11/18	200.21	63436
			Total For Dept 267 PROSECUTING ATTORNEY			200.21	

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Fund 101 GENERAL FUND							
Dept 268 REGISTER OF DEEDS							
101-268-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CEN	LABELS	423704-0	01/11/18	18.97	63363
101-268-800.00	CONTRACTED SERVICES - LA	FIDLAR TECHNOLOGIES I	LA REDO USAGE FEE DECEMBER 2017	0219841-IN	01/18/18	839.67	63478
101-268-955.10	DOES & REGISTRATIONS	MI ASSOC OF REGISTER	2018 REGISTER OF DEEDS ANNUAL DUES	1/8/2018	01/11/18	237.00	63387
			Total For Dept 268 REGISTER OF DEEDS			1,095.64	
Dept 275 DRAIN COMMISSION							
101-275-819.00	CONTRACT SERVICE - LAKE	DIXON, CRAIG	MONTHLY CONTRACTED SERVICES FOR DA	JANUARY 2018	01/11/18	333.33	63343
			Total For Dept 275 DRAIN COMMISSION			333.33	
Dept 285 CENTRAL SERVICES							
101-285-727.10	PAPER SUPPLIES	PITNEY BOWES	POSTAGE METER SUPPLIES	1006182736	01/11/18	290.65	63407
101-285-730.00	POSTAGE	RESERVE ACCOUNT	POSTAGE FOR METER BY PHONE	46789160	01/18/18	2,500.00	63507
101-285-800.00	CONTRACTED SERVICES	PITNEY BOWES	POSTAGE METER RENTAL 10/30/17 TO 1	3305247484	01/11/18	471.99	63406
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	ADMIN COPIER	158831	01/11/18	106.80	63431
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	EQUALIZATION & PRINTER ROOM COPIER	158861	01/11/18	279.35	63431
			Total For Dept 285 CENTRAL SERVICES			3,648.79	
Dept 301 SHERIFF							
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVIC	PHONE CORDS	1F6Q-4K16-397D	01/11/18	6.79	63301
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVIC	PHONE EXTN CORD	1RPY-NKTP-7DJD	01/11/18	3.39	63301
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVIC	AIR SANITIZER & BULB	17V4-LCH6-KWT7	01/18/18	40.94	63454
101-301-748.00	GAS, OIL & GREASE	AMAZON CAPITAL SERVIC	HEADLAMP BULBS FOR VEHICLES	1C3Q-CYLL-FRMY	01/11/18	69.10	63301
101-301-748.00	GAS, OIL & GREASE	AMAZON CAPITAL SERVIC	SNOWROOM	1RPY-NKTP-97QT	01/11/18	16.99	63301
101-301-748.00	GAS, OIL & GREASE	NAPA AUTO SUPPLY, INC	HEADLIGHT BULBS, 15-1 & 10-1	28514125	01/11/18	53.92	63395
101-301-748.00	GAS, OIL & GREASE	XPRESS LUBE	OIL CHANGE 12-1	30534	01/11/18	48.90	63450
101-301-748.00	GAS, OIL & GREASE	XPRESS LUBE	OIL CHANGE 14-5 PACKARD	30548	01/11/18	39.95	63450
101-301-748.00	GAS, OIL & GREASE	XPRESS LUBE	14-2 OIL CHANGE	30745	01/18/18	48.90	63519
101-301-752.10	DRY CLEANERS	ROBBIE'S DRY CLEANERS	DRYCLEANING	2360	01/11/18	18.90	63411
101-301-961.00	TRAINING & SCHOOLS	VISA-TSCHENDEL 7161	TRAINING	7161	01/11/18	91.11	63443
101-301-961.00	TRAINING & SCHOOLS	NORTHERN MICHIGAN LAW	2018 ANNUAL MEMBERSHIP TRAINING GR	JAN 12, 2018	01/18/18	125.00	63499
101-301-970.06	EQUIPMENT - COMPUTERS	AMAZON CAPITAL SERVIC	COMPUTER SPEAKERS	1LL3-RPF4-LTVQ	01/18/18	45.98	63454
			Total For Dept 301 SHERIFF			609.87	
Dept 426 EMERGENCY MANAGEMENT							
101-426-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	COMM VAN FUEL	1021	01/11/18	45.60	63307
			Total For Dept 426 EMERGENCY MANAGEMENT			45.60	
Dept 601 HEALTH DEPARTMENT							
101-601-836.00	APPROPRIATIONS	BENZIE LEEANAU HEALT	2ND QTR APPROPRIATION	FY 17/16 2ND QT	01/11/18	56,275.50	63315
			Total For Dept 601 HEALTH DEPARTMENT			56,275.50	
Dept 648 MEDICAL EXAMINER							
101-648-970.00	EQUIPMENT- MEDICAL EXAMI	OCCUPATIONAL RESEARCH	QUARTERLY MDI LOG USAGE FEES 1/1/1	5518	01/11/18	292.50	63398
			Total For Dept 648 MEDICAL EXAMINER			292.50	
Dept 649 MENTAL HEALTH							
101-649-836.00	APPROPRIATIONS	CENTRA WELLNESS NETWO	MONTHLY APPROPRIATION	JANUARY 2018	01/11/18	9,584.88	63325
			Total For Dept 649 MENTAL HEALTH			9,584.88	
Dept 721 PLANNING DEPARTMENT							
101-721-721.00	PER DIEM - PLANNING COMM	CHUCK BEALE	PLANNING COMM. PER DIEM	1/11/18	01/18/18	35.00	63462
101-721-721.00	PER DIEM - PLANNING COMM	CHUCK BEALE	PLANNING COMM. PER DIEM	12/14/17	01/18/18	35.00	63465
101-721-721.00	PER DIEM - PLANNING COMM	ELIZABETH EVANS	PLANNING COMM. PER DIEM	1/11/18	01/18/18	35.00	63474
101-721-721.00	PER DIEM - PLANNING COMM	ELIZABETH EVANS	PLANNING COMM. PER DIEM	12/14/17	01/18/18	35.00	63477

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Fund 101 GENERAL FUND							
Dept 721 PLANNING DEPARTMENT							
101-721-721.00	PER DIEM - PLANNING COMM	HILL, LORI	PLANNING COMM. PER DIEM	1/11/18	01/18/18	35.00	63483
101-721-721.00	PER DIEM - PLANNING COMM	HILL, LORI	PLANNING COMM. PER DIEM	12/14/17	01/18/18	35.00	63483
101-721-721.00	PER DIEM - PLANNING COMM	JAMES CLARK	PLANNING COMM. PER DIEM	1/11/18	01/18/18	35.00	63486
101-721-721.00	PER DIEM - PLANNING COMM	JAMES CLARK	PLANNING COMM. PER DIEM	12/14/17	01/18/18	35.00	63489
101-721-721.00	PER DIEM - PLANNING COMM	MAY, SHARRON	RECORDING SERVICES PLANNING COMMIS	1/11/18	01/18/18	75.00	63495
101-721-721.00	PER DIEM - PLANNING COMM	MAY, SHARRON	PLANNING COMM. RECORDER PER DIEM	12/14/17	01/18/18	75.00	63495
101-721-721.00	PER DIEM - PLANNING COMM	ROCH VON ROCHSBURG, W	PLANNING COMM. PER DIEM	12/14/17	01/18/18	35.00	63508
101-721-721.00	PER DIEM - PLANNING COMM	ROCH VON ROCHSBURG, W	PLANNING COMM. PER DIEM	1/11/18	01/18/18	35.00	63508
101-721-860.00	TRAVEL	CHUCK BEALE	PLANNING COMM. MILEAGE 18 MILES	1/11/18	01/18/18	9.63	63463
101-721-860.00	TRAVEL	CHUCK BEALE	PLANNING COMM. MILEAGE 18 MILES	12/14/17	01/18/18	9.63	63464
101-721-860.00	TRAVEL	ELIZABETH EVANS	PLANNING COMM. MILEAGE 13 MILES	1/11/18	01/18/18	6.96	63475
101-721-860.00	TRAVEL	ELIZABETH EVANS	PLANNING COMM. MILEAGE 13 MILES	12/14/17	01/18/18	6.96	63476
101-721-860.00	TRAVEL	HILL, LORI	PLANNING COMM. MILEAGE 10 MILES	1/11/18	01/18/18	5.35	63483
101-721-860.00	TRAVEL	HILL, LORI	PLANNING COMM. MILEAGE 10 MILES	12/14/17	01/18/18	5.35	63483
101-721-860.00	TRAVEL	JAMES CLARK	PLANNING COMM. MILEAGE 25 MILES	1/11/18	01/18/18	13.38	63487
101-721-860.00	TRAVEL	JAMES CLARK	PLANNING COMM. MILEAGE 25 MILES	12/14/17	01/18/18	13.38	63488
101-721-860.00	TRAVEL	MAY, SHARRON	PLANNING COMMISSION MILEAGE 5 MILE	1/11/18	01/18/18	2.68	63495
101-721-860.00	TRAVEL	MAY, SHARRON	PLANNING COMM. MILEAGE 5 MILES	12/14/17	01/18/18	2.68	63495
101-721-860.00	TRAVEL	ROCH VON ROCHSBURG, W	PLANNING COMM. MILEAGE 16 MILES	12/14/17	01/18/18	8.56	63508
101-721-860.00	TRAVEL	ROCH VON ROCHSBURG, W	PLANNING COMM. MILEAGE 16 MILES	1/11/18	01/18/18	8.56	63508
Total For Dept 721 PLANNING DEPARTMENT						593.12	
Dept 851 INSURANCE & BONDS							
101-851-828.10	LIABILITY & BUILDING INS	MICHIGAN MUNICIPAL RI	2018 LIABILITY AND BUILDING INSURA	M0001121	01/11/18	56,961.18	63391
101-851-828.10	LIABILITY & BUILDING INS	MICHIGAN MUNICIPAL RI	RETENTION FUND REPLACEMENT	R0001121	01/11/18	2,000.00	63391
Total For Dept 851 INSURANCE & BONDS						58,961.18	
Dept 852 MEDICAL INSURANCE							
101-852-717.00	MEDICAL/DENTAL/VISION IN	CONQUEST, JEFF	MONTHLY RETIREE HEALTHCARE SUPPLEM	JANUARY 2018	01/11/18	175.00	63331
101-852-717.00	MEDICAL/DENTAL/VISION IN	KOSTBOSKI, JEFFREY	RETIREE HEALTH SUPPLEMENT BENEFIT	JANUARY 2018	01/11/18	175.00	63371
101-852-717.00	MEDICAL/DENTAL/VISION IN	TUCKER, DAVID	MONTHLY RETIREE HEALTHCARE SUPPLEM	JANUARY 2018	01/11/18	175.00	63437
Total For Dept 852 MEDICAL INSURANCE						525.00	
Total For Fund 101 GENERAL FUND						185,478.52	
Fund 205 TNT OFFICER MILEAGE FUND							
Dept 000							
205-000-961.00	TRAINING & SCHOOLS	VISA-TED SCHENDEL	TRAINING, PAPER, UNIFORM,	6866	01/11/18	60.75	63442
205-000-970.00	EQUIPMENT	VISA-TED SCHENDEL	TRAINING, PAPER, UNIFORM,	6866	01/11/18	57.25	63442
Total For Dept 000						118.00	
Dept 851 INSURANCE & BONDS							
205-851-828.10	LIABILITY & BUILDING INS	MICHIGAN MUNICIPAL RI	2018 LIABILITY AND BUILDING INSURA	M0001121	01/11/18	288.38	63391
Total For Dept 851 INSURANCE & BONDS						288.38	
Total For Fund 205 TNT OFFICER MILEAGE FUND						406.38	
Fund 206 SHERIFF'S K-9 FUND							
Dept 000							
206-000-967.00	PROJECT EXPENSES	VISA-TED SCHENDEL	TRAINING, PAPER, UNIFORM,	6866	01/11/18	49.98	63442
Total For Dept 000						49.98	
Total For Fund 206 SHERIFF'S K-9 FUND						49.98	

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Fund 213 JAIL OPERATIONS FUND							
Dept 265 BUILDING & GROUNDS							
213-265-782.00	MAINTENANCE SUPPLIES	AMAZON CAPITAL SERVIC	1000 FT CAT6 CABLE	1RPY-NKTP-DCH7	01/11/18	148.88	63301
213-265-782.00	MAINTENANCE SUPPLIES	BENZIE COUNTY ROAD CO	PARKING LOT PATCHING	08106COUNTY1017	01/11/18	86.73	63307
213-265-783.00	EQUIP. SERVICES & SUPPLI	KOORSEN FIRE AND SECU	RECHARGE EXTINGUISHER	PINV105365	01/11/18	81.79	63370
213-265-783.00	EQUIP. SERVICES & SUPPLI	VISA=TED SCHENDEL	TRAINING, PAPER, UNIFORM,	6866	01/11/18	223.68	63442
213-265-783.00	EQUIP. SERVICES & SUPPLI	AMAZON CAPITAL SERVIC	VINYL LETTERS	1LL3-RPF4-HGL6	01/18/18	14.46	63454
213-265-783.00	EQUIP. SERVICES & SUPPLI	AMAZON CAPITAL SERVIC	AIR FRESHENERS	1LL3-RPF4-QTRL	01/18/18	12.00	63454
213-265-783.00	EQUIP. SERVICES & SUPPLI	AMAZON CAPITAL SERVIC	BALLAST, PAINT LINERS	1DPW-PWX-NV9X	01/18/18	28.78	63454
213-265-783.00	EQUIP. SERVICES & SUPPLI	QUILL CORPORATION	PAPER TOWELS CAN LINERS	3740505	01/18/18	216.90	63505
213-265-784.00	GARBAGE PICK-UP	AMERICAN WASTE	GARBAGE PICKUP	2267747	01/11/18	95.00	63302
213-265-935.00	JAIL REPAIRS	AMAZON CAPITAL SERVIC	PAINT BRUSHES, PHONE CORD	1P1G-QF3M-7K1P	01/18/18	26.94	63454
213-265-935.00	JAIL REPAIRS	CRAFTMASTER	PARA CUT KEYS	1392012	01/18/18	141.00	63468
Total For Dept 265 BUILDING & GROUNDS						1,076.16	
Dept 351 JAIL - CORRECTIONS							
213-351-727.00	OFFICE SUPPLIES	VISA=TED SCHENDEL	TRAINING, PAPER, UNIFORM,	6866	01/11/18	14.76	63442
213-351-727.00	OFFICE SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	3738466	01/18/18	43.81	63505
213-351-740.00	FOOD SUPPLIES	CANTENEE SERVICES	INMATE MEALS	IVC26821	01/11/18	7,383.40	63324
213-351-752.10	DRY CLEANERS	ROBBIE'S DRY CLEANERS	DRYCLEANING	2360	01/11/18	219.25	63411
213-351-940.20	EQUIPMENT LEASE - COPIER	TEAM FINANCIAL GROUP,	COPIER LEASES - 517677	158742	01/11/18	461.25	63431
213-351-955.10	DUES & REGISTRATIONS	VISA=DAN SMITH	VISA, TRAINING, DUES	7195	01/11/18	54.00	63440
213-351-961.00	TRAINING & SCHOOLS	VISA=DAN SMITH	VISA, TRAINING, DUES	7195	01/11/18	149.00	63440
213-351-961.04	PRISONERS SCHOOLLING	HEIMAN, BARBARA	INMATE SCHOOLLING JAN '18	LIST	01/18/18	200.00	63482
213-351-963.00	COMPUTER EQUIPMENT	SECURUS TECHNOLOGIES	SETWR-INVEST PRO	162550	01/18/18	53.67	63509
Total For Dept 351 JAIL - CORRECTIONS						8,579.14	
Dept 851 INSURANCE & BONDS							
213-851-828.10	LIABILITY & BUILDING INS	MICHIGAN MUNICIPAL RI	2018 LIABILITY AND BUILDING INSURA	M0001121	01/11/18	4,724.13	63391
Total For Dept 851 INSURANCE & BONDS						4,724.13	
Total For Fund 213 JAIL OPERATIONS FUND						14,379.43	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 265 BUILDING & GROUNDS							
214-265-820.00	SNOW REMOVAL	A J'S EXCAVATING LLC	SNOW PLOWING STATION 2	8025	01/18/18	682.50	63451
214-265-820.00	SNOW REMOVAL	NORTHERN OUTDOORS PRO	SNOW PLOWING STATION 3	688	01/18/18	400.00	63500
214-265-850.01	INTERNET SERVICE	DIRECT TV	TELEVISION STATION 2	33274403043	01/18/18	142.39	63473
214-265-922.00	WATER & SEWER	MCCARDEL WATER CONDIT	WATER PURIFIER RENTAL - STATION 3	41-3057	01/11/18	51.50	63385
214-265-924.00	ELECTRIC	CHERRYLAND ELECTRIC	STATION 2 ELECTRIC BILL	1/03/2018	01/11/18	165.85	63327
214-265-924.00	ELECTRIC	CONSUMERS ENERGY	DECEMBER 2017 ELECTRIC	205098662773	01/18/18	127.11	63467
214-265-924.00	ELECTRIC	CONSUMERS ENERGY	ELECTRIC STATION 3 GARAGE/DECEMBER	205098662774	01/18/18	105.31	63467
214-265-935.00	BUILDING REPAIRS	DTE ENERGY	NATURAL GAS LINE STATION 2	PROJECT 2161	01/11/18	3,703.38	63344
214-265-935.00	BUILDING REPAIRS	MOORE MECHANICAL	WATER HEATER & FURNACE REPAIR - ST	54968	01/11/18	902.00	63393
214-265-970.00	EQUIPMENT & REPAIR	HONOR BUILDING SUPPLY	DOOR LOCK - ADMIN OFFICE AT STATIO	1801-245904	01/11/18	25.99	63358
Total For Dept 265 BUILDING & GROUNDS						6,306.03	
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
214-655-721.00	PER DIEM	DAGNEAU-BATES, MARTHA	EMS ADVISOR PER DIEM	1/16/18	01/18/18	35.00	63470
214-655-721.00	PER DIEM	FRANKE, JIM	EMS ADVISORY PER DIEM	1/16/18	01/18/18	35.00	63479
214-655-721.00	PER DIEM	JOWETT, GAYLORD	EMS ADVISORY PER DIEM	1/16/18	01/18/18	35.00	63490
214-655-721.00	PER DIEM	MARKET, TIM	EMS ADVISORY PER DIEM	1/16/18	01/18/18	35.00	63494
214-655-721.00	PER DIEM	MEAD, MICHAEL	EMS ADVISORY PER DIEM	1/16/18	01/18/18	35.00	63496
214-655-735.00	MEDICAL SUPPLIES	MUNSON HOME MEDICAL E	IV NORMAL SALINE	410864	01/11/18	260.90	63394
214-655-735.00	MEDICAL SUPPLIES	MUNSON HOME MEDICAL E	IV SALINE 10ML FLUSHES	404288	01/11/18	37.99	63394

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Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
214-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	OXYGEN	9071118066	01/11/18	170.18	63297
214-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	OXYGEN	9071118067	01/11/18	104.79	63297
214-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	OXYGEN	9949968661	01/11/18	28.79	63297
214-655-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL - DIESEL AND GASOLINE	1015	01/11/18	2,402.84	63307
214-655-748.00	GAS, OIL & GREASE	XPRESS LUBE	A22 OIL CHANGES	30594	01/11/18	208.75	63450
214-655-749.00	VEHICLE REPAIRS	NAPA AUTO SUPPLY, INC	WASHER FLUID - WINSHIELD WIPER BLA	5366-404333	01/11/18	56.08	63395
214-655-749.00	VEHICLE REPAIRS	ART'S AUTO & TRUCK PA	CREDIT	2460	01/18/18	(107.51)	63456
214-655-749.00	VEHICLE REPAIRS	JUST TRUCKS INC	4 WHEEL DRIVE REPAIR - ECHO 61	1028565	01/18/18	94.50	63491
214-655-751.00	UNIFORMS	BRANDON MORSE	PT BOOT ALLOWANCE	111-6525279-997	01/11/18	75.00	63322
214-655-751.00	UNIFORMS	KAYIA WINDNAGLE	FT BOOT ALLOWANCE	3417880	01/11/18	150.00	63367
214-655-751.00	UNIFORMS	BAY SUPPLY & MARKETIN	UNIFORMS - 1 PULLOVER, 2 POLO SHIR	53355	01/25/18	153.85	63457
214-655-855.00	RADIO MAINTENANCE/EQUIPM	GRAND TRAVERSE MOBILE A	31 HERN RADIO REPAIR	49063	01/11/18	91.79	63355
214-655-855.00	RADIO MAINTENANCE/EQUIPM	GRAND TRAVERSE MOBILE	A31 MDT INSTALL	49062	01/11/18	480.96	63355
214-655-860.00	TRAVEL	DAGNEAU-BATES, MARTHA	EMS ADVISORY MILEAGE 34.6 MILES	1/16/18	01/18/18	18.51	63470
214-655-860.00	TRAVEL	FRANKE, JIM	EMS ADVISORY MILEAGE	1/16/18	01/18/18	5.35	63479
214-655-860.00	TRAVEL	MARKEY, TIM	EMS ADVISORY MILEAGE 20 MILES	1/16/18	01/18/18	10.70	63494
214-655-860.00	TRAVEL	MEAD, MICHAEL	EMS ADVISORY MILEAGE 14 MILES	1/16/18	01/18/18	7.49	63496
			Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)			4,425.96	
Dept 851 INSURANCE & BONDS							
214-851-828.10	LIABILITY & BUILDING INS	MICHIGAN MUNICIPAL RI	2018 LIABILITY AND BUILDING INSURA	M0001121	01/11/18	8,083.34	63391
			Total For Dept 851 INSURANCE & BONDS			8,083.34	
			Total For Fund 214 EMERGENCY MEDICAL SERVICES (E			18,815.33	
Fund 228 SOLID WASTE/RECYCLING FUND							
Dept 000							
228-000-703.05	WAGES-ATTENDANT	WOOD, MARLENE	GARAGE AND BATTERY CLEAN UP	11518	01/18/18	60.00	63518
228-000-721.00	PER DIEM	DAVE ZEMPEL	PER DIEM	011018	01/11/18	35.00	63340
228-000-721.00	PER DIEM	FISCHGRABE, DENNIS	SWAC PER DIEM	11018	01/11/18	35.00	63346
228-000-721.00	PER DIEM	WOOD, MARLENE	PER DIEM	011018	01/11/18	35.00	63449
228-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL	1016	01/11/18	171.00	63307
228-000-860.00	TRAVEL	DAVE ZEMPEL	MILEAGE REIMBURSEMENT	011018	01/11/18	8.64	63341
228-000-860.00	TRAVEL	FISCHGRABE, DENNIS	MILEAGE REIMBURSEMENT	011018	01/11/18	2.24	63346
228-000-860.00	TRAVEL	WOOD, MARLENE	MILEAGE REIMBURSEMENT	011018	01/11/18	1.08	63449
228-000-900.00	PUBLIC RELATIONS - PRINT	A J'S EXCAVATING LLC	SNOW REMOVAL FF AND HONOR DECEMBER	8028	01/18/18	700.00	63451
228-000-900.00	PUBLIC RELATIONS - PRINT	A J'S EXCAVATING LLC	SAVE A LOT 1 TIME FLOW	8039	01/18/18	25.00	63451
228-000-900.00	PUBLIC RELATIONS - PRINT	PIONEER GROUP	CHRISTMAS TREE RECYCLING AD	39321	01/18/18	185.00	63501
228-000-957.00	MISCELLANEOUS	G.T. PACKAGING & JANI	CAN LINERS	0225201	01/18/18	41.60	63480
228-000-967.00	PROJECT EXPENSES - GRANT	VISA-DAVID SCHAFER	SIGNS FOR THE SITES EDU GRANT	011618	01/18/18	1,276.81	63516
228-000-970.00	EQUIPMENT	ART'S AUTO & TRUCK PA	SNOW PLOW PURCHASE FOR RECYCLING T	01MF6352	01/18/18	4,600.00	63456
			Total For Dept 000			7,176.37	
Dept 851 INSURANCE & BONDS							
228-851-828.10	LIABILITY & BUILDING INS	MICHIGAN MUNICIPAL RI	2018 LIABILITY AND BUILDING INSURA	M0001121	01/11/18	515.02	63391
			Total For Dept 851 INSURANCE & BONDS			515.02	
			Total For Fund 228 SOLID WASTE/RECYCLING FUND			7,691.39	
Fund 241 LAND BANK AUTHORITY FUND							
Dept 000							
241-000-967.00	PROJECT EXPENSES	BENZIE COUNTY TREASUR	PETTY CASH REIMBURSEMENT	010418	01/11/18	86.19	63310
			Total For Dept 000			86.19	

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Fund 241 LAND BANK AUTHORITY FUND							
Total For Fund 241 LAND BANK AUTHORITY FUND							86.19
Fund 245 REMONUMENTATION/SURVEY GRANT FUND							
Dept 000							
245-000-800.00	CONTRACTED SERVICES	CRYSTAL SURVEYING	CONTRACT FOR REMONUMENTATION PROGR	122017	01/11/18	20,800.00	63337
Total For Dept 000							20,800.00
Total For Fund 245 REMONUMENTATION/SURVEY GRANT							20,800.00
Fund 247 ANIMAL CONTROL FUND							
Dept 265 BUILDING & GROUNDS							
247-265-850.00	TELEPHONE	AT&T	PHONE BILL FOR DEC	231882950512	01/11/18	102.66	63304
247-265-850.00	TELEPHONE	UWC	ANIMAL CONTROL LONG DISTANCE	2318829505	01/11/18	5.50	63438
247-265-853.00	CELLULAR PHONES	JATIME CROEL	PAYMENT FOR PERSONAL USE OF CELL P	01172018	01/18/18	200.00	63485
Total For Dept 265 BUILDING & GROUNDS							308.16
Dept 430 ANIMAL CONTROL							
247-430-727.00	OFFICE SUPPLIES	QUILL CORPORATION	CALL LOG BOOKS	3543055	01/11/18	84.40	63410
247-430-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	GAS BILL FOR DEC	164.21	01/11/18	164.21	63308
247-430-751.00	UNIFORMS	TELE-RAD	UNIFORM PANT	883446	01/11/18	63.99	63432
247-430-835.20	VET & DRUG FEES	BESIE RIVER VETERINA	METRONIDAZOLE LIQUID 1 URINALYSIS	45853	01/11/18	49.20	63319
247-430-835.20	VET & DRUG FEES	BESIE RIVER VETERINA	221-17D SPAY 175-17C OFFICE CALL 7	45880	01/11/18	317.10	63319
247-430-835.20	VET & DRUG FEES	BESIE RIVER VETERINA	176-17C SPAY 173-17C SPAY 172-17C	45904	01/11/18	315.00	63319
247-430-835.20	VET & DRUG FEES	BESIE RIVER VETERINA	231-17D SPAY	46333	01/11/18	165.90	63319
247-430-835.20	VET & DRUG FEES	BESIE RIVER VETERINA	232-17D NEUTER 196-17C NEUTER 193-	46207	01/11/18	556.50	63319
247-430-835.20	VET & DRUG FEES	BESIE RIVER VETERINA	162-17C NEUTER 166-17C NEUTER 167-	46062	01/11/18	439.60	63319
247-430-835.20	VET & DRUG FEES	LAKE AREA MOBILE VET	COGGINS TEST	20172912	01/11/18	110.00	63373
247-430-835.20	VET & DRUG FEES	LAKE AREA MOBILE VET	EXAM OF 2 HORSES	20171712	01/11/18	110.00	63374
247-430-835.20	VET & DRUG FEES	LAKE AREA MOBILE VET	EUTHANASTIA OF HORSE	20172112	01/11/18	165.00	63375
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINAR	201-17C EUTHANASTIA 190-17C PARASIT	271077	01/11/18	28.27	63408
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINAR	195-17C NEUTER	271049	01/11/18	55.47	63408
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINAR	199-17C SPAY	270965	01/11/18	124.72	63408
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINAR	200-17C SPAY	270964	01/11/18	124.72	63408
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINAR	197-17C SPAY	270962	01/11/18	124.72	63408
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINAR	182-17C SPAY 184-17C SPAYPLUS ONE	270935	01/11/18	549.01	63408
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINAR	177-17C 178-17C EUTHANASTIA	270747	01/11/18	10.00	63408
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINAR	180-17C SPAY	270796	01/11/18	141.11	63408
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINAR	264-17D NEUTER	270797	01/11/18	266.70	63408
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINAR	CHUMLEY EUTHANASTIA	270914	01/11/18	5.00	63408
247-430-945.20	DISPOSALS & BURIALS	AMERICAN WASTE	TRASH BILL FOR JAN	2272183	01/11/18	16.00	63302
247-430-970.00	EQUIPMENT	GRAND TRAVERSE MOBILE	COMPUTER MOUNT LED LIGHT	48430	01/11/18	1,312.00	63356
Total For Dept 430 ANIMAL CONTROL							5,501.39
Dept 851 INSURANCE & BONDS							
247-851-828.10	LIABILITY & BUILDING INS	MICHIGAN MUNICIPAL RI	2018 LIABILITY AND BUILDING INSURA	M0001121	01/11/18	786.97	63391
Total For Dept 851 INSURANCE & BONDS							786.97
Total For Fund 247 ANIMAL CONTROL FUND							6,596.52
Fund 249 BUILDING DEPARTMENT FUND							
Dept 851 INSURANCE & BONDS							
249-851-828.10	LIABILITY & BUILDING INS	MICHIGAN MUNICIPAL RI	2018 LIABILITY AND BUILDING INSURA	M0001121	01/11/18	1,436.34	63391

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 01/10/2018 - 01/18/2018
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Fund 293 VETERAN'S RELIEF FUND							
Dept 000							
293-000-721.00	PER DIEM	BAILEY, LAWRENCE	VETERANS PER DIEM DEC 2017	DEC2017	01/11/18	35.00	63305
293-000-721.00	PER DIEM	GIDDIS, KIRT	VETERANS PER DIEM DEC 2017	DEC2017	01/11/18	35.00	63349
293-000-721.00	PER DIEM	GINZEL, DALE J.	VETERAN PER DIEM DEC 2017	DEC2017	01/11/18	35.00	63351
293-000-721.00	PER DIEM	KOWALSKI, ED	VETERANS PER DIEM FOR DEC 2017	DEC 2017	01/11/18	35.00	63372
293-000-721.00	PER DIEM	ROELOFS, ROBERT	VETERANS PER DIEM DEC 2017	DEC2017	01/11/18	70.00	63412
293-000-721.00	PER DIEM	STOBIE, TOM	VETERANS PER DIEM DEC 2017	DEC2017	01/11/18	35.00	63425
293-000-800.00	CONTRACTED SERVICES	GRAND TRAVERSE COUNTY	VETERANS AFFAIRS SVC. AGREEMENT 20	94239	01/11/18	33,401.00	63354
293-000-860.00	TRAVEL	BAILEY, LAWRENCE	MILEAGE FOR DEC 2017	DECMILEAGE	01/11/18	1.96	63305
293-000-860.00	TRAVEL	GIDDIS, KIRT	MILEAGE FOR DEC 2017	DECMILEAGE	01/11/18	17.01	63349
293-000-860.00	TRAVEL	GINZEL, DALE J.	MILEAGE DECEMBER 2017	DECMILEAGE	01/11/18	15.51	63351
293-000-860.00	TRAVEL	KOWALSKI, ED	MILEAGE FOR DEC 2017	DECMILEAGE	01/11/18	3.21	63372
293-000-860.00	TRAVEL	ROELOFS, ROBERT	MILEAGE FOR DEC 2017	DECMILEAGE	01/11/18	35.95	63412
293-000-860.00	TRAVEL	STOBIE, TOM	MILEAGE FOR DEC 2017	DECMILEAGE	01/11/18	48.15	63425
			Total For Dept 000			33,767.79	
			Total For Fund 293 VETERAN'S RELIEF FUND			33,767.79	
Fund 310 GOVERNMENT CENTER ADDITION DEBT FUND							
Dept 000							
310-000-831.00	BANK FEES	US BANK	ADMIN FEES 3/1/17 THRU 8/31/17	4767794	01/18/18	175.00	63515
			Total For Dept 000			175.00	
			Total For Fund 310 GOVERNMENT CENTER ADDITION DE			175.00	
Fund 371 JAIL RESERVE FUND							
Dept 000							
371-000-970.00	CAPITAL OUTLAY - EQUIPME	TAG CONSTRUCTION	FINAL BILLING FOR JAIL WORK	NO #	01/11/18	1,000.00	63427
			Total For Dept 000			1,000.00	
			Total For Fund 371 JAIL RESERVE FUND			1,000.00	
Fund 425 EQUIPMENT REPLACEMENT FUND							
Dept 351 JAIL - CORRECTIONS							
425-351-957.00	MISCELLANEOUS - INMATE T	SOLID DESIGN SOFTWARE	SOLIDCIRCLE JMS	BC001V2	01/11/18	24,995.00	63417
			Total For Dept 351 JAIL - CORRECTIONS			24,995.00	
			Total For Fund 425 EQUIPMENT REPLACEMENT FUND			24,995.00	
Fund 516 DELINQUENT TAX REVOLVING FUND							
Dept 000							
516-000-999.00	CONTINGENCY	TKS SECURITY	SECURITY ON DOORS /TREASURER OFFIC	8342	01/18/18	3,931.50	63514
			Total For Dept 000			3,931.50	
			Total For Fund 516 DELINQUENT TAX REVOLVING FUND			3,931.50	
Fund 532 TAX FORECLOSURE FUND							
Dept 253 COUNTY TREASURER							
532-253-800.00	CONTRACTED SERVICES - RE	BENZIE COUNTY REGISTE	TO RECORD 10 REDEMPTIONS	010418	01/11/18	300.00	63306
532-253-800.00	CONTRACTED SERVICES - RE	BENZIE COUNTY TREASUR	PETY CASH REIMBURSEMENT	010418	01/11/18	90.00	63310
532-253-801.00	CONTRACTED SERVICES	TITLE CHECK LLC	1/12 OF ANNUAL FEE FOR 2015 TAX FO	1801-09	01/18/18	1,252.87	63513
532-253-900.00	PRINTING & PUBLISHING	PIONEER GROUP	INSERTS FOR 2015 TAX FORECLOSURE	43100328	01/18/18	462.31	63501
			Total For Dept 253 COUNTY TREASURER			2,105.18	
			Total For Fund 532 TAX FORECLOSURE FUND			2,105.18	

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Fund 701 GENERAL AGENCY FUND							
Dept 136 DISTRICT COURT							
701-136-214.01	DUE TO SHERIFF'S DEPT -	BENZIE COUNTY SHERIFF	OWI REIMBURSEMENT	010318	01/11/18	171.00	63309
701-136-221.01	DUE CITY FRANKFORT - OWI	CITY OF FRANKFORT	OWI REIMBURSEMENT	010318	01/11/18	179.50	63329
701-136-228.20	DUE STATE - DNR JUDGE	STATE OF MICHIGAN	FEE TRANSMITTAL	010318	01/11/18	150.00	63420
701-136-228.30	DUE STATE - D. L. REINS	STATE OF MICHIGAN	FEE TRANSMITTAL	010318	01/11/18	45.00	63420
701-136-228.37	DUE STATE - CRIME VICTIM	STATE OF MICHIGAN	FEE TRANSMITTAL	010318	01/11/18	1,825.35	63420
701-136-228.42	DUE STATE - STATE COURT	STATE OF MICHIGAN	FEE TRANSMITTAL	010318	01/11/18	150.00	63420
701-136-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	FEE TRANSMITTAL	010318	01/11/18	220.00	63420
701-136-228.57	DUE STATE - STATE JURY	STATE OF MICHIGAN	FEE TRANSMITTAL	010318	01/11/18	10.00	63420
701-136-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	FEE TRANSMITTAL	010318	01/11/18	847.00	63420
701-136-228.59	DUE STATE - JUSTICE SYST	STATE OF MICHIGAN	FEE TRANSMITTAL	010318	01/11/18	2,434.50	63420
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BONDS TO BE REVOKED; Q. ROBOTHAM	010518	01/11/18	200.00	63294
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BONDS TO APPLY	1518	01/11/18	2,039.00	63295
701-136-265.00	CASH BONDS PAYABLE	BRENGMAN, JAKOB	BOND TO BE RETURNED	010418	01/11/18	500.00	63323
701-136-265.00	CASH BONDS PAYABLE	GIBSON, ELIZABETH	BOND TO BE RETURNED	010518	01/11/18	5.00	63348
701-136-265.00	CASH BONDS PAYABLE	LAUTNER, SCOTT	BOND TO BE RETURNED	010518	01/11/18	356.00	63377
701-136-271.00	RESTITUTIONS PAYABLE	CHANDLER, ERIC	RESTITUTION FROM K NUGENT/PAID IN	010518	01/11/18	532.00	63326
701-136-271.00	RESTITUTIONS PAYABLE	GARY, ANNE	RESTITUTION FROM M MALLEAUX	010518	01/11/18	12.50	63347
701-136-271.00	RESTITUTIONS PAYABLE	KOCH, MICHAEL	RESTITUTION FROM W KIRT	010518	01/11/18	1,000.00	63369
701-136-271.00	RESTITUTIONS PAYABLE	MARSHALL, FERGUSON	RESTITUTION FROM M MURPHY	010518	01/11/18	300.00	63382
701-136-271.00	RESTITUTIONS PAYABLE	PAUL OLIVER MEMORIAL	RESTITUTION FROM I HICKEY 00333589	010518	01/11/18	271.55	63405
701-136-271.00	RESTITUTIONS PAYABLE	ROHN, MICHAEL	RESTITUTION FROM A WALTON	010518	01/11/18	140.00	63413
701-136-271.00	RESTITUTIONS PAYABLE	SECURA INSURANCE COMP	RESTITUTION FROM M MALLEAUX	1518	01/11/18	12.50	63415
701-136-271.00	RESTITUTIONS PAYABLE	STATE FARM	FROM W. FORTINE 220140851	010518	01/11/18	40.00	63419
701-136-271.00	RESTITUTIONS PAYABLE	STATE OF MICHIGAN/BEN	RESTITUTION FROM B BOUGHNER 101477	010518	01/11/18	123.00	63423
701-136-271.00	RESTITUTIONS PAYABLE	WESCO	RESTITUTION FROM S SPRING & W STOR	010518	01/11/18	2.99	63445
Total For Dept 136 DISTRICT COURT						11,566.89	
Dept 148 PROBATE COURT							
701-148-228.06	DUE STATE - SHARED FEES	STATE OF MICHIGAN	DECEMBER 2017	12/2017	01/18/18	243.05	63512
701-148-228.42	DUE STATE - GENERAL FEES	STATE OF MICHIGAN	DECEMBER 2017	12/2017	01/18/18	274.80	63512
701-148-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	DECEMBER 2017	12/2017	01/18/18	225.00	63512
701-148-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	DECEMBER 2017	12/2017	01/18/18	1,350.00	63512
Total For Dept 148 PROBATE COURT						2,092.85	
Dept 215 COUNTY CLERK							
701-215-228.05	DUE STATE - NOTARY FEES	MICHIGAN DEPARTMENT O	NOTARY TRANSMITTAL	DEC 2017	01/11/18	8.00	63390
701-215-228.37	DUE STATE - CRIME VICTIM	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	DEC 2017	01/11/18	498.60	63422
701-215-228.42	DUE STATE - STATE COURT	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	DEC 2017	01/11/18	230.00	63422
701-215-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	DEC 2017	01/11/18	200.00	63422
701-215-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	DEC 2017	01/11/18	952.00	63422
701-215-228.59	DUE STATE - JUSTICE SYST	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	DEC 2017	01/11/18	477.50	63422
701-215-271.00	RESTITUTIONS PAYABLE	AAA MICHIGAN SUBRUGAT	RESTITUTION FROM BRANDON COLBY	11-2245-EH	01/11/18	4.50	63296
701-215-271.00	RESTITUTIONS PAYABLE	KATRINA DOUGHERTY	RESTITUTION FROM HUNTER CARRIER	16-2442-FH	01/11/18	139.37	63366
701-215-271.00	RESTITUTIONS PAYABLE	MEMBERS CREDIT UNION.	RESTITUTION FROM JENNY KETZ	12-2274-FH	01/11/18	50.00	63386
701-215-271.00	RESTITUTIONS PAYABLE	SCHMUCKAL OIL COMPANY	RESTITUTION FROM DAREK EBERHARD	13-2311-FH	01/11/18	10.00	63414
701-215-271.00	RESTITUTIONS PAYABLE	AMANDA CARPENTER	RESTITUTION FROM PATRICK KUHLMAN	13-2315-FH	01/18/18	50.00	63453
701-215-299.03	CIRCUIT COURT MISCELLANE	WHITMAN FAMILY LAW PL	OVERPAYMENT OF MOTION FEE FARLEY V	07-7945-DC	01/11/18	25.00	63447
Total For Dept 215 COUNTY CLERK						2,644.97	
Dept 253 COUNTY TREASURER							
701-253-274.17	SWAMP LAND	ALMTRA TOWNSHIP TREAS	SWAMPLAND AND PILT DISTRIBUTION	SWAMP	01/11/18	11,207.45	63299
701-253-274.17	SWAMP LAND	BENZONIA TOWNSHIP TRE	SWAMPLAND AND PILT DISTRIBUTION	SWAMP	01/11/18	419.21	63317
701-253-274.17	SWAMP LAND	BLAINE TOWNSHIP TREAS	SWAMPLAND AND PILT DISTRIBUTION	SWAMP	01/11/18	23.84	63320

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 01/10/2018 - 01/18/2018
JOURNALIZED
PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund 701 GENERAL AGENCY FUND						
Dept 253 COUNTY TREASURER						
701-253-274.17	SWAMP LAND	COLFAX TOWNSHIP	SWAMPLAND AND PILT DISTRIBUTION	SWAMP	01/11/18	23,154.93
701-253-274.17	SWAMP LAND	CRYSTAL LAKE TOWNSHIP	SWAMPLAND AND PILT DISTRIBUTION	SWAMP	01/11/18	14.99
701-253-274.17	SWAMP LAND	GILMORE TOWNSHIP TREA	SWAMPLAND AND PILT DISTRIBUTION	SWAMP	01/11/18	34.87
701-253-274.17	SWAMP LAND	HOMESTEAD TOWNSHIP	SWAMPLAND AND PILT DISTRIBUTION	SWAMP	01/11/18	9,286.25
701-253-274.17	SWAMP LAND	INLAND TOWNSHIP TREAS	SWAMPLAND AND PILT DISTRIBUTION	SWAMP	01/11/18	18,252.80
701-253-274.17	SWAMP LAND	LAKE TOWNSHIP TREASUR	SWAMPLAND AND PILT DISTRIBUTION	SWAMP	01/11/18	519.03
701-253-274.17	SWAMP LAND	PLATTE TOWNSHIP TREAS	SWAMPLAND AND PILT DISTRIBUTION	SWAMP	01/11/18	25,189.31
701-253-274.17	SWAMP LAND	WELDON TOWNSHIP TREAS	SWAMPLAND AND PILT DISTRIBUTION	SWAMP	01/11/18	30,416.29
701-253-274.17	APPEALS/CHARGEBACKS/REFU	BENZIE COUNTY TREASUR	2016 PRE ADJ 02-505-019-00	121317	01/11/18	395.68
701-253-274.19	APPEALS/CHARGEBACKS/REFU	BENZIE COUNTY TREASUR	2015/16 PRE REFUND 07-501-061-00/0	121417	01/11/18	735.90
701-253-274.19	APPEALS/CHARGEBACKS/REFU	BENZIE COUNTY TREASUR	2016 PRE REFUND 07-508-022-10	121417	01/11/18	1,170.64
701-253-274.19	APPEALS/CHARGEBACKS/REFU	BENZIE COUNTY TREASUR	2014/15/16 PRE ADJ 04-026-007-10	121917	01/11/18	1,094.42
701-253-274.19	APPEALS/CHARGEBACKS/REFU	CORY BISSELL	2015/2016 PRE ADJUSTMENT 02-505-00	121317	01/11/18	1,465.30
701-253-274.19	APPEALS/CHARGEBACKS/REFU	EUGENE LAPORTE	2016 PRE REFUND 02-400-001-28	121417	01/11/18	2,025.89
701-253-274.19	APPEALS/CHARGEBACKS/REFU	JOHN AND SANDY NUSKE	2014/15/16 PRE ADJ 08-002-001-20	121917	01/11/18	754.46
701-253-274.19	APPEALS/CHARGEBACKS/REFU	JOSEPH AND BONNIE STA	2014/15/16 PRE REFUND 02-104-005-0	121417	01/11/18	806.63
701-253-274.19	APPEALS/CHARGEBACKS/REFU	KERSCHER, DOROTHY	2015/2016 PRE ADJ 05-130-005-30	121417	01/11/18	3,557.47
701-253-274.19	APPEALS/CHARGEBACKS/REFU	MARGARET MINSTER	2016 PRE ADJ 04-008-007-00	010418	01/11/18	796.28
701-253-274.19	APPEALS/CHARGEBACKS/REFU	MARLENE APPELHOF-WEST	2016 PRE ADJ 51-170-002-00	010318	01/11/18	2,056.44
701-253-274.19	APPEALS/CHARGEBACKS/REFU	MARSHALL PUTNEY JR	2015/2016 PRE REFUND 02-102-040-40	121417	01/11/18	1,672.24
701-253-274.19	APPEALS/CHARGEBACKS/REFU	SUSAN LAVENDAR	2016 TV ADJ 11-030-002-10	121917	01/11/18	1,130.06
701-253-274.19	APPEALS/CHARGEBACKS/REFU	THOMAS HOOKER AND JEA	2016 PRE ADJ 10-160-011-00	010318	01/11/18	11,461.36
701-253-274.19	APPEALS/CHARGEBACKS/REFU	VICKI SAGER	2015/16 TV ADJ 08-023-014-00	121917	01/11/18	154.88
Total For Dept 253 COUNTY TREASURER						147,796.62
Dept 268 REGISTER OF DEEDS						
701-268-228.40	DUE STATE - REMONUMENTAT	STATE OF MICHIGAN	2017 4TH QUARTER REMONUMENTATION	1/8/2018	01/11/18	5,638.14
Total For Dept 268 REGISTER OF DEEDS						5,638.14
Dept 301 SHERIFF						
701-301-228.16	DUE STATE - FINGER PRINT	MICHIGAN STATE POLICE	DUE STATE LIVE SCAN	551-503290	01/18/18	84.00
701-301-228.63	DUE STATE - SEX OFFENDER	MICHIGAN STATE POLICE	DUE STATE OF MICHIGAN SOR	551-503067	01/11/18	150.00
Total For Dept 301 SHERIFF						234.00
Total For Fund 701 GENERAL AGENCY FUND						169,973.47

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
			Fund Totals:				
			Fund 101 GENERAL FUND			185,478.52	
			Fund 205 TNT OFFICER MILLAGE FUND			406.38	
			Fund 206 SHERIFF'S K-9 FUND			49.98	
			Fund 213 JAIL OPERATIONS FUND			14,379.43	
			Fund 214 EMERGENCY MEDICAL SERVICES			18,815.33	
			Fund 228 SOLID WASTE/RECYCLING FUND			7,691.39	
			Fund 241 LAND BANK AUTHORITY FUND			86.19	
			Fund 245 REMONUMENTATION/SURVEY GRAN			20,800.00	
			Fund 247 ANIMAL CONTROL FUND			6,596.52	
			Fund 249 BUILDING DEPARTMENT FUND			1,436.34	
			Fund 261 911 EMERGENCY SERVICE FUND			4,504.46	
			Fund 263 LOCAL CORRECTION OFFICER'S			604.05	
			Fund 269 LAW LIBRARY FUND			712.64	
			Fund 276 COMMISSION ON AGING MILLAGE			89,450.57	
			Fund 292 CHILD CARE FUND			6,369.39	
			Fund 293 VETERAN'S RELIEF FUND			33,767.79	
			Fund 310 GOVERNMENT CENTER ADDITION			175.00	
			Fund 371 JAIL RESERVE FUND			1,000.00	
			Fund 425 EQUIPMENT REPLACEMENT FUND			24,995.00	
			Fund 516 DELINQUENT TAX REVOLVING FU			3,931.50	
			Fund 532 TAX FORECLOSURE FUND			2,105.18	
			Fund 701 GENERAL AGENCY FUND			169,973.47	
			Total For All Funds:			593,329.13	

Human Resources (HR) Report

Committee Appointments

ACTION ITEMS

RESOLUTION NO. 2018-004

BENZIE COUNTY BOARD OF COMMISSION

Opposition to Michigan House Bills 5096-5098

WHEREAS, HB 5096-5098 seek to amend various local government statutes and the County Road Law in a way that would significantly reduce the ability of local governments, county road agencies, and county drain commissions to charge adequate fees, provide safe and reasonable criteria to access public jurisdictions, and collect adequate bonding should these properties be damaged and need restoration from telecommunication providers and their contractors that wish to work, install and maintain cable, fiber optics, extended poles/antennas, towers, and power units on public properties; and

WHEREAS, the effect of these bills would force local governments, county road agencies, public works departments, and drain commissions to subsidize telecommunications with local and Michigan Transportation funds; and

WHEREAS, as legal guardians of the public property and road right-of-way, local governments, county road agencies, and drain commissions must ensure work in their jurisdictions is performed safely, does not damage the infrastructure, and meets engineering standards (both above and below ground), along with federal and state requirements; and

WHEREAS, local governments and county road agencies do not profit by issuing permits, but simply recover the costs of issuing permits, making site inspections, and performing related tasks; and

WHEREAS, HB 5096-5098 limit fees to \$300 per permit or \$1,000 on multiple projects; and

WHEREAS, such a "one-size-fits-all" fee does not account for the type of work planned in a rural or urban setting, nor does it consider the risks a project may pose, and in general these bills supplant engineering-based management with a "cookie-cutter" approach that puts public resources and workers at risk; and

WHEREAS, HB 5096-5098 limit security/bonding to \$20,000 regardless of the potential risk and damage beyond that amount or consideration of the location of the project or other factors, and requires that the bonds be returned within 60 days after a project is completed, even if damage is being contested; and

WHEREAS, these bills do not take into consideration the statewide ramifications and precedent that would be created; and

WHEREAS, that while the telecommunications industry may be able to point to isolated instances of local obstacles, it is certainly not a statewide problem;

NOW, THEREFORE, BE IT RESOLVED, that the Benzie County Board of Commissioners opposes HB 5096-5098 and strongly urges State Representative VanderWall and State Senator Booher to oppose HB 5096-5098 as well.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Governor Snyder; Representative VanderWall; Senator Booher the County Road Association of Michigan.

Dated: January __, 2018

Gary G. Sauer, Chairman

I, Dawn Olney, Clerk of the Benzie County Board of Commissioners, hereby do certify that the above resolution was adopted by the Benzie County Board of Commissioners on the ____ day of January, 2018.

Dawn Olney, Benzie County Clerk

DRAFT



Memorandum

To: Gary Sauer, Chair-Benzie County Board of Commissioners

From: Frank Post, Director-Emergency Management

Date: January 17, 2018

Subject: Integrated Public Alert and Warning System (IPAWS) Agreement

Attached is an agreement to between FEMA and Benzie County to authorize use to use the Integrated Public Alert and Warning System (IPAWS). This is a component of the CodeRED system that the Board of Commissioners has previously authorized us to utilize as a warning system.

The IPAWS system will allow to disseminate county wide warnings through the IPAWS network for such things as

- Child Abduction Emergency
- Civil Emergency Messages
- Evacuation Warnings
- Fire Warnings
- Hazardous Materials Warning
- Law Enforcement Warnings
- Local Area Emergency
- Shelter in Place Warning
- 911 Telephone Outage

This alerting network is available to us on a countywide basis only. They do, however, go out as emergency alerts to the residents and visitors of Benzie County and must be treated as such.

If you read into the documents there are 2 individuals authorized to issue such alerts and include Director Ronald Berns of Benzie County Central Dispatch and myself.

RECOMMENDATION

I recommend that the Chair of the Benzie County Board of Commissioners be authorized to sign on the county's behalf and enter into an agreement with FEMA for use of the Integrated Public Alert and Warning System (IPAWS) and that Emergency Management Coordinator, Frank Post, as well as Central Dispatch Director, Ronald Berns, be designated as Points of Contact for Benzie County relative to the use of IPAWS.

RECEIVED

JAN 17 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

**Memorandum of Agreement
between the
Benzie County
and the**



**Federal Emergency Management Agency
Integrated Public Alert and Warning System
(IPAWS) Program Management Office**

Regarding the use of:

**Benzie County
Interoperable System(s)
and**

**IPAWS OPEN Platform for Emergency Networks
(IPAWS-OPEN)**

Version 1.1

17 Jan 2018

WARNING: This document is FOR OFFICIAL USE ONLY (FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of the FEMA Integrated Public and Warning System and the FEMA Disclosure Offices.

RECEIVED

JAN 17 2018

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

MEMORANDUM OF AGREEMENT

SUPERSEDES: None

INTRODUCTION

The purpose of this memorandum is to establish a management agreement between the Benzie County hereinafter referred to as the Collaborative Operating Group (COG), and the Federal Emergency Management Agency (FEMA) IPAWS Division regarding the utilization and security of Benzie County Interoperable System(s) (as shown in Appendix A), which interoperate with the IPAWS Open Platform for Emergency Networks (IPAWS-OPEN). The expected benefit is to enable information interoperability across emergency response organizations and systems as intended by the IPAWS Initiative.

This agreement will govern the relationship between the Collaborative Operating Group and FEMA, including designated managerial and technical staff and system users associated with the aforementioned COG. As indicated within the terms of this agreement, both parties agree to allow system interoperability through the use of SOAP over HTTPS via the public internet. Under this agreement, no direct or networked connection using VPN (or equivalent technology) between the systems named in Appendix A and IPAWS-OPEN is allowed. In the event a direct connection is required, an Interconnection Security Agreement must be executed.

AUTHORITY

The authority for this agreement is based on the Communications Act of 1934, as amended (47 U.S.C § 606) and the implementation of regulation 47 C.F.R § 11 which establishes the statutory basis under which the FEMA IPAWS Program operates emergency alerting systems. In addition, Executive Order 13407 of June 26, 2006, Public Alert and Warning System Executive Order states, "It is the policy of the United States to have an effective, reliable, integrated, flexible, and comprehensive system to alert and warn the American people...establish or adopt, as appropriate, common alerting and warning protocols, standards, terminology, and operating procedures for the public alert and warning system to enable interoperability and the secure delivery of coordinated messages to the American people". In response, FEMA established the IPAWS Program Management Office (PMO) in April 2007.

BACKGROUND

It is the intent of both parties to this agreement to establish and utilize a standardized web based application interface (as defined by the IPAWS-OPEN Web Service Interface Design Guidance) between the information technology (IT) systems shown below to facilitate the exchange of emergency messages within the production environment. The testing of the interoperability of these systems has been performed through the use of FEMA's Test and Development environment to ensure the transference and receipt of emergency messages using approved messaging standards. The interoperability between these systems is supported by the use of SOAP over HTTPS via the public internet.

COMMUNICATIONS

Frequent formal communications are essential to ensure the successful management and operation of system interoperability. Both parties agree to maintain open lines of communication between designated staff (as indicated in Appendix B) at both the managerial and technical levels. All communications described herein must be conducted in writing and may be disseminated by electronic means unless otherwise noted.

The owners of the respective systems agree to designate and provide contact information for technical leads for their respective systems, and to facilitate direct contacts between technical leads to support the management and operation of system interoperability. To safeguard the confidentiality, integrity, and availability of the systems and the data they store, process, and transmit, both parties agree to provide notice of specific events within the timeframes indicated below:

- **Security Incidents:** Technical, administrative and/or help desk staff will immediately notify their designated counterparts by telephone or e-mail when a security incident(s) is detected and/or a violation of the Rules of Behavior (see Appendix C) has been identified. Both parties agree to make the appropriate technical and administrative individuals available for all necessary inquiries and/or investigations. Containment and/or resolution procedures will be documented by the identifying party and after action reports generated and submitted to the system owner and/or designated security officials within five (5) business days after detection of the incident(s).

- **Disasters and Other Contingencies:** The FEMA IPAWS Program Office will notify the COG by telephone, e-mail or other acceptable means in the event of a disaster or other contingency that disrupts the normal operation of IPAWS-OPEN.
- **System Interconnections:** This MOA is intended for systems interoperating with IPAWS OPEN using SOAP over HTTPS via the public Internet. If in the future, an interconnection (i.e. dedicated system-to-system connection) is required to IPAWS-OPEN, this MOA must be updated and an Interconnection Security Agreement (ISA) must be executed. If a change in status from interoperating to interconnected system is required, the initiating party will notify the other party at least 3 months before the planned interconnection is to be in place.
- **Discontinuation of Use:** In the event the use of IPAWS-OPEN is no longer required, the COG agrees to immediately notify, in writing, the FEMA IPAWS Program Office at which time the COGID and associated access credentials will be deactivated.
- **Personnel Changes:** Both parties agree to provide notification of changes to their respective system owner or technical lead. In addition, both parties will provide notification of any changes in the point of contact information provided in Appendix B. All relevant personnel changes and changes to contact information must be provided within 5 business days of the change.

TYPE OF INTERCONNECTIVITY

Both parties agree that the COG will utilize only the assigned COGID, associated credentials and digital certificates provided by the FEMA IPAWS Program Office to support interoperability between the system(s) listed in Appendix A and IPAWS OPEN. In addition, all interoperable systems must be configured to interface with IPAWS-OPEN over the public Internet using only approved web service standards and associated requirements. A listing of approved web service standards and supporting requirements can be obtained from the IPAWS-OPEN Web Service Interface Design Guidance document.

In the event, a dedicated connection is required, both parties will agree to negotiate and execute an Interconnection Security Agreement (ISA) as required per Department of Homeland Security (DHS) policy which must be signed by all required parties before the interconnection is activated. Proposed changes to either system that affect system interoperability will be reviewed and evaluated to determine the potential impact. If the proposed changes impact the agreed upon terms, the MOA will be renegotiated and executed before changes are implemented.

SECURITY

To ensure the joint security of the systems and the message data they store, process, and transmit, both parties agree to adhere to and enforce the Rules of Behavior (as specified in Appendix C). In addition, both parties agree to the following:

- Ensure authorized users accessing the interoperable system(s) receive, agree to abide by and sign (electronically or in paper form) the IPAWS-OPEN Rules of Behavior as specified in Appendix C. Each jurisdiction is responsible for keeping the signed Rules of Behavior on file or stored electronically for each system user.
- Utilize FEMA approved PKI certificates to digitally sign messages as they are transported over the public Internet.
- Certify that its respective system is designed, managed and operated in compliance with all relevant federal laws, regulations, and policies.
- Document and maintain jurisdictional and/or system specific security policies and procedures and produce such documentation in response to official inquiries and/or requests.
- Provide physical security and system environmental safeguards for devices supporting system interoperability with IPAWS-OPEN.
- Ensure physical and logical access to the respective systems as well as knowledge of the COGID and associated access criteria are only granted to properly vetted and approved entities or individuals.
- Where applicable, ensure that only individuals who have successfully completed FEMA-required training can utilize the interoperable systems to issue alerts and warnings intended for distribution to the public.
- Where applicable, document and maintain records of successful completion of FEMA-required training and produce such documentation in response to official inquiries and/or requests.

COST CONSIDERATIONS

This agreement does not authorize financial expenditures by the COG on behalf of FEMA. The FEMA – IPAWS Division is responsible for the costs associated with developing, operating and maintaining the availability of the IPAWS-OPEN system. The COG is responsible for all costs related to providing their users with access to IPAWS-OPEN via the public Internet. These costs may include hardware, software, monthly Internet charges, completion of security awareness training and other related jurisdictional costs.

PROPERTY OWNERSHIP

Each Party agrees and acknowledges that nothing in this Agreement shall be construed as giving a party any proprietary rights in or to the intellectual property of the other party. Each Party further agrees that nothing in this Agreement shall be construed as creating or granting to a party any implied or express license in or to the intellectual property of the other party.

TIMELINE

This agreement will remain in effect based on the life of the Authority to Operate (ATO) for IPAWS-OPEN or a maximum of three (3) years after the last date on either signature in the signature block below. Upon expiration of the IPAWS-OPEN ATO or after three (3) years (whichever comes first), this agreement will expire without further action and system access privileges will be revoked. If the parties wish to extend this agreement, they may do so by reviewing, updating, and reauthorizing this agreement. This newly signed agreement supersedes all earlier agreements, which should be referenced above by title and date. If one or both of the parties wish to terminate this agreement prematurely, they may do so upon 30 days' advanced notice or in the event of a security incident that necessitates an immediate response.

SIGNATORY AUTHORITY

I agree to the terms of this Memorandum of Agreement. Noncompliance on the part of either organization or its users or contractors concerning the policies, standards, and procedures explained herein may result in the immediate termination of this agreement.

Benzie County Official

Name: Gary Sauer

Title: Gary Sauer Chairman, Benzie County Board of Commissioners

Federal Emergency Management Agency

IPAWS OPEN System Owner

Name: Mark A. Lucero

Title: Chief, IPAWS Engineering

X

(Signature Date)

**Benzie County
448 Court Place
Beulah, MI, 49617**

(Signature Date)

**Attn: IPAWS-OPEN System Owner, Suite 506
Federal Emergency Management Agency
500 C Street SW
Washington, D.C. 20472-0001**

FEMA Authorizing Official or Designee

FEMA CISO or Deputy CISO

(Signature Date)

(Signature Date)

Appendix A

Listing of Interoperable Systems

IPAWS recognizes that Emergency Management organizations may utilize multiple tools to facilitate the emergency management process. As a result, jurisdictions may need to interoperate with IPAWS-OPEN using more than one system. In order to comply with DHS policy, all systems interoperating with IPAWS-OPEN must be documented and supported by a Memorandum of Agreement. As a result this appendix must be completed to identify all systems associated with the COG and used for interoperating with IPAWS-OPEN. This Appendix must be amended as applicable systems are added or removed from operations.

- **IPAWS-OPEN**

Function:	IPAWS-OPEN is the backbone system that structures the alert and distributes the message from one interoperating and/or interconnected system (message sender) to another interoperating and/or interconnected system (message recipient).
Location:	FEMA Emergency Operations Center
Description of data, including sensitivity or classification level:	Messaging data is considered Sensitive But Unclassified (SBU) information and does not contain Personally Identifiable Information (PII), Financial data, Law Enforcement Sensitive Information or classified information. Each message that flows through the IPAWS-OPEN system will be associated to a specifically assigned system User ID and COGID as captured within the message elements. This information will be retained in system logs.

The systems listed below are managed and operated by the COG and are subject to the terms defined within the Memorandum of Agreement including the Rules of Behavior in Appendix C. Each interoperable system will be assigned unique authentication credentials, which must be protected by the COG. In the event these credentials are compromised, the COG is expected to immediately contact the IPAWS Program Management Office. The systems listed below are only allowed to interoperate with IPAWS-OPEN based on the criteria set forth within the IPAWS-OPEN Web Service Interface Design Guidance.

- **CodeRED**

Function:	Web based public notification system
Location:	Atlanta, GA; Dallas, TX; Las Vegas, NV;
Description of data, including sensitivity or classification level:	Comprised of Unclassified, Non-sensitive CAP data

Appendix B

COG Point of Contact Information

Designated COG Primary Point of Contact:

Name: Frank Post

Title: Emergency Management Coordinator

Business Email Address: fpost@benzieco.net

Primary Phone Number: 231-882-0567

Alternate Phone Number:

Organization: Benzie County Office of Emergency Management

Mailing Address: 448 Court Place Room 134, Beulah, MI, 49617

Designated Alternate Point of Contact:

Name: Ronald Berns

Title: Director

Business Email Address: rberns@benzieco.net

Primary Phone Number: 231-882-4487

Alternate Phone Number:

Organization: Benzie County Central Dispatch

Mailing Address: 505 South Michigan Ave., Beulah, MI, 49617

Designated Technical Point of Contact:

Name: Frank Post

Title: Emergency Management Coordinator

Business Email Address: fpost@benzieco.net

Primary Phone Number: 231-882-0567

Alternate Phone Number:

Organization: Benzie County Office of Emergency Management

Mailing Address: 448 Court Place Room 134, Beulah, MI, 49617

FEMA: Integrated Public Alert and Warning System Open Platform for Emergency Networks (IPAWS-OPEN)

Contact Name	Contact Number	Email Address	Summary of System Responsibilities
Adrian R. Gardner	202-646-3006	Adrian.Gardner@fema.dhs.gov	Chief Information Officer, FEMA
Craig Wilson	202-212-1523	Craig.Wilson@fema.dhs.gov	Chief Information Security Officer (Acting)
Mark Lucero	202-646-1386	Mark.Lucero@fema.dhs.gov	System Owner
Gary Ham	703-899-6241	Gary.Ham@associates.fema.dhs.gov	FEMA PMO - IPAWS-OPEN
Gustavo Barbet	202-212-3586	gustavo.barbet@associates.fema.dhs.gov	FEMA ISSO - IPAWS-OPEN
Neil Bourgeois	703-732-6331	Neil.Bourgeois@associates.fema.dhs.gov	FEMA-EADIS IPAWS-OPEN Tech Lead

Appendix C

IPAWS-OPEN Rules of Behavior

1.0 INTRODUCTION

The following rules of behavior apply to all persons with application access to Benzie County Interoperable System(s) and/or who have been issued a COGID with associated credentials for IPAWS-OPEN. These individuals shall be held accountable for their actions related to the information resources entrusted to them and must comply with the following rules or risk losing their access privileges. The Rules of Behavior apply to users on official travel as well as at their primary workplace (e.g., Emergency Operations Center – EOC) and at any alternative workplace (e.g., telecommuting from a remote or satellite site) using any electronic device including laptop computers and portable electronic devices (PED's). PED's include personal digital assistants (PDA's) (e.g. Palm Pilots), cell phones, text messaging systems (e.g., Blackberry), and plug-in and wireless peripherals that employ removable media (e.g. CDs, DVDs, etc.). PEDs also encompass USB flash memory (thumb) drives, external drives, and diskettes. These Rules of Behavior are consistent with existing DHS policies and DHS Information Technology (IT) Security directives and are intended to enhance the awareness of each user's responsibilities regarding accessing, storing, receiving and/or transmitting information using IPAWS-OPEN.

2.0 APPLICATION RULES

2.1 Official Use

- IPAWS-OPEN is a Federal application to be used only in the performance of the user's official duties in support of public safety as described in the National Incident Management System (NIMS).
- The use of the IPAWS-OPEN for unauthorized activities is prohibited and could result in verbal or written warning, loss of access rights, and/or criminal or civil prosecution.
- By utilizing IPAWS-OPEN, the user of the interoperable system(s) consents to allow system monitoring to ensure appropriate usage for public safety is being observed.
- EMA's will be held accountable for safeguarding all configuration items and information entrusted to them by FEMA. EMA's are expected to manage the relationship with supporting vendors, consultants and any other entities providing system support on their behalf. In addition, EMA's will be held accountable in the event of a security breach or disclosure of sensitive configuration information such as digital certificates. Each EMA understands that the use of digital signatures used on behalf of the EMA is binding for the EMA and EMA's will be held accountable accordingly. In the event sensitive information is mishandled, utilization of IPAWS-OPEN may be immediately revoked.
- If software interoperating with IPAWS-OPEN enables users to geo-target public alert messages by means of geospatial polygons or circles, then the user shall restrict any such geospatial boundaries so as to remain within the geographical limits of their public warning authority (or as near as possible), as determined by applicable state and/or local laws and duly adopted operational plans.

2.2 Access Security

- All Email addresses provided in connection with interoperable system(s) user accounts must be associated to an approved email account assigned by the user's emergency management organization. The use of personal email accounts to support emergency messaging through IPAWS-OPEN is prohibited.
- Upon approval of the MOA by FEMA, a COG account with COGID and Digital Certificate will be created and issued to the designated technical representative. All individuals with knowledge of these credentials must not share or alter these authentication mechanisms without explicit approval from IPAWS.
- Every interoperable system user is responsible for remote access security as it relates to their use of IPAWS-OPEN and shall abide by these Rules of Behavior.

2.3 Interoperable System User Accounts and Passwords

- All users must have a discrete user account ID which cannot be the user's social security number. To protect against unauthorized access, passwords linked to the user ID are used to identify and authenticate authorized users.
- Accounts and passwords shall not be transferred or shared. The sharing of both a user ID and associated password with anyone (including administrators) is prohibited.
- Accounts and passwords shall be protected from disclosure and writing passwords down or electronically storing them on a medium that is accessible by others is prohibited.
- The selection of passwords must be complex and include:
 - At least eight characters in length
 - At least two (02) upper case and two (02) lower case letters
 - At least two (02) numbers and one (01) special character.
- Passwords must not contain names, repetitive patterns, dictionary words, product names, personal identifying information (e.g., birthdates, SSN, phone number), and must not be the same as the user ID.
- Users are required to change their passwords at least once every 90 days.
- Passwords must be promptly changed whenever a compromise of a password is known or suspected.

2.4 Integrity Controls & Data Protection

- All computer workstations accessing IPAWS-OPEN must be protected by up-to-date anti-virus software. Virus scans must be performed on a periodic basis and when notified by the anti-virus software.
- Users accessing interoperable system(s) to utilize IPAWS-OPEN must:
 - Physically protect computing devices such as laptops, PEDs, blackberry devices, smartphones, etc;
 - Protect sensitive data sent to or received from IPAWS-OPEN;
 - Not use peer-to-peer (P2P) file sharing, which can provide a mechanism for the spreading of viruses and put sensitive information at risk;
 - Not program computing devices with automatic sign-on sequences, passwords or access credentials when utilizing IPAWS-OPEN.

Users may not provide personal or official IPAWS-OPEN information solicited by e-mail. If e-mail messages are received from any source requesting personal information or asking to verify accounts or other authentication credentials, immediately report this and provide the questionable e-mail to the Local System Administrator and/or the Benzie County Help Desk.

- Only devices officially issued through or approved by DHS, FEMA and/or approved emergency management organizations are authorized for use to interoperate with IPAWS-OPEN and use of personal devices to access and/or store IPAWS-OPEN data and information is prohibited.
- If a Blackberry, smartphone or other PED is used to access the interoperable system(s) to utilize IPAWS-OPEN, the device must be password protected and configured to timeout or lock after 10 minutes of inactivity.
- If sensitive information is processed, stored, or transmitted on wireless devices, it must be encrypted using approved encryption methods.

2.5 System Access Agreement

- I understand that I am given access to the interoperable system(s) and IPAWS-OPEN to perform my official duties.
- I will not attempt to access data, information or applications I am not authorized to access nor bypass access control measures.
- I will not provide or knowingly allow other individuals to use my account credentials to access the interoperable system(s) and IPAWS-OPEN.
- To prevent and deter others from gaining unauthorized access to sensitive resources, I will log off or lock my computer workstation or will use a password-protected screensaver whenever I step away from my work area, even for a short time and I will log off when I leave for the day.
- To prevent others from obtaining my password via "shoulder surfing", I will shield my keyboard from view as I enter my password.
- I will not engage in, encourage, or conceal any hacking or cracking, denial of service, unauthorized tampering, or unauthorized attempted use of (or deliberate disruption of) any data or component within the interoperable system(s) and IPAWS-OPEN.
- I agree to inform my Local System Administrator when access to the interoperable system(s) and/or IPAWS-OPEN is no longer required.
- I agree that I have completed Computer Security Awareness training prior to my initial access to the interoperable system(s) and IPAWS-OPEN and that as long as I have continued access, I will complete Computer Security Awareness training on an annual basis.

2.6 Accountability

- I understand that I have no expectation of privacy while using any services or programs interoperating with IPAWS-OPEN.
- I understand that I will be held accountable for my actions while accessing and using interoperable system(s) and IPAWS-OPEN, including any other connected systems and IT resources.
- I understand it is my responsibility to protect sensitive information from disclosure to unauthorized persons or groups.
- I understand that I must comply with all software copyrights and licenses pertaining to the use of IPAWS-OPEN.

2.7 Incident Reporting

- I will promptly report IT security incidents, or any incidents of suspected fraud, waste or misuse of systems to the Local System Administrator and/or the Benzie County Help Desk.

3.0 IPAWS-OPEN Rules of Behavior Statement of Acknowledgement

I have read and agree to comply with the requirements of these Rules of Behavior. I understand that the terms of this agreement are a condition of my initial and continued access to Benzie County Interoperable System(s) and IPAWS-OPEN and related services and that if I fail to abide by the terms of these Rules of Behavior, my access to any and all IPAWS-OPEN information systems may be terminated and I may be subject to criminal or civil prosecution. I have read and presently understand the above conditions and restrictions concerning my access.

Name (Print): Frank E. Post
Signature: Frank E. Post Date: 11/17/18

CORRESPONDENCE



The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission offices in Honor, Michigan on Thursday, December 14, 2017 at 9:30 AM.

Present:	Chairman Bob Rosa	Manager Skeels
	Vice Chair Phil Hoyt	Clerk Jordan
	Ted Mick, Member	Financial Manager Kolinske
	Superintendent Schaub	

Motion by Comm Mick and supported by Comm Rosa to approve the agenda as amended adding funding for Bankston Road paving. Ayes: Rosa, Hoyt and Mick. Nays: none

The minutes of the 11/09/17 meeting were accepted as presented.

Motion by Comm Hoyt and supported by Comm Mick to pay bills # 44579 to # 44679 for the amount of \$329,735.00, Payroll #23 for \$56,087.10, Payroll #24 for \$64,472.67 and Payroll #25 for \$59,870.78. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Motion by Comm Mick and supported by Comm Hoyt to do the EFT transfer for MERS in the amount of \$46,648.26. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Cash Summary – Financial Manager Kolinske informed the board that we will have an additional \$126,647 in payments before year end, \$86,647 is for MDOT prior year refund paying into MERS retirement surplus division approved at a prior board meeting and \$40,000 for a used semi-tractor if approved at this meeting (see item under Correspondence/Information/Discussion).

Superintendent's report: Employee Ron Blough back to work full-time. Working on training three new drivers. Update on Weldon Road/Carter Creek.

Standing Guest: Gary Sauer-County Commissioner - Brought the board up to date on issues at the county level.

Public Input: None

Items Before the Board:

Millage Language, May or August date – Reviewed proposed millage language. Motion by Comm Rosa and supported by Comm Hoyt to go for our millage renewal in August 2018. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Set January Meeting Date - Motion by Comm Rosa and supported by Comm Hoyt to set first meeting in 2018 for January 11, 2018. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Add Jennifer as Authorized visa signer - Motion by Comm Mick and supported by Comm Hoyt to add Jennifer L Kolinske as an authorized visa signer. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

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BENZIE COUNTY CLERK
BEULAH, MI 49617

Performance Resolution for Governmental Agencies - Motion by Comm Hoyt and supported by Comm Rosa to adopt the performance resolution for governmental agencies. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Driveway Policies – Tabled till next board meeting.

Funding Bankston Road Paving - Motion by Comm Rosa and supported by Comm Hoyt to add Bankston Road paving project to bid package. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Correspondence/Information/Discussion:

2004-2006 Semi-Tractor Bid - Motion by Comm Mick and supported by Comm Hoyt to reallocate \$100,000 of BCRC funded primary road monies (general fund) for fiscal year 2018 of which \$40,000 will be used to purchase semi-tractor. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

2018 BCRC Projects – Matt presented a list of 2018 BCRC projects for millage primary, BCRC funded and recommended millage local projects. Motion by Comm Mick and supported by Comm Hoyt to approve the 2018 BCRC project list. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Grader Purchase/Lease – Brad presented material from MI Cat and John Deere on leasing a grader. Motion by Comm Mick and supported by Comm Hoyt to approve leasing a grader from MI Cat. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Chahbazi berm list – Mr. Chahbazi has removed his berm and is now in compliance. Brad gave a summary to the board of other resident's berms that Mr. Chahbazi had complained about. These included the following addresses: 5230 Crystal Drive, 6833 Deadstream Road, 8233 Deadstream Road, 7243 Deadstream Road, 8202 Deadstream Road and 6762 Deadstream Road.

Maxwell ROW Issue – the board granted Mrs. Maxwell until June 1, 2018 to have this issue resolved.

Crystal Lake Township – BCRC New payment policy – Rick Nielsen presented the board with an update on their plans to pay off fiscal year 2017 projects and how they would like to proceed with fiscal year 2018 projects. Fiscal year 2017 projects will be paid in full by April 1, 2018.

Fewins Road – Inland Township unpaid bill – BCRC billing error. This has been resolved

Pt. Betsie Road application language – board gave Matt approval to give our written support for them to apply for DEQ coastal zone grant.

2018 Frost Law Contract – board gave approval to have contract drafted for forty hours of service.

MERS – Surplus Division – Financial Manager Kolinske informed board that we have filed the paperwork to open our surplus division with MERS and will be depositing \$86,647 as soon as we have confirmation.

Public Input:

Paul Beechcraft mentioned that there are t-posts on White Oak Court that are too close to the road.

Meeting adjourned at 12:10 p.m.

Minutes approved 01/11/2018.

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 Road Commission offices in Honor, Michigan on Thursday, December 21, 2017 at 9:30 AM.

Present: Chairman Bob Rosa
Vice Chair Phil Hoyt
Ted Mick, Member

Superintendent Schaub
Manager Skeels
Financial Manager Kolinske

Items before the board

MDOT Contract-Pioneer Road at King Road - Motion by Comm Rosa and supported by Comm Mick to accept the resolution #2017-11 for MDOT contract #17-5513 naming Bob Rosa and Matt Skeels as signers. Ayes: Rosa and Mick. Nays: None. Motion carried.

Public Input - None

Motion by Comm Rosa and supported by Comm Mick to go into closed session at 9:40 AM. Ayes: Rosa and Mick. Nays: None. Motion carried

Comm Hoyt arrived at 9:43 AM

Motion by Comm Hoyt and supported by Comm Rosa to come out of closed session at 10:20 AM. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried

Motion by Comm Hoyt and supported by Comm Rosa to accept union contract as presented. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried

Meeting adjourned at 10:21 AM

Minutes approved 01/11/2018.

Robert Rosa, Chairman

Jennifer L. Kolinske, Clerk

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JAN 11 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

BENZIE COUNTY VETERANS AFFAIRS COMMITTEE
Meeting Minutes
Monday, December 4, 2017, 9:00am
Conference Room 206, Governmental Center, Beulah, Michigan

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Committee members present: Tom Stobie, Bob Roelofs, Camp Bailey, Ed Kowalski, Kirt Giddis, and Dale Ginzel (Secretary)
Absent: Phil Hoyt

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

A motion was made by Kirt and supported by Ed to approve agenda. Motion was approved unanimously.

A motion was made by Bob and supported by Ed to approve November committee meeting minutes. Motion was approved unanimously.

Public Comment: None.

Outside Veterans Meetings: Bob Roelofs was selected as the 2017 Veteran of the Year by the GTAVC. Also, Michael Roof will start as the new Grand Traverse County Veterans Affairs Director January 2, 2018.

County Veterans Counselor Report: None

Financial input: Michelle Thompson provided budget report. The Veterans' Relief Fund (293) has an end balance of \$69,785.75. The Veterans' Trust Fund (294) End Balance is \$0 after the remaining balance was sent back to the State of Michigan. Memorial Fund (Fund 701) balance is \$4,685.31.

Committee Action Items: N/A

Old Business:

- a. Grant request for pavilion: Learned that the application for the Grant request was due earlier than anticipated. Bob agreed to complete and submit the Grant application within the next 24 hours. Ed made a motion and supported by Camp to move forward with Bob's proposal. Motion was approved unanimously.
- b. Informed that Swensons was sold, but new owner will honor current price of bricks agreed upon with committee.
- c. Special recognition for Memorial donors: Kirt was provided quotes from Swensons for different plaque options. More information forthcoming at next committee meeting. In addition, there was a consensus by the committee to have Kirt explore a "5 donors per brick" suggestion that Ed made. Bob and Kirt will start developing a list of donors that donated \$500 or more.

New Business:

- a. Draft by-laws were reviewed. Kirt suggested adding outreach to purpose. Additional suggestions were made and Tom agreed to make changes for review during January committee meeting.
- b. Josh Stoltz from Grow Benzie requested that a committee member be present to discuss services available to veterans at next Grow Benzie event.
- c. 2018 committee meeting schedule was discussed and dates were identified. Dale made a motion and supported by Ed to approve meeting schedule. Motion was approved unanimously.

Mileage, bills and per diem requests:

- a. Ed made a motion and supported by Bob to approve mileage and per diem for November committee meeting. Roll call: Tom – yes, Kirt – yes, Ed – yes, Camp – yes, Dale – yes, Bob – yes
- b. Bob requested repayment of \$150 he paid to Dale Chase to provide cannon exhibition during Veterans Day activities at Memorial. Kirt made a motion and supported by Camp to pay Bob. Roll call: Tom – yes, Kirt – yes, Ed – yes, Camp – yes, Dale – yes, Bob – abstained.

Meeting was adjourned at 10:55 am

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BEULAH, MI 49617

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BENZIE COUNTY
SOLID WASTE ADVISORY COMMITTEE
January 3rd, 2018
MINUTES

MEMBERS PRESENT: Dennis Fischgrabe, Dave Zempel and Marlene Wood

ABSENT: Jane Schultz, Roger Schultz, Todd Warren, Evan Warsecke

ALSO PRESENT: David Schaffer – Solid Waste/Recycling Coordinator

GUEST: Kris Wood

Call to Order: Chairman Wood called the meeting to order at 5:00pm

First Order of Business: Election of Officers. Chairman Wood called for nominations of officers for 2018. Motion by Wood, seconded by Zempel to nominate Dennis Fischgrabe for Chairman, Todd Warren for Vice-Chair and Marlene Wood for Secretary. Nominations were called for three times. Nominations closed. All voted in favor of the slate of officers as motioned.

Chairman Fischgrabe took over conducting the meeting.

Approval of the Agenda: Motion by Wood, seconded by Zempel to accept the Agenda as presented. All aye.

Approval of the Minutes of October 4th, 2017: Motion by Wood, seconded by Fischgrabe to approve the minutes as presented. All aye.

Public Input: None

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DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Business:

a. Vacancies and Appointments: The board welcomed newly appointed SWAC member Dave Zempel. No vacancies at this time.

b. Bay Area Disposal: The board welcomed Kris Wood, owner of Bay Area Disposal. Mr. Wood spoke of his dump trailer business in Inland Twp. and expressed to the board his desire to expand his operations to include a type II transfer station that would be open to the public. Extensive research of the Benzie County Solid Waste Plan siting criteria took place and much discussion was had in regards to the siting mechanism included in the county Solid Waste Plan. It was the opinion of Schaffer that the Solid Waste Plan requires that for a transfer station to open in Benzie County that the property the transfer station is located on, needs to be "Sponsored by the County". "Sponsorship by the county is defined to mean, at a minimum, ownership of the land on which the disposal area is located with solid waste directed to the disposal area by ordinance, contract or other similar mechanism as provided for in the Plan's Enforceable Program." There was continued conversation on whether it is the county that needs to own the property or the business owner. Schaffer pointed out that in the revision of the plan provided by the DEQ it states that the land needs to be owned by the county. The board recommended that Schaffer seek clarification of that particular portion of the plan and contact the county attorney if appropriate. In the case that Mr. Wood should request an amendment to the County Solid Waste Plan, Schaffer encouraged Mr. Wood to put together a business plan to present to the Board of Commissioners.

c. Recap of 2017: Schaffer gave a brief overview of 2017 and it was determined the year had many successes.

d. Bin Storage/Future Use: Schaffer stated that 18 of the county owned 30 yard roll of bins are being stored at the XPert Fulfillment site on Benzie Hwy for a fee of \$15/bin/month. The remaining 2 bins are being stored at the American Waste MRF in Traverse City for no charge. The board formed the opinion that the best course of action for the future of the bins would be to keep 2 for potential county use and put the rest up for bid. Schaffer will wait until a contract extension has been entered into with American Waste before the bins will be put up for sale.

e. American Waste Contract: Schaffer stated that he has spoken with the BOC about the possibility of entering into a contract extension with

American Waste in early 2018. The BOC was receptive of this plan. Schaffer would like to extend the contract for another 5 years with the addition of a termination clause added to the contract as well as requesting that a monthly report on where the county's recyclables are being sold. The board was supportive of this plan and Schaffer anticipates that the contract negotiations will begin soon.

f. Goals/Priorities for 2018: Helping Bay Area Disposal on how to become a transfer station, Acquiring Land for a County Owned recycling facility and encouraging Blaine and Joyfield Townships to hold a joint township clean-up day were all mentioned as good goals/priorities for 2018. Schaffer will keep the SWAC up to date in regards to these projects.

g. County Material Recovery Facility: Schaffer stated that the Benzie Transportation Authority had recently held a meeting where the potential use of acreage behind their facility for a county MRF was discussed. The BTA informed Schaffer that they are open to the idea and look forward to learning more about the project. Schaffer noted that he has another piece of land in mind as well and is hopeful that this will be the year we acquire land for a facility.

h. Regional Resource Recovery study: Schaffer gave an update on the monthly 3R meetings being held in Manistee County. Schaffer feels the meetings have made good progress in highlighting the successes and opportunities of waste diversion in the region as well as determining the needs that are still present. Schaffer feels it is in Benzie County's best interest to stay on the current course with its recycling program and also continue to participate with the 3R group.

i. Snow Plow: Schaffer stated that because of the change in bins at the county recycling sites, we now have 44 bins, previously 15 in the winter, to remove snow from. This has led to a large increase in time spent shoveling around the bins and creates mounds of snow that are a potential hazard to the county residents. Schaffer feels that the purchase of a snow plow for the county recycling truck will be a tremendous help in keeping the sites clear of potentially dangerous snow mounds. It was a consensus of the SWAC that Schaffer pursue the purchase of a snow plow for the truck.

j. DEQ EDU Grant/others: Schaffer reported that the DEQ EDU grant was making progress. A landing page has been created for the newspaper

and facebook ad campaign. Schaffer is working with a designer for the bus wrap portion of the campaign and expects good results soon. Schaffer did get permission from the DEQ to use some of the funding for kiosks for each recycling site. Schaffer reported that he expects to know about the scrap tire grant request sometime in February.

k. State Solid Waste Law (Part 115): Schaffer reported that a complete revision of part 115 of the State Solid Waste plan has been performed and is currently in draft form. Schaffer expects the draft to be finalized and presented for legislation before the end of 2018. Schaffer will keep the SWAC up to date as to any developments.

l. 2018 HHW and Electronics Vendors: Schaffer informed the SWAC that a contract extension has been made with the HHW vendor ERG for 2018 but he is still working on acquiring an electronics vendor.

m. Site Attendants: Schaffer stated that the new recycling bins are being picked up on a route. This removes the need for Sunday bin checks. Schaffer would like to keep the site attendance in place for at least the summer months to help keep the sites clean. Schaffer does not expect that the site cleanup days will need to be on weekends.

n. Current Financial Report: Schaffer presented the SWAC with a current financial report and noted that the Salary line item is incorrect. His salary is not the \$42,000/year as shown but is actually \$37,413.60. Schaffer does not have the authority to make the change in the program. All other line items were agreed to be in order.

COORDINATOR REPORT: A report of the coordinator's activities and program updates was available to the committee for review and discussion. It was requested that in the future, Schaffer provide the report at the beginning of the SWAC meetings.

OTHER BUSINESS:

CORRESPONDENCE: None

ADJOURN: Motion by Fischgrabe, seconded by Wood to adjourn the meeting at 7:40 p.m. All Aye.

The next quarterly meeting of SWAC will be held on Wednesday, April 4th, 2018.

Minutes are respectfully submitted by David Schaffer, Recycling Coordinator

Marlene Wood, Secretary

**Benzie County Solid Waste Department
Coordinator's Report
January 3rd 2018**

General Administration:		Status:	ACTION
DEQ Scrap Tire Grant	Anticipate award in February (\$8000)		REPORT
DEQ EDU Grant	In development. Expect the web page to be active in January and the Bus Wrap by spring		REPORT
HHW and Electronics Collections	ERG for HHW. Still working on the Electronics provider. Dates set for 6/16 and 8/4		REPORT
DNR Illegal Dumpsites Project	In need of volunteers		ONGOING
Website and Brochures	Keeping the website updated and creating new brochures for 2018 (Brochures in tax bill)		ONGOING
Current Financial Report	Report provided to SWAC		REPORT
Surplus Equipment	20 recycling bins		REPORT
Lease Agreements with Site Hosts	Renewed through 2019		ON FILE
Certificate of Coverage through MMRMA	have been updated according to Lease Agreements		ON FILE
Recycle Site Updates:		Status:	REPORT
Signage	Will be building and installing new sign's this winter/spring		REPORT
Honor site relocation	Established and getting good reports		REPORT
School Cardboard Trailers	Back under the care of the Schools		ONGOING
New 10 yard Bins	In place and getting good reports		REPORT
Lighting at the Honor Site	Lighting may need an upgrade		REPORT
Camera's	Working on upgrades for all sites		REPORT
Public Relations / Education:		Status:	ONGOING
Educational Articles and Advertising in Record Patriot	Coordinator often writes informational articles and press releases		ONGOING
COMMUNITY INVOLVEMENT	Coordinator involved in B-PAC, Benzie Composts, Adopt a " " programs		REPORT
FESTIVALS AND COMMUNITY	Beulah Christmas Parade, Shredding event, Paper bags, School visits		REPORT
COLLECTIONS CONDUCTED	2 t All collections completed for 2017. Planning for 2018		REPORT
Compost Drop Off Site at Grow Benzie	Cooperative		ONGOING
Regional Initiatives :		Status:	REPORT
Regional SWAC Meeting	10 Counties in N. MI	Meets in T.C. quarterly	REPORT
3R project		Meets monthly in Manistee	REPORT
Miscellaneous:			REPORT
Site attendants	No longer needed for reporting, potential for clean up only		\$.45 per pound / \$100 transportation charge
Battery Solutions continues to pick up batteries 'on call' basis	Added another 55 gallon drum for collection		NO CHARGE
ReConnect continues to accept UPS shipped rechargeable batteries			ONGOING
Latex Paint Program	In place at Honor Building Supply and Nugent Ace Hardware		REPORT
MDEQ Materials and Waste Management Conference	Attended in December		
Local/State/National Legislation:		Status:	REPORT
State Level Proposals to amend Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection	Act, 1994 PA 451.		REPORT
Governor Snyder's Recycling Council	Soon to have legislation		REPORT
ReTrac Data Tracking System	All Counties may be required to use this data tracking system		Benzie County Data is being entered

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ALGER COUNTY BOARD OF COMMISSIONERS

Mary Ann Froberg, Clerk
101 COURT STREET, MUNISING, MI 49862

RESOLUTION #2018-01

WHEREAS, HB 5096-5098 seek to amend various local government statutes and the County Road Law in a way that would significantly reduce the ability of local governments, county road agencies, and county drain commissions to charge adequate fees, provide safe and reasonable criteria to access public jurisdictions, and collect adequate bonding should these properties be damaged and need restoration from telecommunication providers and their contractors that wish to work, install, and maintain cable, fiber optics, extended poles/antennas, towers, and power units on public properties; and

WHEREAS, the effect of these bills would force local governments, county road agencies, public works departments, and drain commissions to subsidize telecommunications with local and Michigan Transportation funds; and

WHEREAS, as legal guardians of the public property and road right-of-way, local governments, county road agencies and drain commissions must ensure work in their jurisdictions is performed safely, does not damage our infrastructure, and meets engineering standards (above/below ground), along with federal and state requirements; and

WHEREAS, local governments and county road agencies do not profit by issuing permits, but simply recover the costs of issuing permits, making site inspections, and performing related tasks; and when the project is completed, funds should be reconciled with the permit holder; and

WHEREAS, HB 5096-5098 limit fees to \$300 per permit or \$1,000 on multiple projects; and

WHEREAS, this fee system with HB 5096-5098 has the potential to become an unfunded mandate; and

WHEREAS, such a "one-size-fits-all" fee does not account for the type of work planned in a rural or urban setting, nor does it consider the risks a project may pose, and in general the Bills supplant engineering-based management with a "cookie-cutter" approach that puts public resources and workers at risk; and

WHEREAS, HB 5096-5098 limit security/bonding to \$20,000 regardless of the potential risk and damage beyond that amount, rural vs. urban setting, and requires that bonds be returned within 60 days after a project is completed, even if damage is being contested; and

WHEREAS, these Bills do not take into consideration the statewide ramifications and precedent that these bills would create; and

WHEREAS, that while the telecommunications industry may be able to point to isolated instances of local obstacles, it is certainly not a statewide problem; now

Alger County is an Equal Opportunity Employer

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JAN 16 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

THEREFORE, BE IT RESOLVED, that the Alger County Board of Commissioners opposes HB 5096-5098 and strongly urges State Representative Cambensy and Senator Casperson to oppose HB 5096-5098 as well; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Governor Snyder, Representative Cambensy, Senator Casperson, the Michigan Association of Counties, and the other 82 counties.

CERTIFICATION

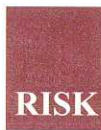
I hereby certify that the above is a true copy of a Resolution adopted by the Alger County Board of Commissioners at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,



Mary Ann Froberg, Alger County Clerk

Dated: January 8, 2018



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

December 22, 2017

Dawn Olney, County Clerk
Benzie County
448 Court Place
Beulah, MI 49617-0377

Dear Ms. Olney:

Thank you for your recent renewal with the Michigan Municipal Risk Management Authority. On behalf of the MMRMA Board of Directors, I am very pleased to provide Benzie County with \$103,450. This represents your share of the distribution of excess net assets to Members, which was declared by the Board in February 2017. In accordance with your instructions, \$53,450 will be deposited in your Member Funds Held on Deposit with MMRMA and the remaining portion of your distribution is provided in the enclosed check for \$50,000.

This distribution is based on the most recent analysis of net asset adequacy at June 30, 2016. Each year, the Board determines whether to declare a net asset distribution. This year, the Board of Directors declared a net asset distribution to eligible Members of \$23.7 million. MMRMA's ability to declare this distribution is a direct reflection of consistently strong performance results. Many factors contribute to these results, including better than expected loss trends, good risk management practices, responsiveness to risk control recommendations, and solid investment income. Since a new analysis is performed each year, there is no guarantee of future distributions.

However, the essential and most important factor allowing MMRMA to distribute excess net assets is the long-term commitment of its Members. A majority of MMRMA Members enjoy over 20 years of continuous membership, and several have more than 25 continuous years with the organization. The method used to calculate the distribution of excess net assets recognizes and rewards those municipalities with sustained longevity. In addition to the years of continuous membership, the calculation method considers General Fund contributions and claim loss history in excess of your self-insured retention (SIR) layer over the past five years. The ultimate recognition of the success of our organization goes to you – the MMRMA Members. Without your ongoing participation, such distributions would not be possible. The Board and I sincerely thank you for your loyal support of the MMRMA.

Warmest regards,

Michael L. Rhyner
Executive Director

RECEIVED

JAN 11 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

MMRMA
To: BENZIE COUNTY

Check Number: 134010
Date: 12/20/2017

Invoice Number	Date	Description	Amount	Paid Amount
NAD	12/19/2017	DISTRIBUTION OF EXCESS NET ASSETS @ 6/30/16 \$53,450 TRANSFERED TO MEMBER FUNDS ON DEPOSIT	\$50,000.00	\$50,000.00

TOTALS: \$50,000.00 \$50,000.00

MMRMA
To: BENZIE COUNTY

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RECEIVED

JAN 11 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

TOTALS: \$50,000.00 \$50,000.00
PRINTED IN U.S.A.

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

Comerica Bank, NA

072000096

134010

RISK

MICHIGAN MUNICIPAL
RISK MANAGEMENT
AUTHORITY

14001 MERRIMAN • LIVONIA, MI 48154

Pay Fifty Thousand Dollars And 00 Cents
to the Order of:

BENZIE COUNTY

DATE	AMOUNT
Dec 20, 2017	\$50,000.00

Michael J. Ryan
Brian J. Johnson

RED IMAGE
FADERS WITH HEAT

THE BACK OF THIS DOCUMENT CONTAINS CHECK SECURITY WATERMARK AND COIN REACTIVE INK

1340100720000961840051724

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December 2017 Statement of Activities Notes

For December month end we are approximately \$57,587 under budget large part due to Section 5311 for FY17 not received.

Revenue Accounts:

- **40100 and 40200 Passenger Fares and Contract Fares** – Combined fares for the month was \$8,815 while we budgeted \$8,400.
- **40615 Advertising Income** \$4,150 for the month. Frankfort Credit Union billed \$75, Grow Benzie billed \$4,075.
- **40710 Sale of Maintenance Services** this service is on hold.
- **40800 Taxes Levied Directly for TA** \$97,110 received from townships for property tax.
- **41101 State Operating Assistance** is \$52,940 monthly.

Over budget expenses:

- **50399 – Service Expenses** – over budget \$487 YTD
- **50401 – Fuel & Lubricants** – over budget \$1,314 YTD. Compared to December 2016 fuel cost has increased.

	December 2016	December 2017	
Propane	\$.999 gallons 1,596	\$1.199 gallons 2,230	20 %
Diesel	\$1.599 gallons 1,382	\$2.05 gallons 1,675	29 %
Unleaded	\$1.442 gallons 1,106	\$1.72 gallons 570	19 %

Under budget expenses:

- **50101 – Labor Expense** – under budget \$20,212 YTD.
- **50200 – Fringe Benefits** – under budget \$10,978 YTD.
- **50402 – Tires & Tubes** - under budget \$1,947 YTD.
- **50405 – Office Supplies** – under budget \$564 YTD.
- **50406 – Parts Revenue Vehicles** – under budget \$4,162 YTD
- **50903 – Association Dues & Subscription** – under budget \$747 YTD

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

None to report

1/15/18

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JAN 17 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Benzie Transportation Authority - December 2017 Statement of Activities

	Dec 2017		Oct 2017 - Dec 2017		2018		Dec 2016		Oct 2015-Dec 2016	
	Actual	Budget	Actual	Budget	Annual Budget	Actual	Actual	Actual	Actual	Actual
Income										
40100 - Passenger Fares	6,472.47	7,000.00	28,728.53	28,000.00	109,000.00	6,519.28		25,517.29		
40200 - Contract Fares	2,942.50	1,400.00	5,272.17	4,200.00	16,000.00	1,260.00		4,161.00		
40615 - Advertising Income	4,150.00	100.00	4,300.00	300.00	8,000.00	100.00		300.00		
40710 - Sale of Maintenance Services	0.00	2,000.00	0.00	3,000.00	19,000.00	2,605.52		6,008.79		
40760 - Gains from Sale of Capital Asset	0.00	0.00	4,033.00	0.00	0.00	0.00				
40800 - Taxes Levied Directly for/by TA	97,109.51	80,000.00	97,109.51	80,000.00	591,355.00	81,437.96		81,507.69		
41101 - State Operating Assistance	52,940.00	52,940.00	158,820.00	158,820.00	638,211.00	50,164.00		150,482.00		
41301 - Section 5311	0.00	75,165.00	0.00	75,165.00	300,880.00	20,098.00		20,098.00		
41398 - RTAP	0.00	300.00	0.00	300.00	4,500.00	246.50		866.79		
41400 - Interest Income/Other Revenue	63.25	40.00	103.34	100.00	750.00	76.18		197.18		
Total Income	162,077.73	218,945.00	298,366.55	349,895.00	1,687,476.00	162,507.44		289,149.74		
Expense										
50101 - Salaries and Wages	77,005.36	79,700.00	218,888.85	239,100.00	1,037,000.00	71,610.74		206,184.16		
50200 - Fringe Benefits	20,490.01	18,571.00	52,235.37	63,213.00	251,600.00	14,855.30		45,361.31		
50310 - Board Compensation	520.00	800.00	520.00	1,140.00	2,500.00	920.00		990.00		
50399 - Service Expense	14,720.71	8,395.00	25,652.32	25,165.00	101,060.00	9,901.53		19,457.52		
50401 - Fuel and Lubricants	7,538.20	6,400.00	22,124.04	20,810.00	78,000.00	6,311.46		19,237.30		
50402 - Tires and Tubes	-80.00	1,200.00	452.80	2,400.00	10,000.00	8,620.48		8,667.98		
50404 - Major Purchase	0.00	320.00	0.00	620.00	3,500.00	0.00		0.00		
50405 - Office Supplies	458.38	650.00	1,636.05	2,200.00	11,100.00	628.94		1,537.49		
50406 - Parts Revenue Vehicles	529.66	2,600.00	2,038.31	6,200.00	30,000.00	-96.87		5,339.98		
50407 - Parts for Non Revenue Vehicles	0.00	80.00	0.00	240.00	1,000.00	126.39		362.64		
50499 - Other Materials and Supplies	2,012.69	1,700.00	5,393.86	5,420.00	21,200.00	3,041.24		8,224.88		
50500 - Utilities & Insurance	25,539.18	26,130.00	31,669.51	32,865.00	43,360.00	24,792.62		31,032.03		
50700 - Taxes and Fees	0.00	125.00	70.00	250.00	34,366.00	0.00		135.00		
50902 - Travel, Meetings & Training	1,178.02	845.00	2,448.54	2,390.00	10,000.00	251.98		619.95		
50903 - Association Dues and Subscript	27.24	360.00	2,473.72	3,220.00	6,500.00	24.94		3,358.21		
50999 - Other Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00	852.61		852.61		
51205 - Sharp Copier/Dispatch Lease	207.80	250.00	645.90	750.00	3,000.00	207.80		668.40		
57402 - Ineligible RTAP	0.00	300.00	0.00	300.00	4,500.00	0.00		688.33		
Total Expense	150,145.25	148,425.00	366,247.27	406,283.00	1,648,686.00	142,049.16		352,907.79		
Change in Net Assets	12,932.48	70,519.00	-67,880.72	-56,398.00	38,790.00	20,458.28		-63,758.05		

Honor Bank Checking \$20,609.97

Honor Bank Savings \$55,000.00
 Cash Reserve 2015 \$27,000.00
 Cash Reserve 2013 \$45,325.84
 General
Total \$127,325.84

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