

BENZIE COUNTY BOARD OF COMMISSIONERS

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

www.benzieco.net

MEETING AGENDA

January 9, 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
 ELECTION OF CHAIR
 ELECTION OF VICE CHAIR
 ADOPTION OF BOARD RULES
 APPROVAL OF AGENDA
 APPROVAL OF MINUTES – 12/19/17 (open & closed); 1/2/18
 PUBLIC INPUT
 ELECTED OFFICIALS & DEPT HEAD COMMENTS
 COMMISSIONER REPORTS –
 COUNTY ADMINISTRATOR’S REPORT –
 FINANCE – Approval of Bills; Snowmobile Budget
 HR and PERSONNEL –
 COMMITTEE APPOINTMENTS – Building Authority
 ACTION ITEMS – Voting Equipment Grant Agreement
 PRESENTATION OF CORRESPONDENCE
 UNFINISHED BUSINESS – Opioid Litigation – Resolution & Retainer
 NEW BUSINESS –
10:00 David Schaffer – Snow Plow Purchase
10:15
10:30 Closed session to continue County Administrator’s evaluation & discuss terms and
 conditions of employment agreement pursuant to OMA Section X, MCL 15.268(a)
 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 - Frank Walterhouse (Homestead).....	231-325-2964
District VI - Evan Warsecke (Colfax, Inland).....	231-275-3375
District VII – Gary Sauer (Blaine, Gilmore, Joyfield, Weldon).....	231-651-0647

BOARD RULES

Adopted: January 3, 2017, 2018

1. MEETINGS

1.1 Regular Schedule. Regular meetings of the board of commissioners are held on the second and fourth Tuesday of each month with the exception of November and December. Any regular or adjourned meeting of the board which falls upon a legal holiday (Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, the day before Christmas, Christmas Day, the day before New Years, and New Years Day) shall automatically be set over to the next regular day following that is not a legal holiday at the same time and place indicated for the regularly scheduled meeting, unless the board, in session, determines otherwise.

1.11 The Tuesday immediately following the second Monday of each April, this being the Statutory Equalization meeting. Required by state statute (MCL 209.5).

1.12 Annual meeting date after September 14 but before October 16. [client to select date] Required by state statute (MCL 46.1).

1.2 Time. The regular meetings of the board of commissioners shall be held on the second Tuesdays at 9:00 a.m. ~~and the fourth Tuesday at 4:00 p.m.~~ with the exception of ~~November having one meeting on the 14th~~ and December meetings will be held on the 1st and 3rd Tuesday at 9:00 a.m. ~~and the 4th Tuesday at 4:00 p.m.~~ → 4th

1.3 Place. The board shall meet in the Benzie County Government Center.

1.4 Change in Schedule. Changes in the meeting schedule, including time and place, additional meetings, and meetings adjourned or recessed to a specific time and place, may be made by majority vote of the board of commissioners, such change to be recorded in the minutes of the meeting in which the change is made. Meetings may be adjourned or recessed "at the call of the chair" by majority vote of the board of commissioners present and constituting a quorum. Meetings adjourned or recessed for more than 48 hours "at the call of the chair" unless the board provides otherwise may be reconvened upon telephonic or other communication at least 24 hours before the time of the reconvening and upon giving the public notice. All such changes shall be in compliance with the Open Meeting Act, MCL 15.261 et seq.

1.5 Special Meetings.

1.51 Petition and Notice. A special meeting of the board of commissioners shall be held only when requested by one-third of the members, which request shall be in writing, addressed to the county clerk and specifying the time, place and purpose of the meeting. When possible some evening meetings may be held. Upon receipt of the requests, the clerk shall immediately give notice to each board member ~~personally, by leaving the notice at the residence of the commissioners or by letter~~ with at least ~~24~~ 48 hours' notice before the time of such meeting, ~~complying with the Open Meetings Act.~~ in one of the manners provided as follows:

- via a confirmed facsimile transmission to the commissioner's residence
- via personal delivery of the notice of the special meeting to the commissioner
- leaving the notice of the special meeting at the residence of the commissioner
- email to address previously supplied for such purpose by the commissioner

The clerk shall post at least 18 hours before the meeting a Public Notice as required by 1976 PA 267.

~~1.52 — Emergency. The chairman, at any time upon finding and proclamation by him of the peacetime or civil disaster or an attack by a foreign enemy, may call a special meeting of the board at a time and place designated by him and give notice to the members by the best available means of communication. The vice chairman of the board, in the chairman's incapacity or absence from the county, may call such a meeting. [This is no longer applicable due to statutory change]~~

1.6 Public Notice of Meetings. The clerk of the board of commissioners each year shall give public notice of the regular schedule of time and place in one or more newspapers circulated in the county, and by posting the schedule in the Benzie County Government Center in compliance with the Open Meetings Act. Public notice of special or rescheduled meetings, and reconvening of meetings which have been adjourned or recessed for more than 48 hours ~~“at the call of the chair” and not to “a time certain”~~ shall be given by informing the newspaper in the county and posting notice in the courthouse as required by the Open Meetings Act. at least 18 hours prior to the time of such a meeting. ~~[No longer permitted by statute (OMA)]~~

1.7 Public Meetings. The meetings of the board of commissioners shall be open and accessible to the public and all persons may attend its meetings.

2. QUORUM

Quorum. A majority of commissioners shall constitute a quorum for the transaction of the ordinary business of the county.

Absence of Quorum. Upon the absence of a quorum, the members present may recess ^{now} from time to time or to a time certain. Public notice is not required if the time set for reconvening is less one hour ~~than 48 hours, but should be posted.~~ All Open Meetings Act requirements shall be adhered to.

3. VOTING

Majority Vote. All questions which shall arise at the meetings of the board of commissioners shall be determined by the votes of a majority of the members present, except (1) upon the final adoption of any measure of resolution, or the allowance of any claim against the county, which matters shall be determined by a majority of all the members elected and serving, and (2) upon the final adoption of any matters which by statute require a greater majority.

Roll Call Votes. The names and votes of members shall be recorded on an action which is taken by the board of county commissioners if the action is on an ordinance, resolution, expenditure of funds, or appointment or election of an officer, except that for the election of a board chairman the vote may be by secret ballot.

Secret Ballot Voting. No vote may be taken by secret ballot on any matter except on the question of election of the chairman of the board.

Voting Mandatory. Each member present shall be required to vote on every question unless excused by the chairman upon good cause shown.

Reconsideration of Vote. When a question has been put and decided by a roll call of the members, any member who voted on the prevailing side may move reconsideration thereof. On all voice votes any member may move reconsideration. However, no motion for reconsideration shall be in order unless it is made in the same meeting or the meeting next succeeding the meeting on which the vote to be reconsidered was taken. No matter may be twice reconsidered. For purposes of this rule, the term “meeting” shall mean any session which proceeds uninterrupted by an adjournment or recess of greater than three hours.

4. ORGANIZATION

Chairman

- 4.11 Election. During the first meeting in each calendar year, the Board of Commissioners shall select, by majority vote of all the members, one of its members to serve as chairman of the board for a one-year term, effective January 1. He/She shall take office and assume the duties immediately upon election.
- 4.12 Duties.
- 4.121 The chairman, if present, shall preside at all meetings of the board of commissioners, preserve order, and decide questions of order subject to appeal to the board.
- 4.122 The chairman shall be the agent for the board in the signing of contracts, orders, resolutions, determinations, and minutes of the board and in the certification of the tax rolls.
- 4.123 The chairman shall serve in such capacities and make appointments as the law shall require.
- 4.124 The chairman shall serve ex officio on all board committees. He/She shall not have a right to vote in committee unless he/she is expressly named a member of that committee.
- 4.125 The chairman when he/she is present shall preside at all meetings of the committee of the whole.
- 4.126 The chairman, for purposes of representing the county in various functional or ceremonial capacities, shall be considered as the chief elected official of the county.
- 4.127 Upon his/her election and subject to the approval of a majority of all members of the board, the chairman shall proceed to appoint the members of all board standing committees, and shall designate the chairperson of each committee. The term of each appointee to a board standing committee shall be for one (1) year, but shall terminate as of the date such person ceases to be a member of the board of commissioners.

In addition, the chairperson shall, subject to the approval of ~~all~~ the majority of all members of the board, appoint all board members who are designated to serve as a board liaison to those boards and commissions listed in section 4.4, below, as well as to any similar such board or commission where the appointee is to act as a liaison between said board or commission and the board of commissioners, and where such appointee serves as a member of such other board or commission by virtue of his or her board of commissioners membership. Such appointments shall be for one (1) year, but shall terminate as of the date such person ceases to be a member of the board of commissioners.

Further, the chairperson shall, subject to the approval of ~~all~~ the majority of all members of the board, appoint all those board members who are appointed to serve on various authorities and other agencies. Except as may be required by statute or bylaw of such authority or other agency, such appointment shall be for one (1) year, but shall terminate as of the date such person ceases to be a member of the board of commissioners.

- 4.1271 All appointments assigned to sitting Commissioners are annual, except where dictated or mandated by statute.
- 4.1272 County Commissioners appointed to serve on boards and commissions shall be deemed to serve by virtue of their position as a County Commissioner. For such Commissioners, said appointment shall continue only so long as the commissioner continues in office, unless otherwise dictated or mandated by

statute. At the point a Commissioner so appointed vacates the office of County Commissioner, all appointments enjoyed by virtue of that office shall also terminate.

- 4.128 The chairman of the board shall have the power to administer an oath to any person concerning any matter submitted to the board of commissioners or any matter connected with the discharge of their duties, to issue subpoenas for witnesses and to compel their attendance in the same manner as courts of law as authorized by state statute.
- 4.129 The chairman of the board, when appropriate, shall refer matters coming before the board to one of the committees of the board and he/she shall arbitrate all jurisdictional disputes between committees, decisions over which shall be subject to these rules and subject to appeal to the board.

Vice-Chairman.

- 4.21 Election. During the first meeting in each calendar year, the board of commissioners shall select, by majority vote of all the members, one of its members to serve as vice-chairman of the board. He/She shall take office and assume the duties immediately upon his election.
- 4.22 Duties.
- 4.221 The vice-chairman shall preside over meetings of the board if the chairman is absent.

Clerk.

- 4.31 Designation. The clerk of the county shall ~~be perform all statutory required duties for the board of commissioners~~ ex officio, clerk of the board. He/She, or his/her appointed deputy, shall perform all duties pertaining to such office.
- 4.32 Duties. The clerk's duties include the following:
- ~~4.321~~ 4.322 To record all the proceedings of the board in a book provided for that purpose. MINUTES. A copy of the minutes of each board meeting shall be prepared and transmitted to each board member promptly. The county clerk or his/her designee, shall prepare minutes as required by the Open Meetings Act, 1976 PA 267.
- ~~4.321~~ 4.322 To make regular entries of all the board's resolutions and decisions upon all questions.
- ~~4.322~~ 4.323 To record the vote of each commissioner on any question submitted to the board.
- ~~4.323~~ 4.324 To preserve and file all accounts acted upon by the board and for no reason allow such accounts to be taken from his/her office.
- ~~4.324~~ 4.325 To certify, under Seal of the Circuit Court, without charge, copies of any and all resolutions or decisions on any of the proceedings of the board of commissioners, when required by the board or any of its members; or when required by any other person upon payment of fifty cents (\$.50) per folio or as otherwise required by the Freedom of Information Act.
- ~~4.325~~ 4.326 To preside, until a chairman or temporary chairman is elected, during the first meeting of the board of commissioners in every calendar year.
- ~~4.326~~ 4.327 To perform such other and further duties as the board, by resolution, may require.
- 4.33 Absence. In the event the clerk or his or her duly appointed deputy is absent from a meeting of the board, the chairman, with approval of a majority of the commissioners present and voting, shall appoint another person to act as temporary clerk until the clerk or the duly appointed deputy arrives.

In the absence of both chairman and vice chairman, the following commissioners will be delegated to be in charge, in the following order: Chairman, Vice Chairman, Board member seniority and then alphabetical order.

Parliamentarian. The county clerk of the county shall advise the chairman and the board of commissioners regarding questions of parliamentary procedures.

4.4 Committees. The board of commissioners shall have the following committees:

STANDING COMMITTEES

EMS

Courts – 3

Budget/Finance/Accounts Payable

Commission on Aging

Fee Committee

Interview Committee

HR Committee (to include Labor, Grievance & Health Ins)

Buildings & Grounds Committee

Technology Committee

COUNTY COMMISSION LIAISON

Building Authority

Chamber of Commerce

Conservation District

Human Services Department (DHHS, Maples)

[Land Bank Authority](#)

MSU Extension

Road Commission

[Schools](#)

Sheriff/Jail

911 Central Dispatch

Transportation

APPOINTMENTS TO AUTHORITIES AND OTHER AGENCIES

[AES – Alliance for Economic Success](#)

Airport Authority

Animal Welfare League/Advisory Board

Area Agency on Aging

Benzie Housing Committee (county)

Benzie Senior Resources (formerly Council on Aging & Benzie Home Health Care)

Betsie River Watershed

Betsie Valley Trailway Mgt Council

Benzie-Leelanau Public Health

Benzie-Leelanau Public Health Board of Appeals

~~Brownfield Authority~~

Centra Wellness -- CMH

Central Dispatch Advisory

Domestic Violence Task Force

EDC/Benzie

Human Services Collaborative Body – HSCB
~~Land Bank Authority~~
 LEPC
 Manistee-Benzie Comm Corrections – PA 511
 MAC Worker’s Comp Fund
 Networks North/Council of Government
 Northern Michigan Regional Entity
 Northern Michigan Counties
 Natural Scenic Rivers
 Northwest Michigan Community Action Agency
 ORV
 Parks & Recreation Commission
 Planning Commission
 Platte River Watershed Committee
 Point Betsie Lighthouse
 Soil Erosion Board of Appeals
 Solid Waste Advisory Committee
 Township Association & Local Municipalities
 Veterans Affairs

- 4.51 Duties: Each committee shall:
- 4.511 Report to the board.
 - 4.512 Review all appropriation requests most directly related to its own functions and make recommendations thereon for referral to and consideration by the board.
 - 4.513 Report and recommend allowance or disallowance of all claims relating to the jurisdiction of the committee as prescribed by these rules.
 - 4.514 Act as liaison between the board of commissioners and the several county officers, boards, commissions and agencies respecting matters under the jurisdiction of the committee as prescribed by these rules, except as the board shall otherwise direct.
 - 4.515 Have and perform such other duties as the board may direct.
- 4.52 Meetings. Meetings of a committee may be convened by its chairman or by a majority of its members at any time upon 36 hours or more ~~reasonable~~-written, ~~or~~ telephonic or email notice to all its members and in compliance with the Open Meetings Act.
- 4.53 Committee Voting. The names and votes of members shall be recorded on an action which is taken by a committee of the board.
- 4.54 Special Committees. Subject to the approval of the board of commissioners, the chairman of the board may establish special committees and designate commissioners to serve thereon. The membership of special committees shall automatically be terminated upon the succession to office of a new chairman of the board.

5. CONDUCT OF MEETINGS

Order of Business

- 5.11 Regular Order. The regular order shall be as follows:

Call to Order
 Roll Call
 Invocation and Pledge of Allegiance
 Approval of Agenda
 Approval and/or Correction of Minutes

Public Input (Limit 3 minutes unless extended by the chair or a majority of the board of commissioners)
Elected Officials & Dept Head Comments
Commissioner Reports
County Administrator Report
Finance -- Approval of Bills
HR - Personnel
Action Items
Committee Appointments
Presentation of Correspondence
New Business
Public Input (Limit 3 minutes unless extended by the chair or a majority of the board of commissioners)
Adjournment

Agenda. On the fourth day before each regular and adjourned regular meeting of the board, the clerk shall provide to each member an agenda for the meeting, by placing in their mailbox at the Government Center or by placing said agenda on the county web site. Contained therewith shall be a brief description of all matters to be considered and arranged in accordance with the order specified above. All information to be placed on the agenda must be received by the clerk of the board no later than 5:00 p.m. on the Wednesday immediately preceding said regular or adjourned regular meeting. Only with majority consent of the members present may any committee report, other than reports on routine claims, be acted upon by the board of commissioners at any regular or adjourned regular meeting.

- 5.21 Agenda Priorities. All matters to be placed on the agenda under one of the specific categories above shall be given priority of order on the basis of date and time received by the clerk of the board.

6. RIGHTS AND DUTIES OF COMMISSIONERS

RIGHTS AND DUTIES OF MEMBERS.

Speaking Priorities. The sponsor of any properly moved and seconded motion, resolution, ordinance, or report, shall have the right to speak for up to 3 minutes, after the formal introduction but prior to any discussion of the matter on the floor. In any case where there may be more than one sponsor to a particular motion, resolution, ordinance or report, it shall be in the discretion of the chairperson which person shall exercise the right given by this rule to first speak on the pending matter. Before speaking, each member shall address himself/herself to the chairperson. If two or more members seek recognition to speak at the same time, the chairperson shall designate the order in which they shall speak. No member, while addressing the Board, shall be interrupted, except to be called to order; and thereupon, he/she shall immediately cease talking and be seated. Every commissioner shall vote on all questions unless excused by the chairperson. The chairperson shall vote on all questions unless excused by the board.

Speaking Priorities and Limits

- ~~6.11—Each member desiring to speak shall address the chairman and, when recognized, speak from his or her place. If two or more members at the same time wish to speak, the chairman shall designate the order in which they shall speak.~~
- ~~6.12—No members, while addressing the board, shall be interrupted, except to be called to order; and thereupon he/she shall immediately cease speaking and be seated.~~

~~The sponsor of any properly moved and seconded motion, resolution, ordinance, or report, not appearing on the agenda for the meeting, shall have the right to speak for a time not longer than three minutes after the formal introduction but prior to any discussion on the matter on the floor. When a measure has more than one sponsor, the chairman of the board shall determine which person shall first speak under this rule.~~

Commentary: Matters brought up which are not on the agenda almost always are referred to committee and, of course, a motion to refer is not debatable. This rule guarantees the sponsor the right to explain the matter briefly, before its referral.

6.7. NON-MEMBERS ADDRESSES TO COMMISSION – Only members of the board of commissioners shall be given the floor to speak during any board meeting except: County officials ~~who~~ may speak after receiving recognition from the chairman of the board.

7.1 Any person who, with the consent of the chairman of the board or a majority of any board committee, has been given permission to be listed in an appropriate place on the agenda for the purpose of addressing the commission. Public comment as required by the Open Meetings Act is permitted.

7.2 In compliance with the Open Meetings Act: The County Board will operate under the following rules. To allow for public input—~~There will be fifteen (15) minutes for visitors to be heard.~~ Each person wishing to speak may have up to three (3) minutes to make a statement or an address (this does not include the right to question members or individuals present). If persons know they will need more time, they should contact the County Clerk **by 5:00 p.m. on the Wednesday prior to said meeting** so that time may be allotted them on the agenda if approved by the board of commissioners.

~~If it develops during the initial time allotted for input that more time is needed there will also be fifteen (15) minutes allotted for visitor input prior to the end of the County Board meeting. The three (3) minute limit will prevail and each speaker will speak once before any visitor may speak a second time.~~

7.3 Time has been allotted in the above schedule so that people may be heard without interrupting the County Board agenda and conduct of essential business.

7.8. PARLIAMENTARY AUTHORITY AND PROCEDURE

Authority. “Robert’s Rules of Order Revised” shall govern all questions of procedures which are not otherwise provided by these rules or state law.

Procedure.

- 8.21 Motions, Resolutions, Committee Reports. No motion shall be debated or voted upon unless seconded. It shall then be stated by the chairman before debate. Any motion, with the permission of the person who moved and seconded it, may be withdrawn at any time before it has been adopted. Discussion does not constitute a second to a motion.
- 8.22 Motion to Clear the Floor. If in the judgment of the chairman, procedural matters have become confused, the chairman may request a “motion to clear the floor”. Such motion, if made and seconded, shall take precedence over all other motions and shall not be subject to debate, or if carried, to a motion to reconsider. The motion to clear the floor, if carried, shall clear the floor completely and with the same effect as if all matters on the floor were withdrawn.
- 8.23 Order of Precedence of Motions. When a motion is seconded and is before the board, no other motion shall be received except the following:
 - To fix the time to which to adjourn
 - To adjourn
 - To move the previous question
 - To lay on the table
 - To postpone indefinitely

To postpone to a time certain

To refer

To amend

These motions shall have precedence in the order as named above.

- 8.24 Suspension of the Rules. These rules may be temporarily suspended only by a majority vote of all the members of the board in order to facilitate the accomplishment of any legal objective of the board in a legal matter.

8.25 For any future grant applications, the county board shall receive them in a timely manner so that the Commissioners can read, understand and render informed decisions pertaining to any grant applied for, effective January 4, 2002.

8.26 Division of Question. Upon request by any member, any question before the board may be divided and separated into more than one question; provided, however, that such may be done only when the original is of such a nature that upon division, each of the resulting questions is a complete question permitting independent consideration and action.

8.27 USE OF CELL PHONES. During meetings of the board, including committee meetings, all cell phones or other electronic devices shall be turned off or set to "mute" or "vibrate" in order to avoid disruption. Commissioners choosing to answer cell phone calls shall leave the table, and if necessary, the room, in order to avoid disruption. Notices of board and committee meetings shall include a request that all cell phones or other electronic devices be turned off or set to "mute" or "vibrate" in order to avoid disruption during the meeting. Disruption of a meeting by inappropriate use of a cell phone may be addressed in the same manner as other inappropriate disruptions.

8.9. ADOPTION AND AMENDMENT OF RULES

These rules having been adopted by not less than a majority of all the members of the board may be amended or rescinded by majority vote of all the members of the board. They shall remain in effect until amended or rescinded. Any proposed amendment to these rules, properly presented to the board of commissioners, shall take immediate effect when adopted, unless the board at the time of adoption stipulates otherwise.

9.10. ETHICAL PRINCIPLES OF CONDUCT RELATING TO THE PROCESS AND MANAGEMENT OF CONFIDENTIAL MATTERS

It is imperative from time to time that matters will come before the county that require confidential management. Matters and/or opinions sought require the action and direction of the Corporate Counsel or other properly retained Legal Advisory.

Those matters which come before the Benzie County Board of Commissioners that are subject to the attorney-client privilege or are protected by the attorney work product doctrine are considered confidential matters. Confidential matters include written opinions protected by the attorney-client privilege and/or communications between the Benzie County Board of Commissioners and its Corporate Counsel or other Legal Advisory retained by the Benzie County Board of Commissioners. Nothing in this rule shall be construed to be contrary to Michigan's Open Meetings Act or should be construed to prohibit the disclosure or dissemination of material that is subject to disclosure under Michigan's Freedom of Information Act.

- 10.1 Those services (tasks) of the Corporate Counsel, or other properly retained Legal Advisory, retained by the Benzie County Board of Commissioners, shall be discussed by the Board of Commissioners in open session and subject to a motion authorizing the Corporate Counsel

or other Legal Advisory to perform legal services on behalf of the Benzie County Board of Commissioners, prior to said services (tasks) being performed whenever possible. When legal services are required prior to the Board of Commissioners meeting or in preparation for that meeting, then the County Administrator, after conferring with the Chairman or Vice Chairman, is authorized to obtain and task for such legal services.

10.1.1 Once the Benzie County Corporate counsel or other Legal Advisory has been properly retained by the Benzie County Board of Commissioners and provided a detailed explanation of the services sought, the Chairman of the Benzie County Board of Commissioners, or the County Administrator will communicate with the Benzie County Corporate Counsel or other outside Legal Advisory with regard to the status of the project and shall be the recipient of written Status Reports and other communications from the Benzie County Corporation Counsel or outside Legal Advisors.

10.1.2 Any party (Commissioner) seeking information or query prior to final disposition or legal opinion will be referred to section 10.3 of the Board Rules.

10.2 The Administrator for the County of Benzie shall maintain a separate file for those communications with the Benzie County Corporate Counsel and/or other Legal Advisory which are subject to the attorney-client privilege. Upon request, any member of the Benzie County Board of Commissioners may review said materials but shall not disseminate or discuss to any third party the contents of communication subject to the attorney-client privilege.

10.3 In the event that a member of the Benzie County Board of Commissioners has questions regarding a confidential matter including, but not necessarily limited to, a communication that is subject to the attorney-client privilege, that Commissioner or party shall prepare a written communication to the Benzie County Administrator and Board Chair outlining any issues or questions regarding the confidential matter or communication. Responses to those written communications then will be processed by the Chairman of the County Board of Commissioners and in most situations simultaneously shared with the entire Board of Commissioners.

10.4 One set of documents or related materials submitted to the Administrator or Chairman will be kept and on file. Files are not to be copied nor leave the Administrator's office. Also, sharing or communicating any information related to the confidential work, including conversations, in progress or content of the documents (file) will be considered a breach of the "Board's" trust.

10.5 Members of the Benzie County Board of Commissioners may, by majority roll call vote, or two-thirds (2/3's) vote if required by the Open Meetings Act, move for entry into a closed session for those purposes authorized under the Michigan Open Meetings Act.

~~10.11.~~ PUBLIC MEETINGS. Board meetings shall be open to the public as required by the Open Meetings Act.

Section 10.1 amended – 10/18/2005

Section 4.11 amended – 1/10/2006

Section 4.1271 amended – 1/10/2006

Section 4.1272 amended – 1/10/2006

Sections 1.1, 1.2, 4.33, 4.51, 5.11 amended – 1/19/2010

Sections 1.2, 4.4 amended – 1/4/2011

Sections 1.2, 4.4 and 5.11 amended – 1/4/2012

Section 1.1, 1.2, 4.4 and 5.11 amended – 1/2/2013

Section 1.1, 1.2, 4.4 and 5.11 amended – 1/15/2013
Section 1.2 and 5.11 – 1/7/2014
Section 4.4 – 1/6/2015
Section 4.127 – 2/10/2015
Sections 5.11, 7.2, page 10 items 2 and 3 – 1/3/2017

OTHER POSSIBLE INSERTS – CLIENT TO DECIDE

RIGHTS AND DUTIES OF MEMBERS.

Speaking Priorities. The sponsor of any properly moved and seconded motion, resolution, ordinance, or report, shall have the right to speak for up to 3 minutes, after the formal introduction but prior to any discussion of the matter on the floor. In any case where there may be more than one sponsor to a particular motion, resolution, ordinance or report, it shall be in the discretion of the chairperson which person shall exercise the right given by this rule to first speak on the pending matter. Before speaking, each member shall address himself/herself to the chairperson. If two or more members seek recognition to speak at the same time, the chairperson shall designate the order in which they shall speak. No member, while addressing the Board, shall be interrupted, except to be called to order; and thereupon, he/she shall immediately cease talking and be seated. Every commissioner shall vote on all questions unless excused by the chairperson. The chairperson shall vote on all questions unless excused by the board.

Division of Question. Upon request by any member, any question before the board may be divided and separated into more than one question; provided, however, that such may be done only when the original is of such a nature that upon division, each of the resulting questions is a complete question permitting independent consideration and action.

PUBLIC MEETINGS. Board meetings shall be open to the public as required by the Open Meetings Act, 1976 PA 267.

USE OF CELL PHONES. During meetings of the board, including committee meetings, all cell phones or other electronic devices shall be turned off or set to “mute” or “vibrate” in order to avoid disruption. Commissioners choosing to answer cell phone calls shall leave the table, and if necessary, the room, in order to avoid disruption. Notices of board and committee meetings shall include a request that all cell phones or other electronic devices be turned off or set to “mute” or “vibrate” in order to avoid disruption during the meeting. Disruption of a meeting by inappropriate use of a cell phone may be addressed in the same manner as other inappropriate disruptions.

MINUTES. A copy of the minutes of each board meeting shall be prepared and transmitted to each board member promptly. The county clerk or his/her designee, shall prepare minutes as required by the Open Meetings Act, 1976 PA 267.

POLICY ON COMPENSATION

1. A motion by Knox, seconded by Smith, effective January 1, 1995, per diem be set at \$35.00 for each meeting four hours or less, meetings lasting longer than four hours is considered two meetings (\$70.00) and after eight hours will be considered 3 meetings (\$105.00) for per diem.
2. Per diem shall not be paid for attending scheduled regular or reconvened county board meetings. However, per diem shall be paid for attending village, city and township board meetings of the district they represent, special board meetings, committee meetings, and special assignment meetings. Special assigned meetings are meetings attended at the direction of the Board of Commissioner or by the Chairman of the Board of Commissioners and may also be paid per diem. Proper documentation can be obtained and filed with the County Administrator.
3. Mileage will be authorized for attending reconvened or special county board meetings, village, city and township meetings of the district they represent, committee meetings, special assignment meetings, functions benefiting Benzie County, or meetings attended at the direction of the Board of Commissioners or by the Chairman of the Board of Commissioners, at the rate established by the Board of Commissioners.
4. Living expenses will be paid while attending special assignments, functions or meetings attended by the direction of the Board of Commissioners or by the chairman of the Board of Commissioners that are held outside of Benzie County.
5. Per diem to be paid for weekly Accounts Payable (A/P) review by a designated board member.
(Added 1/12/2016)

County department heads will be expected to administer their yearly budgets in a reasonable and prudent manner, and should not expect supervision from the county board or its finance committee except:

- (a) When unexpected changes in county financing make it necessary, by board action, to request or impose adjustments in all departmental appropriations.
- (b) When, due to unforeseen circumstances or an emergency, it is necessary for a department head to request a supplemental appropriation not included in his or her original departmental budget.
- (c) When, in the judgment of a majority of the members of the county board, a department head demonstrates clear inability to administer public funds in a reasonable and prudent manner.
- (d) When the county board, through the chairman and vice-chairman, is reviewing budgetary requirements for the upcoming year.

BOARD PRACTICES

1. Decisions shall be made by a majority vote of all commissioners present at board meetings.
2. No one individual commissioner has any authority to advise Government Center employees what to do or what not to do. This applies to any chairman of a committee.
3. The services of Corporate Counsel will be coordinated through the County Board Chair and the County Administrator.
4. Individual commissioners should not write instructive memos to Department Heads without going through the full board.
5. Commissioners who write and sign individual letters may not imply that the letter is by board decision and may not use Board of Commissioners letterhead.
6. Department liaison positions are only to take information from the board of commissioners to a department and vice versa, not to advise those departments how they should or should not be run.
7. ~~Alternates on committees will not be paid unless they are filling in for an assigned member.~~ Commissioners who attend committee meetings to which they have not been assigned will not be reimbursed for that attendance.
8. The Board is encouraged to present motions in writing to the Clerk prior to the meeting, if possible.
9. Effort should be made to car pool to out-of-town meetings.
10. Every effort should be made to have members of the Board of Commissioners submit per diems on a monthly basis.
11. All requests must go ~~thru~~ through committees, HR, Finance or Buildings & Grounds, unless determined by the Chair and/or County Administrator to require immediate action by the board.
(Added 2/9/2016)
- ~~11.~~12. Every odd year, the Board will consult legal counsel to review its Board Rules and Practices.

THE BENZIE COUNTY BOARD OF COMMISSIONERS
December 19, 2017

The Benzie County Board of Commissioners met in a regular meeting on Tuesday, December 19, 2017, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chairman Coury Carland at 4:00 p.m.

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

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

Agenda:

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

Minutes:

Motion by Jeannot, seconded by Roelofs, to approve the regular session minutes of December 5, 2017 as corrected. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Motion by Sauer, seconded by Walterhouse, to approve the closed session minutes of December 5, 2017 as presented. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

4:07 p.m. Public Input – None

ELECTED OFFICIALS & DEPT HEAD COMMENTS:

Doug Durand, Benzie Senior Resources, presented his monthly written report and stated that he was out delivering Christmas bags today; there are a lot of lonely people out there.

David Schaffer, Recycling Coordinator, reported that all sites have been turned over to 10 yard dumpsters; there is a 6-month lease agreement with Xpert Fulfillment under Action Items for bin storage rental, this has been drafted by legal counsel.

Comm Sauer asked if we are going to hold on to the bins in case this doesn't work out; David stated that we will expedite the process to enter into a 3-5 year contract extension with American Waste. Comm Griner asks that David advertise to sell the 30 yard bins to the general public – David indicated that after we enter into contract with American Waste, he will put it out to bid. Comm Jeannot asked if monies were budgeted for bin storage.

Dawn Olney, County Clerk, asked for authorization to contact legal counsel for some housing projects payments which are delinquent.

Motion by Walterhouse, seconded by Jeannot, to allow the County Clerk to contact legal counsel for delinquent housing matters. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

COMMISSIONER REPORTS

Comm Roelofs reported he only had one meeting – Buildings & Grounds, and stated that we see this happening, that departments come to a certain committee and then they have to go to another and

COMMISSIONERS

Page 2 of 9

December 19, 2017

sometimes come back to the first committee before it gets to the board; we need to short cut the meeting times. This is a vast waste of time and money. This would help everyone out. Chairman Carland stated that we have talked about streamlining this by going to a committee of the whole and one regular BOC meeting; Mitch suggested Finance on the tail end.

Comm Walterhouse reported that he had just one meeting – Parks & Recreation last night. They reviewed the Betsie Valley Trail where they are at regarding the Lighthouse project and the committee approved it.

Comm Griner stated that we have young board of commissioners with good ideas.

Comm Jeannot stated he has attended 8 meetings since our last board meeting: 12/7 Opioid matter & Lake Township; 12/11 Almira Township – their Winterfest is February 3, 2018; 12/13 attended the EMS interviews; 12/14 NMCAA and they just finished their audit, they are a not-for-profit agency and run very well; 12/15 EDC – they still need 2 members. Also, Mitch will be meeting with AES to avoid a disconnect on the contract interpretation; 12/15 sat with Mitch and his designee and talked about the finance director position; 12/19 attended the Building Authority interviews.

Comm Sauer reported on Buildings & Grounds and the discussion on the water valves; attended the EMS director interviews and had good candidates; HARP property in Honor is now fully funded for the purchase; Road Commission had their local road group meeting and decided on the list for 2018 projects, with one project being the resurfacing of a bridge in the Weldon area. He also attended Curt VanderWall's coffee hour and talked about OPEB.

Comm Warsecke attended the Inland Township and Colfax Township meetings; the Village of Thompsonville would like him to start attending their meetings, however they are on the same night as the Inland Township meetings; he also went to one of the school board meetings and that also is the same night as Inland Township; he attended the committee meeting regarding Opioid; attended both EMS interviews and the BA interviews.

Comm Carland attended the Networks Northwest bi-monthly special meeting which was Elaine Wood's last meeting; she has worked 42 years for Networks Northwest; Sara Lucas gave an update on Planning and it sounds like the Governor is trying to make the prosperity zone his legacy. The Planning Commission met last Thursday with the seven new members. We have three more applications for the planning commission. Spent last Friday plowing snow at the airport – it was the first time he did that. Attended the BA interviews and will make a recommendation in January 2018. Also attended Centra Wellness where they discussed the opioid litigation.

Buildings & Grounds Consent:

Comm Sauer removes item #5.

Motion by Jeannot, seconded by Roelofs, to approve the December 13, 2016 Buildings & Grounds consent calendar items 1-4 as presented. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

#5: Comm Sauer asked why we don't put a lock on the closed session meeting room to make it secure as well.

COMMISSIONERS

Page 3 of 9

December 19, 2017

Motion by Sauer, seconded by Griner, to authorize Frank Post to apply to MMRMA for security windows & three (3) door locks as requested. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

COUNTY ADMINISTRATOR'S REPORT – Mitch Deisch

- OPEB Legislation; the state doesn't do a good job when they try to pass legislation for everyone.
- Happy with IT Right and the way things are going.
- EMS Interviews – 4 interviews; they have a candidate and have started background checks, criminal checks and will also have a pre-employment drug test.
- Opioid Litigation – will have that discussion later in the meeting.
- Provided a list of 2017 -- What did we do?

FINANCE

Bills: Motion by Walterhouse, seconded by Warsecke, to approve payment of the bills from December 6, 2017 to December 19, 2017 in the amount of \$300,802.03, as presented. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Michelle Thompson, County Treasurer, thanked this board and everyone in this building for the support to her in this difficult time.

Troy Lamerson explained the need for action on the Sheriff Dept Backup due to their cloud storage contract ending the end of the year – IT Right has presented a quote for \$5,108.96 for back up to both the Sheriff Dept and Government Center but will be placed at the Sheriff Dept; from that server they will back up the critical data to the cloud; we pay for the hardware and they will pay for cloud storage.

Motion by Carland, seconded by Walterhouse, to approve payment of \$5,108.96 for CTERA C800 8-Bay Cloud Storage Gateway and Backup from IT Right, from 101-286-970.00 as requested. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

5:00 p.m. Thelma Novak, OMA Violation

Ms. Novak says thank you for this opportunity to appear before you tonight; on November 27 she filed an OMA complaint against the Building Authority with the Prosecuting Attorney and a copy to the Board of Commissioners because you should be aware of what she was doing and why.

Apparently after receiving that copy, someone directed the county attorney review that decision to make the quorum of the board. Under FOIA, I received a copy of that letter from the attorney and feel that the opinion is flawed and the two members of the BA and Mr. Roy are manipulating. The County Clerk has established that the BOC has adopted Roberts Rules of Order. The BA has not officially adopted those, but unofficially adopted and they are required to follow those at meetings. September 29 this board amended the BA Articles of Incorporation to change the members from 3 to 5. On October 24 this board was asked the question how many were required for a quorum on the BA. The board chair responded that 3 members were required. That was conveyed to the BA by one of its members and they were aware of the decision. On November 22 the BA met and decided to

COMMISSIONERS

Page 4 of 9

December 19, 2017

have a meeting with just two members present and the third excused. The attorney felt that the amendment to the 5 member board was still not legal and therefore not legal to require a 3 member quorum. Two of those members did proceed. There is a habit with this BOC that you start something but you do not follow through with it. This causes a lot of confusion and costs a lot of money that could be spent on the Maples rather than its attorney. She refers and reads from Mr. Figura's letter. This BOC is the parent body and the BA cannot appoint its own members and you are the ones that have the right to establish the quorum. Then Mr. Figura quotes from a blog site. She asked if this board really read the opinion over or just went to the last paragraph. On September 12 you made a motion to remove two members from the BA and you did that incorrectly. You never had a hearing on it. Then on September 26 you made a motion to rescind and Robert's specifically states you cannot rescind a motion to remove members. Today there is still no real understanding if Marcia Stobie and Tom Longanbach are still on the BA, yet in the interview process today, you want to reappoint these people to the board. The sad part is, you are starting to drag employees and official down that have done well in their positions, trying to back you up. The Prosecuting Attorney lied to my face about sending her complaint to the Sheriff Office. I have had other employees and officials make mistakes that they never have before. People are in limbo. She feels Mr. Roy has doubled his charge to the BA. The two members have been violated the OMA. After court they, with Mr. Roy, go into a closed room – why not the third member?

Chairman Carland questions the comment regarding quorum being made by the Board – he stated that he said 3, not by BOC motion. Don't know that that makes it an official policy of the board. Comm Jeannot stated that he can certainly see where you could interpret it as definitive. I am supportive of your activities. Mr. Jeannot stated that he is limited to what he can say, but with regard to the hearing to remove members, the board did not ignore that. We took it under advisement.

5:23 p.m. Recess

5:30 p.m. Reconvene

Laura Galbraith, Executive Director of Venture North Funding
Bob Boylan of Xpert Fulfillment is also present.

Public Hearing for Xpert Fulfillment; there are 10 people present. This is a \$330,000 CDBG loan; which is used to either eliminate blight or create jobs. This will create 10 full-time positions over the first 2 years and of those employees 51% are low and moderate income levels. On December 4, 2017 the loan committee unanimously approved this loan. Representatives from Benzie County on the loan committee were Coury Carland and Mitch Deisch was also present.

They have been in operation since 2008 and have seen steady growth.

Next step: Brief description of the public hearing, date, number of people, comments; county pass a resolution.

Commissioner Comments:

Comm Jeannot asked if there was credit analysis that looks at the project as well. Yes
Art also asked that they look at the ability to repay and look for other sources of repayment and to make sure the loan is compliant as well. Yes they do.

Comm Jeannot asked Mr. Boylan to give overview: simplest way to explain is that selling on line they deal with a number of different areas; they handle the physical portion so the individuals can concentrate on marketing. The product is send to us, and they send out. Very streamlined and efficient.

COMMISSIONERS

Page 5 of 9

December 19, 2017

Growth: Is there concern about being able to find people to work? Some, but there were 450 people working at the 115 site at its peak.

PUBLIC HEARING

Motion by Carland, seconded by Sauer, to open the public hearing for Xpert Fulfillment CDBG loan. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Mary Hoyt, Benzonia Township, stated that she has been involved in the Chamber of Commerce and EDC; the concept of a business park has been tossed around for years. You are following through with a concept that was never able to be fully put together before. This is fantastic.

Motion by Roelofs, seconded by Warsecke, to close the public hearing. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Motion by Sauer, seconded by Griner, to adopt resolution 2017-037 Authorizing Community Development Block Grant Loan Fund Application – Xpert Fulfillment, authorizing the chairman to sign. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Motion by Sauer, seconded by Jeannot, to approve the CDBG Loan Program Application for Xpert Fulfillment, authorizing the chairman to sign. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Finance Consent:

Comm Jeannot removes #2 and #6.

Motion by Jeannot, seconded by Warsecke, to adopt items 1, 3, 4, 5 and 7 of the December 5, 2017 Finance Consent Calendar as presented. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

#2: Comm Jeannot asks if this is general fund money that is being used. Dawn Olney, County Clerk, responded that no, the funds would be taken from the Juvenile Court budget for recording services, they will not be seeking additional wages for CPL.

Motion by Jeannot, seconded by Walterhouse, to approve the Deputy County Clerk wage increases for court recording, contingent upon receipt of a memorandum of Understanding with the TPOAM union. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

#6: Comm Jeannot inquired regarding the MCF Debt fund in the amount of \$947,300 – asked for a breakdown of what makes that number. Property Tax collection, miscellaneous revenue and budgeted use of fund balance; expense is bank fees, refunds/rebates, principal and interest on bonds.

Motion by Roelofs, seconded by Warsecke, to adopt the MCF Debt fund 312 budget in the amount of \$947,300 as presented. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

COMMISSIONERS

Page 6 of 9

December 19, 2017

Budget Amendment EMS:

Motion by Sauer, seconded by Carland, to approve the budget amendment for fund 214 EMS as follows:

Increase:

214-000-691.00	Budgeted Use of Fund Balance	\$169,200.00
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Decrease:

214-655-940.00	Purchase of a Vehicle	\$169,200.00
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Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None
Motion carried.

6:00 p.m. Lisa Leedy, Executive Director, AES

Lisa provided the board with information on herself so they know her qualification to be Executive Director. She has been with AES for just 70 days and has been working on: Explore the Shores; working with Homestead Township on development of 52 acres on the Platte River; Frankfort Lake Michigan Beach Service Center project; Crystal Lake Township Park, Canoe and Kayak; Betsie Valley Community Center; Xpert Fulfillment project; feasibility study for a sewer project for the Village of Benzonia; Village of Thompsonville is looking to do some infrastructure improvements. Changes at AES are reducing the board membership from 17 to 9 members; they are working on new Bylaws.

Comm Jeannot stated that Comm Griner will be the member there at AES.

Finance Continued – Budget Amendment – Housing:

Motion by Carland, seconded by Sauer, to amend the 2017-18 535 Housing budget as follows:

Decrease:

535-000-691.00	Budgeted Use of Fund Balance	\$70,000.00
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Increase:

535-000-800.00	Contracted Services	\$60,000.00
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535-000-815.40	Admin Fees – NMCAA	\$10,000.00
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Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None
Motion carried.

HR AND PERSONNEL – No Report.

COMMITTEE APPOINTMENTS

Veterans: Motion by Roelofs, seconded by Jeannot, to extend the terms of Phil Hoyt and Kirt Giddis to 4 years, expiring on December 31, 2021. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

EDC/BRA: Candidate has withdrawn her name.

ACTION ITEMS

Recycling Storage Lease: Motion by Warsecke, seconded by Roelofs, to enter into a lease with Xpert Fulfillment for a six-month lease for storage of the recycling bins, authorizing the chairman to sign.

Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None
Motion carried.

COMMISSIONERS

Page 7 of 9

December 19, 2017

FY 2018 Snowmobile Grant Agreement: Motion by Warsecke, seconded by Roelofs, to enter into the FY 2018 Snowmobile Grant Agreement between Benzie County and the Department of Natural Resources, authorizing the chairman to sign. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Resolution 2017-036 Opioid Litigation & Retainer Agreement: Comm Jeannot stated that he was assigned to a committee to review this; when he read the retainer agreement, a couple of things surfaced that we wouldn't have thought about talking about in the group; it is not urgent and we should table and take a further look at it.

Chairman Carland stated that he is comfortable moving forward but if the rest of the board is not, he would not object to tabling. He stated that enough other eyes have looked at this and several other counties for approved it.

Comm Jeannot stated there is new information, just because other counties have agreed to waive their rights away, we are potentially locking future boards to an expense that they don't even know about; there are risks involved. He handed out additional information he has gathered.

Motion by Jeannot, seconded by Griner, to table this matter.

Mitch stated that he provided this information to Mr. Figura on Monday and has not received a response yet.

Comm Sauer stated he would like to get an opinion from Mr. Figura before we proceed.

CORRESPONDENCE

- Crystal Lake elevation report for November 2017 received.
- Little Platte Lake elevation report for November 2017 received.
- Veterans Affairs minutes of November 6, 2017 received.
- Donation request received from Goodwill of Northern Michigan.
- Information received from the Benzie-Leelanau Health Dept regarding Northern Michigan Public Health Emergency Preparedness – information.
- Benzie Transportation Authority November 2016 to October 2017 Financial Statements received.

Comm Griner asked about the idea of the committee of the whole.

Chairman Carland stated that we could have a full day to cover technology, personnel, buildings & grounds and finance at the end.

Motion by Carland, seconded by Warsecke, to enter closed session for continuation of the County Administrator's annual performance evaluation and discussion of the terms and conditions of the employment agreement be conducted in Closed Session in accordance with the Open Meetings Act Section X Closed Session, MCL 15.268(a) to consider periodic personnel evaluation. There is potential for the Board of Commissioners to take action following the closed session. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

6:36 p.m. Enter Closed Session

7:24 p.m. Re-enter Open Session

COMMISSIONERS

Page 8 of 9

December 19, 2017

UNFINISHED BUSINESS – None

NEW BUSINESS – None

7:25 p.m. Public Input

Mary Hoyt, Benzonia Township, spoke regarding 2017 accomplishments and that the Maples did get opened but there was not a ticker tape parade; we got in by the seat of our pants. We were over budget and there were a lot of mistakes being made. Some of you need to be reminded, a lot of what is happening, is that there is some glaring bias against getting off center with the old problems and moving on. It does us no good to continue to hover. We need to recoup what was lost. Get out of the old ways. The project came in way over budget and way overdue. Let's start 2018 fresh. Your client is the taxpayers.

7:33 p.m. Public Input Closed

Motion by Roelofs, seconded by Sauer, to adjourn until January 2, 2018 Organizational Meeting.
Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Custer C. Carland – Chair

Dawn Olney, Benzie County Clerk

INDEX

1. Approved the agenda as presented.
2. Approved the regular session minutes of December 5, 2017 as corrected.
3. Approved the closed session minutes of December 5, 2017 as presented.
4. Approved to allow the County Clerk to contact legal counsel for delinquent housing matters.
5. Approved the December 13, 2016 Buildings & Grounds consent calendar items 1-4 as presented.
6. Authorized Frank Post to apply to MMRMA for security windows & three (3) door locks as requested.
7. Approved payment of the bills from December 6, 2017 to December 19, 2017 in the amount of \$300,802.03. as presented.
8. Approved payment of \$5,108.96 for CTERA C800 8-Bay Cloud Storage Gateway and Backup from IT Right, from 101-286-970.00 as requested.
9. Public hearing held for CDBG loan for Xpert Fulfillment.
10. Adopted resolution 2017-037 Authorizing Community Development Block Grant Loan Fund Application – Xpert Fulfillment, authorizing the chairman to sign.
11. Approved the CDBG Loan Program Application for Xpert Fulfillment, authorizing the chairman to sign.
12. Adopted items 1, 3, 4, 5 and 7 of the December 5, 2017 Finance Consent Calendar as presented.
13. Approved the Deputy County Clerk wage increases for court recording, contingent upon receipt of a memorandum of Understanding with the TPOAM union.
14. Adopted the MCF Debt fund 312 budget in the amount of \$947,300 as presented.

COMMISSIONERS

Page 9 of 9

December 19, 2017

15. Approved the budget amendment for fund 214 EMS as presented.
16. Approved to amend the 2017-18 535 Housing budget as presented.
17. Approved extending the terms of Phil Hoyt and Kirt Giddis to the Veterans Affairs Committee to 4 years, expiring on December 31, 2021.
18. Approved to enter into a lease with Xpert Fulfillment for a six-month lease for storage of the recycling bins, authorizing the chairman to sign.
19. Approved to enter into the FY 2018 Snowmobile Grant Agreement between Benzie County and the Department of Natural Resources, authorizing the chairman to sign.
20. Resolution 2017-036 Opioid Litigation & Retainer Agreement: Tabled
21. Entered closed session to continue the County Administrator's annual performance evaluation and discussion of the terms and conditions of the employment agreement.

BUILDINGS & GROUNDS

December 13, 2016

Page 4 of 4

Motion by Jeannot, seconded by Roelofs, to approve the Buildings and Grounds Consent Calendar as follows:

- 1. To accept the proposal for conversion to natural gas and additional requirements at Station 2 (669 site), in the amount of \$7,000.**
- 2. To authorize \$13,479.00 to fix the 12-zone system for roof top units with Hurst, and with funds to come from building maintenance.**
- 3. Accepted all bids for epoxy flooring and referred to committee of Bob Roelofs, Bob Hawkins, Mitch Deisch, Kyle Rosa, and come back with a recommendation to this committee.**
- 4. To authorize the Correctional facility water value replacement project as presented, in the amount of \$52,150.23, with funds to come from the Jail Maintenance Fund.**
- 5. Removed from Consent Calendar.**

Motion by Jeannot, seconded by Warsecke, to approve the Finance Consent Calendar items as follows:

1. To adopt the 535 Housing budget as presented.
2. Removed from Consent Calendar.
3. To approve the budget amendment for EMS fund 214, in the amount of \$7,000 as presented.
4. To pay \$169,118.79 to pay off the 2017 McCoy Miller Ambulance from line 214-655-940.00.
5. To transfer \$8,400.00 from Family Foster Care to Independent Living in the Child Care Fund as requested.
6. Removed from Consent Calendar.
7. To approve a Budget Amendment for department 131 Circuit Court, adding \$3,500 to 101-131-865.00 from Budgeted Use of Fund Balance.

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

Destroy Date: _____

Closed Session
December 19, 2017
Co Admin Evaluation - Continued

THE BENZIE COUNTY BOARD OF COMMISSIONERS

January 2, 2018

The Benzie County Board of Commissioners met in an organizational meeting on Tuesday, January 2, 2018, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by County Clerk Dawn Olney at 9:00 a.m.

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

Absent: Commissioner Walterhouse (arrived at 9:20)

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

Election of Chair:

Commissioner Griner nominates Gary Sauer

Commissioner Roelofs nominates Coury Carland

No further nominations; Nominations are closed.

Secret ballot is used for election; tallied by clerk.

Commissioner Carland received 3 votes

Commissioner Sauer received 3 votes

Tie vote; County Clerk continues to run the meeting.

Agenda:

Motion by Griner, seconded by Roelofs, to approve the agenda as amended, adding Opioid Litigation discussion following resolutions. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer and Warsecke
Nays: None Abs: Walterhouse Motion carried.

9:04 a.m. Public Input None

Meeting Dates and Times:

Comm Roelofs stated that he saw very little public here for the 4 p.m. meetings and would recommend 9:00 a.m. start for all meetings.

Comm Jeannot stated that if the meetings started later than 4 p.m., they would conflict with some evening commitments.

Comm Sauer stated that daytime meeting on the 4th Tuesday conflicts with the Maples meeting.

Motion by Jeannot, seconded by Carland, to adopt the regular meetings for 2018 for the 2nd and 4th Tuesdays of each month beginning at 9:00 a.m., with the exception of December meetings will be December 4 and December 18.

Comm Warsecke feels we should still have one evening meeting.

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

Discussions held regarding the possibility of Committee of The Whole for the four main committees (HR, Buildings & Grounds, Technology, Finance) with finance being at the end.

Comm Griner feels we should go this route.

Comm Roelofs says this would streamline things for everyone.

Comm Jeannot asks about pros and cons.

Comm Griner feels it would help with questions that we would all have.

Comm Carland says it would be like an informal study session.

BOARD OF COMMISSIONERS

Page 2 of 4

January 2, 2018

Comm Jeannot inquired about postings, and would it be a problem.

Comm Warsecke says you will save money.

Comm Sauer stated he doesn't know if we will save money. Biggest problem with the committees is that people don't come prepared. Great idea and everyone should be on board.

Comm Griner stated we could try it and always go back.

Comm Carland says if there is something urgent, we could act. Coury talked about MSU have information on Committee of the Whole.

Comm Griner says we could all participate in all committee meetings, where we can't now.

Mitch stated that the budget is a big issue too; everyone could participate and to the same level of discussion and the budgeting process.

Comm Walterhouse stated that the COTW worked out well in the past.

Comm Jeannot asks for an opinion on whether or not we could have action items, posting this properly with OMA and would ask to review the effectiveness in 3 or 4 months.

Comm Roelofs and Mitch share concerns about replacing one regular meeting with COTW.

Challenge is how do you find a third day to all be here.

Comm Roelofs stated that we should have two regular BOC meetings starting at 9:00 a.m. and then if you want to structure a COTW, go from there, but it is important for this community to see two days with BOC action.

Comm Carland stated that we could have HR, Buildings & Grounds and Technology after the first BOC meeting of the month, then the following week have an Executive committee finance meeting to handle all the issues from the prior week.

Comm Warsecke suggested now HR & Finance on the 2nd and 4th, then add Buildings & Grounds and Technology to each one then have them after each BOC meeting.

Comm Jeannot suggested we should leave it as is and sit on it for now until we have a solid plan.

Board Rules:

Comm Carland would like to see an addition to board practices to have legal review of the board rules every two years, on odd years.

Motion by Carland, seconded by Jeannot, to add #12 to Board Practices: Every odd year, the Board will consult legal counsel to review its Board Rules and Practices. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Comm Jeannot asked regarding Policy on Compensation #5 and Comm Sauer explains that would allow the commissioner that reviews APs prior to paying.

Page 13, #1 – Comm Roelofs states what his view is regarding this item; 4 would be a quorum, but 3 would be the majority to vote.

Comm Carland talked about travel time – should it be counted toward per diem? Do you count travel time or meeting time?

To be added to Policy on Compensation #6: Travel time and meeting time may be included in the calculation of full day per diem rate.

Comm Sauer would like to see in the board rules regarding use of phone-in meeting. Needs to be in here so it is clear. Also that a phone-in cannot make a quorum, you must be physically present.

Michelle Thompson stated that the Land Bank Authority should be moved under Liaison.

BOARD OF COMMISSIONERS

Page 3 of 4

January 2, 2018

Comm Sauer says we should add Schools and remove Brownfield.

Comm Carland says AES should also be added.

Mitch to contact Peter Cohl and ask him to clarify his suggested possible inserts and where they would fit in and why is he recommending it.

Commissioner Committee Appointments:

Commissioners are asked to complete their requests and provide the information back to the County Clerk Monday, January 8, 2018.

Resolutions:

Depositories: Motion by Warsecke, seconded by Roelofs, to adopt resolution 2018-001 setting the County Depositories with suggested changes, authorizing the chairman to sign. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

ACH: Motion by Jeannot, seconded by Roelofs, to adopt resolution 2018-002 ACH (Automatic Clearing House) Electronic Transfer Transactions as presented, authorizing the chairman to sign. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Opioid Litigation Discussion:

Comm Jeannot stated that he was contacted by Tim Smith and he has addressed his concerns: 1) language for expenses; 2) who handles the cost of litigation if we are counter sued; and 3) resolution about how we intended to use the money.

Andrew Shotwell, with Smith Johnson is present and answers any questions: 1) how cost would get paid: contingency fee matter. the cost is fronted by the law firms; under the rules of professional conduct, we cannot put language in the retainer. 2) Frivolousness, this is a federal court action, only the signatories of the lawsuit can be subject to sanctions that the lawsuit lacked merit and only the attorney sign the documents.

Comm Warsecke, Carland, Jeannot are all comfortable now.

Payment of Bills:

Motion by Sauer, seconded by Griner, to approve payment of the bills from December 15 to December 28, 2017, in the amount of \$497,690.84, as presented. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Election of Chair:

Comm Griner nominates Gary Sauer

Comm Roelofs nominates Coury Carland

Secret ballot used; clerk tallies.

Comm Sauer 4 votes

Comm Carland 3 votes

Comm Sauer asked to hold off on determination at this time. Set aside at this time.

10:41 a.m. PUBLIC INPUT – None

BOARD OF COMMISSIONERS

Page 4 of 4

January 2, 2018

Motion by Roelofs, seconded by Sauer, to adjourn until January 9, 2018 Regular Meeting or the call of the chair. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

-- Chairman

Dawn Olney – Benzie County Clerk

INDEX

1. Approved the agenda as amended, adding Opioid Litigation discussion following resolutions.
2. Adopted the regular meetings for 2018 for the 2nd and 4th Tuesdays of each month beginning at 9:00 a.m., with the exception of December meetings will be December 4 and December 18.
3. Added #12 to Board Practices: Every odd year, the Board will consult legal counsel to review its Board Rules and Practices.
4. Adopted resolution 2018-001 setting the County Depositories with suggested changes, authorizing the chairman to sign.
5. Adopted resolution 2018-002 ACH (Automatic Clearing House) Electronic Transfer Transactions as presented, authorizing the chairman to sign.
6. Approved payment of the bills from December 15 to December 28, 2017, in the amount of \$497,690.84, as presented.

Elected Officials and Department Head Comments



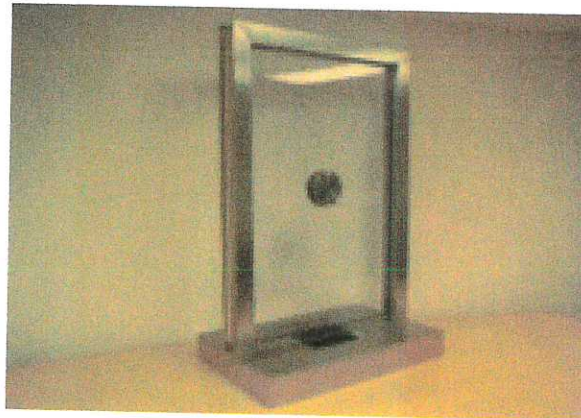
Memorandum

To: Benzie County Building And Grounds Committee
From: Frank Post, Emergency Management Coordinator
Date: January 5, 2018
Subject: Building Security Improvements

As directed, I have put together the security improvements that have been discussed for the purposes of making application to the Michigan Municipal Risk Management Authority (MMRMA). There were 2 components to the improvements and included bullet resistant transaction windows for the court offices and security door locks on selected doors.

BULLET RESISTANT TRANSACTION WINDOWS

The bullet resistant transaction windows would be installed at three locations for the courts. This will provide a safer environment for the courts to do business and would allow us to evaluate them for installation in other locations in the Government Center.



Depending on the size we are estimating the cost for the windows to be \$2,500 plus \$250 delivery and \$500 for installation for each of the windows. Again, these are estimates that are for budget and grant application purposes and I expect it to be lower. The windows would replace existing windows and be installed in the Friend of the Court, District Court and Probate Court.

ELECTRONIC LOCKS

A separate security improvement measure is to install card activated door locks on 3 additional doors of the Government Center. Two of the doors would be added to the network to facilitate use by attorneys and their clients and based on suggestions of the County Administrator. The third door would be the "Closed Session" room in the rear of the Board of Commissioners Chambers. The cost of the improvements is estimated at \$5,456.50.

RECOMMENDATION

I recommend the board authorize a grant application to the Michigan Municipal Risk Management Authority for \$15,206. for three (3) bullet resistant transaction windows at a cost estimated at \$9,750. and the addition of three (3) doors on the existing door security network at a cost of \$5,456. and authorize the County Clerk, Dawn Olney to sign on the county's behalf. The total application is.

Our application to the MMRMA would be for ½ the aforementioned amount. The county would be responsible for \$7,603 of the cost.

RISK

MICHIGAN MUNICIPAL
RISK MANAGEMENT
AUTHORITY

RISK AVOIDANCE PROGRAM (RAP) CERTIFICATION AND ACCREDITATION PROGRAM (CAP) APPLICATION

Project Name: Benzie County Court Security Improvements

Applicant Member/Municipality: Benzie County

Department Involved: Benzie County

Address: 448 Court Place, Beulah, Mi 49617

Project Contact: Frank Post

Phone: 231-882-0567

E-mail: fpost@benzieco.net

*MMRMA will email confirmation of receipt and date of application review. If you do not receive this information, please check with MMRMA to ensure your application was received.

Alternate Contact (If Any): Mitchell Deisch

Phone: 231-882-0558

E-mail: mdeisch@benzieco.net

MMRMA Member Representative: Dawn Olney

Project Start: 3/1/18

Project End: 6/1/18

Provide a description of project (if necessary attach separate pages):

BULLET RESISTANT TRANSACTION WINDOWS

Benzie County is proposing to improve security measures at the Benzie County Government Center. Specifically we are proposing to replace some existing sliding glass windows used for court transactions with more robust bullet proof transaction windows for the District Court, Probate Court and Friend of the Court. The current windows are currently a normal glass that does not have a security rating. The proposed windows will be equipped with a speaker as well as a transaction tray.

ELECTRONIC LOCKS

Additionally, we are proposing to add three (3) additional electronic card system door locks onto the network to provide for the securing of unoccupied rooms. These rooms will be utilized by attorney's to consult with their clients and will prevent any weapons to be left in the room prior to its use.

PUBLIC ADDRESS IMPROVEMENTS

Addition of Public Address speakers in the offices of the Michigan Department of Health and Human Services (DHHS) will allow for emergencies in the Government Center building to be efficiently transmitted to DHHS to their employees.

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

Identify the risk exposure that is to be mitigated and provide additional data (loss runs, claims, incident reports, other) to document the problem.

BULLET RESISTANT TRANSACTION WINDOWS

There is a significant amount of risk having a potential violent individuals attempting to conduct business at these windows. It is not unusual for individuals who are upset with there predicament take it out on court employees. The proposed windows will assure some measure of protection to the court employees and buys the necessary time for an appropriate law enforcement response.

ELECTRONIC LOCKS

Currently, attorney's meet with their clients in hallways or unlocked meeting/conference rooms which is not conducive to the confidentially necessary. Further, there is no way to secure these rooms except with the manual key system. We are proposing to lock the rooms as all times and that a transaction card will be signed out to the attorney, who will be able to use the room and return the card upon completion of their meeting with their client.

PUBLIC ADDRESS IMPROVEMENTS

While the Benzie County Government Center is one 2 story structure, the Michigan Department of Social Services (DHHS) is a State of Michigan function that is segregated by security doors. Further, their telephone network is separate from the rest of the building. Our current Public Address system runs on the current county telephone network and cannot be heard in DHHS. This creates a real security concern, in that if an emergency occurs DHHS would be completely oblivious to it.

What are the project goals and plan of action to resolve the risk exposure?

BULLET RESISTANT TRANSACTION WINDOWS

By installing the bullet resistant transaction windows we would be reducing the ability for an individual to break the window and causing injury to court employees. Individuals can see the window is "impenetrable" it is less likely they will even try to break or otherwise damage the window.

ELECTRONIC LOCKS

Our goal is to secure unused meeting/conference rooms and reduce the likelihood of weapons being left in them.

PUBLIC ADDRESS IMPROVEMENTS

We are proposing to install two (2) PA speakers on the DHHS side of the Government Center Lower Level that will all for PA information to be transmitted to DHHS personnel. In an emergency, DHHS personnel will be appraised as to the type of emergency.

RISK

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

Does the plan duplicate or incorporate previous attempts to solve the problem? (If yes, please explain.)

No

If benefits of the project will aid or involve other departments, members or organizations, please describe (Letters of support are encouraged; please attach.):

BULLET RESISTANT TRANSACTION WINDOWS

Benzie County has a Government Center Safety and Security Committee that meets on a monthly basis. One of the projects it has been complementating is the installation of Bullet Resistant Transaction Windows to replace some of the current service counter windows. The committee has endorsed this project.

ELECTRONIC LOCKS

The addition of the electronic locks to our current door security network will continue to improve the safety and security of the Benzie County Government Center.

PUBLIC ADDRESS IMPROVEMENTS

Emergencies in the building will be transmitted throughout the facility more efficiently and response to those emergencies will be more coordinated.



RISK

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A U T H O R I T Y

List other departments, organizations, or MMRMA members involved (if any):

Benzie County Courts (District and Circuit)
Michigan Department of Health and Human Services

Additional Information:

With recent violent events occurring in courts this type of technology is essential to keep everyone safe while at the same time providing the access to the courts for persons to conduct their business.

RISK

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RISK MANAGEMENT
A U T H O R I T Y

RAP & CAP GRANT BUDGET WORKSHEET

Total Project Cost: \$ 15,206.00

Other sources contributing funds: (Please list below)

Organization:

Amount:

Benzie County

7,603.00

Total from other source: \$ 7,603.00

(include grant money from other organizations)

RAP FUNDS REQUESTED: \$ 7,603.00

1. Supporting documentation including quotes, bids, invoices, meeting minutes, or other information further supporting the budget **MUST** be attached.
2. Large project funding requests should include an itemized list of budget expenses that cross-reference supporting attachments.
3. MMRMA requires at least 50% contribution by the member municipality (not including funds received from other sources such as community foundations and other grants).

Signature of applicant:

Date: 1/9/18

Print Name (Member Representative): Dawn Olney

Title: Benzie County Clerk

Signature (Member Representative):

Dawn Olney

Date: 1/9/2018

Submit completed applications to: Cara Kowal, Manager of RM Services

Email: ckowal@mmrma.org

Fax: 734-513-0318

Mail: 14001 Merriman Road
Livonia, MI 48154

Commissioner Report

RESOLUTION NO. 2018-2017

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 Road 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 9, 2018

, 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 9th day of 2018.

^
January

Dawn Olney, Benzie County Clerk

Legislative Analysis



FEE LIMIT FOR BROADBAND PROJECT IN DRAIN RIGHT-OF-WAY

Phone: (517) 373-8080
<http://www.house.mi.gov/hfa>

Analysis available at
<http://www.legislature.mi.gov>

House Bill 5096 as introduced
Sponsor: Rep. Phil Phelps
Committee: Communications and Technology
Complete to 10-23-17

SUMMARY:

House Bill 5096 would amend the Drain Code to allow a drain commissioner to charge a fee to a broadband service provider for a broadband project that would affect a drain.

Specifically, if a project would affect a drain, a drain commissioner could charge the responsible broadband provider a fee of either \$100 per drain crossing *or* a flat fee of \$1,000, *whichever is less*. The fee would go to the county treasurer, who would be responsible for allocating the fee to the drain fund for the drain affected by the project. If the project would affect more than one drain, the fee would be credited to the drain funds in proportion to the number of crossings of each drain.

Under the bill, broadband project would mean the construction, installation, or removal of broadband facilities or equipment in the right-of-way of one or more drains, as described by a broadband service provider in a single application filed with the drain commissioner.

Broadband service provider would mean a person that provides broadband service, as defined in the Michigan Telecommunications Act, which is a retail service capable of transmitting data over an access line at a rate greater than 200 kilobits per second (MCL 484.2102).

Proposed MCL 280.422b

FISCAL IMPACT:

House Bill 5096 could have a fiscal impact on county drain commissioners, an arm of local government. The bill would amend the Drain Code to establish maximum fees that a drain commissioner could charge a broadband service for a broadband project affecting a drain or drains. It is understood that the fees would be imposed when a broadband project intersects a county drain facility or facilities necessitating inspection of the drain facility and broadband project by the drain commissioner. To the extent that the fee maximums established in the bill are less than the actual inspection or permitting cost of a drain commissioner for any broadband project, the bill could increase a drain commissioner's

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DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

unreimbursed costs. The impact would vary from year to year and by agency depending on the circumstances of specific broadband projects. The total impact and the impact on any specific county drain commissioner cannot be practically estimated at this time.

Legislative Analyst: Emily S. Smith
Fiscal Analyst: William E. Hamilton

■ This analysis was prepared by nonpartisan House Fiscal Agency staff for use by House members in their deliberations, and does not constitute an official statement of legislative intent.

Legislative Analysis



PERMIT FEE LIMITS, CLARIFICATIONS, AND BONDS FOR WORK IN RIGHT-OF-WAY

Phone: (517) 373-8080
<http://www.house.mi.gov/hfa>

House Bill 5097 as introduced
Sponsor: Rep. Beth Griffin
Committee: Communications and Technology
Complete to 10-23-17

Analysis available at
<http://www.legislature.mi.gov>

SUMMARY:

House Bill 5097 would amend the Public Highways and Private Roads Act by setting fee limits for projects within the right-of-way of a county road. The bill also would require either a security or right-of-way bond to secure the performance allowed in a permit authorizing the project in the right-of-way. Finally, the bill would require that a provider maintain general liability insurance.

Current Provisions

Currently, a person, partnership, association, corporation, or governmental entity needs a permit from the proper county road commission before they can construct, operate, maintain, or remove a facility or perform any other work within a county road right-of-way. A county road commission and a local unit of government may set the permit requirements and fees. When a road commission adopts permit requirements and fee schedules, it must also set separate permit procedures and fees for annual and emergency permits. However, a county road commission cannot refuse a permit requested by a government entity that promises to restore the road, appurtenances, and adjacent right-of-way. Additionally, a county road commission is not allowed to require a permit for other lawful activities.

Permit Fees

The bill would clarify that a county road commission cannot charge a government entity or provider a permit fee over \$300 per permit, or \$1,000 total for all permits per project.

The bill would add that a county road commission *cannot* require a provider to obtain a permit for performing routine maintenance or repair work in a right of way *more than once per year*. The fee for the annual permit would be capped at \$300 and would be separate from the above fee limitations.

The bill also would prohibit a county road commission from requiring a provider to perform or pay for any topographic, boundary, environmental, or other kind of survey, study, inspection, or analysis of a right-of-way as a condition of or in connection with issuing a permit.

Bonds

The bill also would add that a county road commission cannot require a provider to have more than one security bond or right-of-way bond from a state or federally regulated entity.

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The bonds would act to secure the performance allowed in a permit authorizing the project in the right-of-way. A county road commission cannot require a cash bond, so the provider would determine whether the security bond or right-of-way bond would be an insurance bond or a cash bond.

The amount of a security bond or right-of-way bond could not exceed \$20,000 and would have to be returned within 60 days after the provider completes the work in the right-of-way.

A provider could provide an irrevocable letter of credit issued by a state or federally regulated financial institution as alternative security, other than the bonds.

Insurance

The bill would require a provider to maintain general liability insurance with minimum policy limits of \$1.0 million per occurrence for property damage, and \$1.0 million per occurrence for bodily injury for all actions arising in connection with the right-of-way work. The county road commission would be prohibited from requiring the provider to name the county, road commission, its officers, employees, and others as additional insureds under a general liability insurance policy.

Definitions

Provider would mean either of the following:

- A telecommunication provider as defined in MCL 484.2102(ee) (a person who provides one or more telecommunication services for compensation; it does not include a provider of commercial mobile service defined in 47 USC 332(d)(1)).
- A video service provider as defined in MCL 484.3301 (a person authorized under this act to provide video service).

Finally, the bill would make stylistic changes for clarity and to update references.

MCL 224.19b

FISCAL IMPACT:

House Bill 5097 would have no fiscal impact on state government. The bill's impact would be limited to local government, specifically county road agencies (county road commissions and those county governments that have assumed the powers and duties of road commissions: Wayne, Macomb, Ingham, Calhoun and Jackson).

Section 19b, subsection 4 currently limits the permit fee that a county road agency can charge a "government entity" to \$300 per permit or \$1,000 total for all permits per project. House Bill 5097 would expand this permit fee limitation to "providers," as defined in the bill. To the extent that county road commissions currently charge permit fees to private parties in excess of the proposed limits, the bill would reduce local road commission revenue from permit fees, and would increase unreimbursed costs.

The amount of the revenue loss would be localized and would pertain to those situations in which the actual costs of road commission permit work exceeded the permit fee limits established in the bill. The bill's impact would be greatest in relation to large complex telecommunication or video service projects within the road commission right of way, and more particularly within urban environments--projects that potentially require higher levels of road commission review and oversight.

BACKGROUND INFORMATION

It is often necessary for utilities, construction firms, and others to work within county road right-of-way in order to lay pipelines, construct drains, or install or repair telecommunication equipment. Public Act 212 of 1980 added Section 19b to Public Act 283 of 1909 (County Road Law) to require that private entities or public agencies working in the county road right-of-way first obtain a permit from a county road commission, as well as from the city, village, or township in which the road is located if those other governmental units require such a permit.

Section 19b currently allows a county road commission, and a local unit of government, to establish reasonable permit requirements and "a schedule of fees to be charged sufficient to cover only the necessary and actual costs applied in a reasonable manner for issuing the permit and for review of the proposed activity, inspection, and related expenses."

Subsection 4 within Section 19b currently limits the permit fee that a county road agency can charge a "government entity" to \$300 per permit or \$1,000 total for all permits per project. This maximum permit fee for governmental entities has not been adjusted since Public Act 212 took effect in early 1981.

Legislative Analyst: Emily S. Smith
Fiscal Analyst: William E. Hamilton

■ This analysis was prepared by nonpartisan House Fiscal Agency staff for use by House members in their deliberations, and does not constitute an official statement of legislative intent.

Legislative Analysis



RELOCATION OF UTILITY FACILITIES

Phone: (517) 373-8080
<http://www.house.mi.gov/hfa>

House Bill 5098 as introduced

Sponsor: Rep. Michele Hoytenga

Committee: Communications and Technology

Complete to 10-23-17

Analysis available at
<http://www.legislature.mi.gov>

SUMMARY:

House Bill 5098 would amend Public Act 368 of 1925 (Highway Obstructions and Encroachments; Use of Highway by Public Utilities Act) by regulating the relocation of facilities owned by an entity holding a license under the Michigan Telecommunications Act or a franchise under the Uniform Video Services Local Franchise Act.

Under the bill, if a city, village, township, or county (a "local unit") or the state transportation department (MDOT) requests or requires an entity holding a license under the Michigan Telecommunications Act or holding a franchise under the Uniform Video Services Local Franchise Act (an "entity") to temporarily or permanently relocate its facilities for any reason (except for an act of God or emergency), then the local unit or MDOT would be required to send a written notice, by first-class or electronic mail, to the entity at least one year before the relocation would occur. If a local unit or MDOT learns of or secures funding for a construction project that may entail the relocation of an entity's facilities less than one year before the planned start date, then the local unit or MDOT would have to send the written notice within 30 days of learning of or securing funding for the project. The written notification would have to identify the following:

- Specific rights-of-way affected, including the beginning and ending points.
- Affected cross streets and structures.
- Planned start date of the project.

If a local unit or MDOT requests or requires an entity to relocate facilities, the local unit or MDOT can require the entity to obtain a permit for the relocation, but cannot charge any permit or inspection fees. A local unit or MDOT also cannot request or require an entity to conduct any study or survey, such as drainage, soil, or center line studies, related to relocating facilities.

Under the bill, an "act of God" is an unanticipated grave natural disaster or other natural phenomenon of an exceptional, inevitable, and irresistible character, the effects of which could not have been prevented or avoided by the exercise of due care or foresight.

Under the bill, an emergency includes, but is not limited to, flooding not caused by an "act of God," a water main break, a sewer line failure, a natural gas leak, or an act of terrorism.

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FISCAL IMPACT:

Section 13 of Public Act 368 of 1925 authorizes the MDOT, or a local road agency, to impose a reasonable charge for the use, by a utility, of limited access highway right of way to offset a portion of the capital, maintenance, and permitting expense of the limited access highway. Section 13 currently provides for a one-time installation permit fee not to exceed \$1,000 per longitudinal mile, with a minimum fee of \$5,000 per permit.

House Bill 5098 directs that when the MDOT, or a local road agency, requires an entity to relocate facilities may require the entity to obtain a permit for the relocation of the facilities, but the bill would also require the MDOT, or local road agency, to waive any permit or inspection fees.

In requiring the MDOT and local road agencies to waive permit or inspection fees, the bill could have a negative fiscal impact on the department and local road agencies. The impact would vary by year and by agency depending on the circumstances of specific highway projects. For many agencies the bill would have no impact or minimal impact in most years. However, in those circumstances where a highway construction or reconstruction project necessitates the relocation of certain telecommunication facilities—in particular, major projects in urban areas—the costs to the highway agency could be substantial.

Because federal funds would not participate in those relocation costs, the relocation costs would have to come from the State Trunkline Fund with respect to state trunkline projects, or from local road or street funds with respect to local unit projects.

Note that the bill would apply only to an entity holding a license under the Michigan Telecommunications Act, or an entity holding a franchise under the Uniform Video Services Local Franchise Act, under circumstances defined in the bill. The bill would have no impact on the treatment of other utilities occupying public highway rights-of-way, such as electric transmission companies, gas pipelines, water or sewer lines or steam pipes.

BACKGROUND:

Statutory Authority

Public utility structures and facilities, including above-ground telecommunication and electric lines, as well as below-grade fiber-optic lines, gas transmission pipelines, water and sewer lines, and steam pipes, are frequently placed within highway rights-of-way. The use of these rights-of-way is governed in Michigan law by Public Act 368 of 1925. Public Act 368 authorizes utilities to occupy the right-of-way of public highways, subject to the consent of the public highway owner. The law also makes the construction and maintenance of the utility structures subject to "the paramount right of the public to use such public places, roads, bridges, and waters..." Access by utilities to public highway right-of-way is typically granted by permit issued by the highway agency.

Reimbursement

The widening or reconstruction of a highway or street by MDOT, or a local road agency, may require the relocation of utility facilities within the right-of-way. Under Michigan law, when a utility's facilities are within the right-of-way by permit, the highway agency typically does not pay for relocation. The department or a local road agency only pays for utility relocation when the utility has an easement or actual ownership of the property on which its facilities are placed.

While highway agencies typically do not pay for utility relocation costs, except under circumstances described above, utilities typically do not pay for occupying public highway rights-of-way. Utilities benefit from this free use of the public right-of-way that would otherwise be very costly to purchase.

Federal Participation in Relocation Costs

Federal-aid highway funds will participate in the cost of highway-related utility relocation under provisions of 23 CFR 645. Specifically, federal funds will participate in utility relocation costs necessitated by highway construction only under one or more of the following circumstances: the utility has a property interest in its present location; the state has a law or some legal basis for payment which provides authority to pay for utility relocations; the utility is municipally owned; or the relocation involves implementing safety corrective measures. Federal participation is made on a reimbursement basis; the state is reimbursed for relocation costs only after it is demonstrated that state funds have paid for relocation. A complete description of the federal regulations governing reimbursement of utility relocation is found in the Federal Highway Administration publication, *Utility Relocation, and Accommodation on Federal-Aid Highway Projects* at <http://www.fhwa.dot.gov/reports/utilguid/index.cfm>.

Legislative Analyst: Emily S. Smith
Fiscal Analyst: William E. Hamilton

■ This analysis was prepared by nonpartisan House Fiscal Agency staff for use by House members in their deliberations, and does not constitute an official statement of legislative intent.

10:00

Dawn Olney

From: David Schaffer
Sent: Thursday, January 04, 2018 9:14 AM
To: Dawn Olney
Subject: BOC 1/9 agenda
Attachments: GTR Plow quote.pdf

Good morning Dawn

Could you please place the item of a snow plow for the county recycling truck on the 1/9 BOC Agenda as an action item? 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. It was a consensus of the SWAC at last night's meeting to recommend this purchase. I have attached one quote and will try to get you two more by the end of the day.

Thank you,

David Schaffer

Solid Waste/Recycling Dept. Director

Benzie County

448 Court Place, Beulah, MI 49617

231-882-0554 (office), 231-383-1579 (cell)

dschaffer@benzieco.net

www.benzieco.net

2098 M-37S.
TRAVERSE CITY, MI 49685
231-943-9640

Date: 01/03/18

Page: 1

Quoted To: BENZIE COUNTY GOV CENTER
MAINTENANCE DEPT.
448 COURT PLACE
BEULAH, MI 49617-

Customer No: 703
Phone No: 231-882-0035

Salesperson: # 4- JERRY

Item Description	Qty	Part Number	Unit Price	Amount	T
7'6" HTX POLY BLADE CRATE	1	STB18977	823.53	823.53	T
PLOW BOX STR RT3 HTX SL3	1	STB10321C	2300.09	2300.09	T
FORD F150, 2009 UC KIT SPORT	1	LTA09164B	337.50	337.50	T
CONTROL KIT, SMT TCH STRAIGHT	1	STB15103	363.75	363.75	T
LIGHT ADPTR F150 15 HALOGEN	1	MSC09450	75.60	75.60	T
BOSS HYDRAULIC OIL (QUART)	3	HYD1835	6.14	18.42	T
LABOR 1 HOUR	5	LAB	65.00	325.00	N

INSTALL BOSS 7'6" POLY HTX STRAIGHT BLADE
WITH SMARTTOUCH CONTROL AND LED PLOW LIGHTS
ON 2016 FORD F150.

THIS PRICE INCLUDES THE MUNICIPAL DISCOUNT.

Sub-Total: 4243.89
Shipping: 0.00
Tax [0]: EXEMPT *

Quote Total: 4243.89

Traverse City, MI 49685

RECEIVED

JAN 04 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

00-748-0446

QUOTE ACKNOWLEDGMENT
Printed 01/04 10:25

Our order number : 01TC1225

Customer account # : 2500 BENZIE CO RD COMMISSION
Salesrep name : JIM BRAMER
Order entered at : 01/04/18 10:25 by JOHNC
Your purchase order: 2016 F150
Your contact name :
Your department # : 001 BENZIE CO RD COMMISSION
Special instructns : ATT DAVE SCHAFER

Invoice Address
BENZIE CO RD COMMISSION
PO BOX 68
HONOR, MI 49640

Delivery Address
BENZIE CO RD COMMISSION
11318 MAIN STREET
HONOR, MI 49640

	Product Not Shipped	Desc	UM	Qty	List	Unit	Core	ExtPrice
1.	WSPUTHIS-75	7.5 HTS ST	EA	1	5715.00	3675.00		3675.00
2.	999LABOR	SHOP LABOR	EA	1	.01	400.00		400.00
				----				-----
				2			Mr-Subtot	4075.00

Above items are Quoted only

Total charges for entire order:

Tax	Freight	Delivery
0.00	0.00	4075.00

ART'S Truck & Auto (TC)
Western Plow 7.5 HTS

Installed

RECEIVED

JAN 04 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



Mason Lawn & Snow

Commercial Lawn & Snow Equipment,
Parts, Sales and Service

922 W River Center Dr.
Comstock Park, MI 49321
P (616) 785-5155 F (616) 785-3052

Repair Estimate

5137

Bill To			Ship To		
BENVIE COUNTY					
Contact	Customer Tax Number	Phone	Cell Phone	PO Number	Warning Threshold
					\$0.00
Counter Person	Sales Person	Estimate Date	Reference	Department	
Jake DeeWaard	Jake DeeWaard	01/05/18	5137	Counter Sales	

Make	Model	Description	Year	Odometer/Hours	VIN
COEW	2016 FORD	F150			
Date Purchase	Tag	Warranty Exp	ESP Expiration	Color	Storage Bin
		01/01/00	01/01/00		
Date In					
01/05/18					

Service 1 FISHER HT SERIES 7'6" STRAIGHT BLADE

Part Number	Line	Description	Ordered	B/O'd	Shipped	List	Net Each	Amount
69400	FISP	BLADE ASSY FE HALF	1		1	\$5,100.00	\$5,100.00	\$5,100.00
69450-1	FISP	COMMON ATTACHMENT / HEADGEAR	1		1	\$0.00	\$0.00	\$0.00
77101	FISP	MOUNT KIT MM FORD F15	1		1	\$624.00	\$0.00	\$0.00
29800	FISP	CONTROL, HH MUX XTREMEV & XLS	1		1	\$407.00	\$0.00	\$0.00
69889	FISP	PLUG IN HARNESS KIT	1		1	\$234.00	\$0.00	\$0.00
69826-1	FISP	ADAPTER KIT, RELAY	1		1	\$44.00	\$0.00	\$0.00
29070-1	FISP	MODULE 3 PORT - DRL/NON-DRL	1		1	\$136.00	\$0.00	\$0.00

Labor	Line	Mechanic	Description	Rate	Time	Amount
STBINSTALL			INSTALL FRONT SNOW PLOW MOUNT, WIRING AND ASSEMBLE PLOW	\$80.00	5:00	\$400.00

Description	Line	Reference	Quantity	Net Each	Amount
Misc Part		BID ASSIST DISCOUNT	-1	\$582.70	(\$582.70)

Invoice Total \$4,917.30

Sales Tax \$0.00

Grand Total \$4,917.30

Thank you for your business! We hope to see you back soon. Items must be returned in the original package, and in new/unused condition. All items are subject to a 15% restocking fee. A service charge of 1.5% month (18% APR) will be added to customer all overdue accounts. Customer is liable for all legal and collection fees.

Notes:



Customer acknowledges receipt thereof:

County Administrator's Report

FINANCE REPORT

Finance Issues:

Approval of bills from January 2, 2018 to January 9, 2018 in the amount of \$54,963.61.

Update:

Auditors are in the building this week, which makes us all busier. Otherwise, my office is just playing catch up before March settlement. We are finishing up board of review adjustments.

I'm headed for Lansing tomorrow for a Land Bank legislative meeting with Senator Conyers.

CASH SUMMARY BY FUND FOR BENZIE COUNTY

FROM 10/01/2017 TO 01/09/2018

FUND: ALL FUNDS
CASH ACCOUNTS

Fund	Description	Beginning Balance 10/01/2017	Total Debits	Total Credits	Ending Balance 01/09/2018
101	GENERAL FUND	1,320,969.13	2,736,257.84	3,372,261.34	684,965.63
201	BENZIE COUNTY ROAD COMMISSION	1,186,944.38	1,325,915.80	1,918,972.84	593,887.34
205	TNT OFFICER MILLAGE FUND	41,544.01	61,655.83	59,114.17	44,085.67
206	SHERIFF'S K-9 FUND	16,726.35	2,927.80	5,855.60	13,798.55
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	747,471.76	839,403.51	3,851.67
214	EMERGENCY MEDICAL SERVICES (EMS) FUN	130,256.30	1,222,220.05	1,180,566.28	171,910.07
215	FRIEND OF THE COURT FUND	72,290.04	855.31	0.00	73,145.35
216	SEASONAL ROAD PATROL FUND	24,519.78	2,576.45	3,294.90	23,801.33
217	SNOWMOBILE PATROL FUND	10,936.81	3,569.88	1,730.12	12,776.57
218	PARKS & REC - ICE RINK	16.69	1,250.00	0.00	1,266.69
219	AIRPORT AUTHORITY FUND	1,490.54	11,624.69	23,249.38	(10,134.15)
220	MARINE PATROL FUND	1,659.99	513.00	1,026.00	1,146.99
221	BENZIE-LEELANAU DIST HEALTH DEPT FUN	179,705.39	629,583.26	742,292.71	66,995.94
228	SOLID WASTE/RECYCLING FUND	83,145.58	119,084.00	80,922.60	121,306.98
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 AUTHOITY FUND	56,752.80	5,814.49	162.00	62,405.29
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	27,423.37	2,429.55	27,424.53
245	REMONUMENTATION/SURVEY GRANT FUND	27,478.47	4,480.00	8,960.00	22,998.47
246	GIS INFORMATION SYSTEM	6,993.28	50.00	0.00	7,043.28
247	ANIMAL CONTROL FUND	169,560.82	103,826.08	106,017.84	167,369.06
249	BUILDING DEPARTMENT FUND	71,178.93	167,583.51	145,944.02	92,818.42
256	REG OF DEEDS AUTOMATION FUND	150,038.16	7,768.81	0.00	157,806.97
258	HOMELAND SECURITY GRANTS	1,629.99	0.00	0.00	1,629.99
260	CPL CLERK TECHNOLOGY FUND	19,738.57	2,854.55	0.00	22,593.12
261	911 EMERGENCY SERVICE FUND	414,266.94	347,228.29	314,696.69	446,798.54
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	4,819.33	9,638.66	11,298.39
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	14,793.75	9,587.50	6,582.00
276	COMMISSION ON AGING MILLAGE FUND	328,311.12	527,517.30	515,162.21	340,666.21
284	REVENUE SHARING RESERVE FUND	0.00	0.00	0.00	0.00
285	POINT BETSIE LIGHTHOUSE FUND	3,246.36	0.00	0.00	3,246.36
292	CHILD CARE FUND	36,210.59	119,083.49	141,723.68	13,570.40
293	VETERAN'S RELIEF FUND	71,083.78	17,257.52	5,147.95	83,193.35
294	VETERANS TRUST FUND	5,019.63	5,019.63	10,039.26	0.00
295	VETERAN'S MEMORIAL FUND	0.00	4,535.31	0.00	4,535.31
296	JUVENILE JUSTICE FUND	746.17	5,926.27	7,927.72	(1,255.28)
310	GOVERNMENT CENTER ADDITION DEBT FUND	34,660.13	27,225.45	0.00	61,885.58
312	MAPLES DEBT/MILLAGE FUND	514,023.08	201,746.00	200,138.32	515,630.76
371	JAIL RESERVE FUND	238,205.78	52,427.24	97,001.36	193,631.66

Fund	Description	Beginning Balance 10/01/2017	Total Debits	Total Credits	Ending Balance 01/09/2018
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	47,087.25	79,533.04	89,037.88
512	MEDICAL CARE FACILITY FUND	1,290,631.62	2,567,381.62	2,705,433.14	1,152,580.10
516	DELINQUENT TAX REVOLVING FUND	4,492,073.71	378,883.56	197,413.21	4,673,544.06
532	TAX FORECLOSURE FUND	829,387.05	21,508.90	11,047.22	839,848.73
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	2,074,207.79	3,614,713.74	754,132.70
704	PAYROLL CLEARING FUND	21,039.19	688,338.40	553,089.92	156,287.67
721	LIBRARY PENAL FINE FUND	40,361.24	19,373.93	0.00	59,735.17
764	SHERIFF'S INMATE TRUST FUND	347.85	53,907.94	32,849.07	21,406.72
775	SUMMER TAX COLLECTION FUND	0.00	0.00	0.00	0.00
	TOTAL - ALL FUNDS	14,839,687.22	14,992,082.84	17,749,961.46	12,081,808.60

BILLS TO BE APPROVED January 9, 2017

Motion to approve Vouchers in the amount of:

\$	31,006.02	General Fund (101)
\$	340.54	Jail Fund (213)
\$	9,218.31	Ambulance Fund & ALS (214)
\$	2,795.27	Funds 105-238
\$	49.39	ACO Fund (247)
\$	-	Building (249)
\$	-	Dispatch 911 Fund (261)
\$	6,356.04	Funds 239-292
\$	1,558.97	Funds 293-640
\$	3,639.07	701 Fund
\$	-	Trust and Agency Funds & MSU Trust and Agency Fund (702-771)
<hr/>		
\$	54,963.61	

[illegible]

206-K-9 Fund	230-BVTMC	269-Law Library	310-Govt Ctr Addition-Debt
207-Sheriff Reserve's	232-Planning/Zoning	270-Platte River Bridge	315-Benzie Leelanau Health
208-Dive Team	235-CBDG	271-Housing Grant	321-Jail Bond
209-Resource Officer	238-EDC	276-Council on Aging	371-Jail Bldg Debt Millage
210-Benzie Kfids	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	GRINER, ROGER	COMMISSIONER MILEAGE	DECEMBER 2017	01/04/18	367.01	63244
101-101-860.00	TRAVEL	JEANNOT, ART	COMMISSIONER MILEAGE	DECEMBER 2017	01/04/18	65.27	63251
101-101-860.00	TRAVEL	SAUER, GARY	COMMISSIONER MILEAGE	DECEMBER 2017	01/04/18	112.89	63274
Total For Dept 101 BOARD OF COMMISSIONERS						545.17	
Dept 136 DISTRICT COURT							
101-136-727.00	OFFICE SUPPLIES	SMARTOX	PANELS	9772	01/04/18	692.50	63276
101-136-727.00	OFFICE SUPPLIES	VISA-KIM NOWAK	STANCHION AND FRAME	01/03/2018	01/04/18	70.97	63288
101-136-853.00	CELLULAR PHONES	VERIZON WIRELESS	DECEMBER 2017 CELL PHONES	9798019035	01/04/18	96.06	63287
101-136-900.00	PRINTING & PUBLISHING	I.C.L.E.	NOV 2017 UPDATE CRIMINAL JURY INST	741616	01/04/18	138.50	63248
101-136-962.20	JIS RELATED COSTS	JUDICIAL MANAGEMENT SY	2018 ANNUAL FEE	01/03/2018	01/04/18	6,895.00	63253
Total For Dept 136 DISTRICT COURT						7,893.03	
Dept 142 JUVENILE DIVISION							
101-142-860.00	TRAVEL	CAMERON CLARK	MILEAGE REIMBURSEMENT	DECEMBER	01/04/18	318.34	63226
101-142-957.40	NON REIMBURSABLE EXPENSE	KATHERINE HOUSTON	REIMBURSEMENT MENTOR GIFTS	DEC 2017	01/04/18	95.25	63255
Total For Dept 142 JUVENILE DIVISION						413.59	
Dept 148 PROBATE COURT							
101-148-727.00	OFFICE SUPPLIES	DES MOINES STAMP COMP	NEW DATE STAMP	1109738	01/04/18	71.00	63235
101-148-727.00	OFFICE SUPPLIES	OFFICE DEPOT	SUPPLIES	990621841001+	01/04/18	109.24	63265
101-148-727.00	OFFICE SUPPLIES	VISA-KIM NOWAK	STANCHION AND FRAME	01/03/2018	01/04/18	70.98	63288
101-148-805.00	COURT APPOINTED ATTORNEY	SMITH, MICHAEL LAWRE	L STEVENS, LII	17-0145-GA	01/04/18	170.00	63277
101-148-805.00	COURT APPOINTED ATTORNEY	TREVAS, KYLE B	P GILDNER, MI	17-0080-MI	01/04/18	230.00	63286
101-148-956.20	EXAMINATIONS - DEV DISAB	CENTRA WELLNESS NETWO	G JOHNSON, DDI	000534	01/04/18	350.00	63227
Total For Dept 148 PROBATE COURT						1,001.22	
Dept 172 ADMINISTRATOR							
101-172-703.06	WAGES-SECRETARY	SWANDER, CANDICE	A/P, PAYROLL ENTRY	1/3/18	01/04/18	82.50	63280
Total For Dept 172 ADMINISTRATOR						82.50	
Dept 257 EQUALIZATION DEPARTMENT							
101-257-900.00	PRINTING & PUBLISHING	PUMMILL PROMARK	PERSONAL PROPERTY STATEMENTS 2018	18325	01/04/18	423.85	63270
Total For Dept 257 EQUALIZATION DEPARTMENT						423.85	
Dept 261 MSU EXTENSION							
101-261-800.00	CONTRACTED SERVICES	MSUE BUSINESS OFFICE	2ND QTR MOA 2018 WORK PLAN PAYMENT 2 BENZIE 2018		01/04/18	10,052.25	63261
Total For Dept 261 MSU EXTENSION						10,052.25	
Dept 265 BUILDING & GROUNDS							
101-265-850.00	TELEPHONE	AT&T	DEC. 2017 MONTHLY PRI CIRCUIT	8875429306	01/04/18	1,065.40	63224
101-265-850.00	TELEPHONE	TELNET WORLDWIDE	12/8/17-1/8/17 GOVT CTR FAX PRI	120437	01/04/18	531.90	63283
101-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	DECEMBER 2017 CELL PHONES	9798019035	01/04/18	91.77	63287
Total For Dept 265 BUILDING & GROUNDS						1,689.07	
Dept 266 LEGAL & CONTRACTED SERVICES							
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, RETAINER	NOVEMBER 2017		01/04/18	1,833.34	63231
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, NON RETAINER EXPENSES	NOVEMBER 2017		01/04/18	198.55	63231
Total For Dept 266 LEGAL & CONTRACTED SERVICES						2,031.89	
Dept 267 PROSECUTING ATTORNEY							
101-267-727.00	OFFICE SUPPLIES	VISA-SARA SWANSON	COPIES FOR TRIAL/HOTEL RESERV FOR	121717	01/04/18	410.00	63290
101-267-808.00	WITNESS FEES	EMILY VOTRUBA	WITNESS FEE/MILEAGE (17 MILES @ \$.	122117	01/04/18	7.70	63240
101-267-808.00	WITNESS FEES	VISA-SARA SWANSON	COPIES FOR TRIAL/HOTEL RESERV FOR	121717	01/04/18	94.86	63290

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 267 PROSECUTING ATTORNEY							
101-267-827.00	MGT CONTRACT	MGT OF AMERICA, INC.	FY 2018 CRP BILLING (OCT, NOV, DEC)	32637	01/04/18	1,382.00	63259
101-267-853.00	CELLULAR PHONES	VERIZON WIRELESS	DECEMBER 2017 CELL PHONES	9798019035	01/04/18	36.51	63287
			Total For Dept 267 PROSECUTING ATTORNEY			1,931.07	
Dept 275 DRAIN COMMISSION							
101-275-860.00	TRAVEL	DIXON, CRAIG	MILEAGE FOR LAKE LEVELS	SEPTEMBER 2017	02/04/18	74.90	63236
101-275-860.00	TRAVEL	DIXON, CRAIG	MILEAGE FOR LAKE LEVELS	OCTOBER 2017	01/04/18	85.60	63236
101-275-860.00	TRAVEL	DIXON, CRAIG	MILEAGE FOR LAKE LEVELS	NOVEMBER 2017	01/04/18	90.95	63236
101-275-860.00	TRAVEL	DIXON, CRAIG	MILEAGE FOR LAKE LEVELS	DECEMBER 2017	01/04/18	16.05	63236
			Total For Dept 275 DRAIN COMMISSION			267.50	
Dept 301 SHERIFF							
101-301-749.00	VEHICLE REPAIRS	HEIGES PERFORMANCE, I	BRAKES 10-1	011564	01/04/18	478.90	63245
101-301-850.00	TELEPHONE	VERIZON WIRELESS	DECEMBER 2017 CELL PHONES	9798019035	01/04/18	218.98	63287
101-301-970.06	EQUIPMENT - COMPUTERS	I.T. RIGHT	PCS - DEP'S ROOM	20154121	01/04/18	3,079.50	63249
			Total For Dept 301 SHERIFF			3,777.38	
Dept 426 EMERGENCY MANAGEMENT							
101-426-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CEN	PRINTER INK	423103-0	01/04/18	57.94	63250
101-426-850.00	TELEPHONE	SPRINT SOLUTIONS, INC	EMERGENCY PHONES	9182016	01/04/18	6.38	63278
101-426-850.00	TELEPHONE	VERIZON WIRELESS	DECEMBER 2017 CELL PHONES	9798019035	01/04/18	415.25	63287
101-426-860.00	TRAVEL	POST, FRANK	MILEAGE REIMBURSEMENT FROM 12-17-1	MILEAGE ENDING	01/04/18	56.71	63269
			Total For Dept 426 EMERGENCY MANAGEMENT			536.28	
Dept 751 PARKS & RECREATION DEPARTMENT							
101-751-721.00	PER DIEM	DEMITROFF, CATHY	PARKS & REC PER DIEM	12/18/17	01/04/18	35.00	63234
101-751-721.00	PER DIEM	DUPERRON, SEAN	PARKS & REC PER DIEM	12/18/17	01/04/18	35.00	63237
101-751-721.00	PER DIEM	HOOGTERP, EDWARD	PARKS & REC PER DIEM	12/18/17	01/04/18	35.00	63247
101-751-721.00	PER DIEM	PEACOCK, TAD	PARKS & REC PER DIEM	12/18/17	01/04/18	35.00	63267
101-751-721.00	PER DIEM	PEARSALL-GROENWALD, M	PARKS & REC PER DIEM	12/18/17	01/04/18	35.00	63268
101-751-721.00	PER DIEM	ROCH VON ROCHSBURG, W	PARKS & REC PER DIEM	12/18/17	01/04/18	35.00	63273
101-751-721.00	PER DIEM	SKURDALL, BARBARA	PARKS & REC PER DIEM	12/18/17	01/04/18	35.00	63275
101-751-804.00	RECORDING SERVICES	MCPHERSON, JEANNE KAY	PARKS & REC RECORDING SECRETARY	12/18/2017	01/04/18	75.00	63257
101-751-860.00	TRAVEL	DEMITROFF, CATHY	PARKS & REC MILEAGE	12/18/17	01/04/18	5.35	63234
101-751-860.00	TRAVEL	DUPERRON, SEAN	PARKS & REC MILEAGE	12/18/17	01/04/18	9.10	63237
101-751-860.00	TRAVEL	HOOGTERP, EDWARD	PARKS & REC MILEAGE	12/18/17	01/04/18	1.61	63247
101-751-860.00	TRAVEL	MCPHERSON, JEANNE KAY	PARKS & REC MILEAGE	12/18/17	01/04/18	5.89	63257
101-751-860.00	TRAVEL	PEACOCK, TAD	PARKS & REC MILEAGE	12/18/17	01/04/18	2.14	63267
101-751-860.00	TRAVEL	PEARSALL-GROENWALD, M	PARKS & REC MILEAGE	12/18/17	01/04/18	8.03	63268
101-751-860.00	TRAVEL	ROCH VON ROCHSBURG, W	PARKS & REC MILEAGE	12/18/17	01/04/18	8.56	63273
101-751-860.00	TRAVEL	SKURDALL, BARBARA	PARKS & REC MILEAGE	12/18/17	01/04/18	0.54	63275
			Total For Dept 751 PARKS & RECREATION DEPARTMENT			361.22	
			Total For Fund 101 GENERAL FUND			31,006.02	
Fund 205 TNT OFFICER MILLAGE FUND							
Dept 000							
205-000-840.00	INTELL/INVESTIGATIONS	GRAND TRAVERSE COUNTY	SVC CONTRACT OPER EXP	TNT-2018-01	01/04/18	2,000.00	63243
205-000-840.00	INTELL/INVESTIGATIONS	TRANSSION RISK AND A TLO		939561	01/04/18	210.00	63285
205-000-853.00	CELLULAR PHONES-TNT	VERIZON WIRELESS	DECEMBER 2017 CELL PHONES	9798019035	01/04/18	40.01	63287
			Total For Dept 000			2,250.01	
			Total For Fund 205 TNT OFFICER MILLAGE FUND			2,250.01	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 213 JAIL OPERATIONS FUND							
Dept 265 BUILDING & GROUNDS							
213-265-782.00	MAINTENANCE SUPPLIES	AMAZON CAPITAL SERVIC	RUBBER CORD-CLAMP	194G-MRT1-Y3T3	01/04/18	7.67	63223
213-265-782.00	MAINTENANCE SUPPLIES	AMAZON CAPITAL SERVIC	WALLPHONE PLATE	IRPY-NRTP-416H	01/04/18	15.49	63223
213-265-783.00	EQUIP. SERVICES & SUPPLI	NUGENT HARDWARE	TAPE, ROLLERS, SUPPLIES	1444	01/04/18	56.86	63264
213-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	DECEMBER 2017 CELL PHONES	9798019035	01/04/18	110.52	63287
			Total For Dept 265 BUILDING & GROUNDS			190.54	
Dept 351 JAIL - CORRECTIONS							
213-351-980.01	BIO-HAZARDS EQUIPMENT	EMERGENCY SAFETY SUPP	GLOVES	2342	01/04/18	150.00	63239
			Total For Dept 351 JAIL - CORRECTIONS			150.00	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND						340.54	
Dept 265 BUILDING & GROUNDS							
214-265-750.00	MAINTENANCE SUPPLIES	HONOR BUILDING SUPPLY	MOUSE TRAPS	1712-243765	01/04/18	9.58	63246
214-265-750.00	MAINTENANCE SUPPLIES	HONOR BUILDING SUPPLY	MOUSE TRAPS	1712-244599	01/04/18	5.77	63246
214-265-850.00	TELEPHONE	CENTURYLINK	DECEMBER 22, 2017 BILLING	404669354	01/04/18	293.52	63229
214-265-850.00	TELEPHONE	CENTURYLINK	TELEPHONE NOVEMBER 2017	404669354	01/04/18	284.11	63229
214-265-850.01	INTERNET SERVICE	CHARTER COMMUNICATION	CABLE - STATION 1	0010110122217	01/04/18	96.56	63230
214-265-850.01	INTERNET SERVICE	CHARTER COMMUNICATION	CHARTER CABLE, PHONE, AND INTERNE	0016011122217	01/04/18	319.95	63230
214-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	DECEMBER 2017 CELL PHONES	9798019035	01/04/18	20.04	63287
214-265-935.00	BUILDING REPAIRS	MI PEST	SEASONAL PEST CONTROL	5129	01/04/18	50.00	63260
			Total For Dept 265 BUILDING & GROUNDS			1,079.53	
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
214-655-721.00	PER DIEM	FRANKE, JIM	EMS ADVISORY PER DIEM	12/21/17	01/04/18	35.00	63242
214-655-721.00	PER DIEM	JOWETT, GAYLORD	EMS ADVISORY PER DIEM	12/21/17	01/04/18	35.00	63252
214-655-721.00	PER DIEM	MEAD, MICHAEL	EMS ADVISORY PER DIEM	12/21/17	01/04/18	35.00	63258
214-655-727.00	OFFICE SUPPLIES	TEAM FINANCIAL GROUP,	COPIER LEASE FOR EMS STATIONS	158538	01/04/18	198.34	63281
214-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	OXYGEN	9071089895	01/04/18	68.14	63221
214-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	OXYGEN UPS MEDICAL PURE 200 CGA 54	9071089896	01/04/18	68.14	63221
214-655-748.00	GAS, OIL & GREASE	XPRESS LUBE	ALPHA 33 OIL CHANGE	30220	01/04/18	40.94	63292
214-655-749.00	VEHICLE REPAIRS	JUST TRUCKS INC	ALPHA 32 REPAIR - ABS	1028501	01/04/18	271.60	63254
214-655-749.00	VEHICLE REPAIRS	THIRLBY AUTO - ALS/EM	02 CHEVY TRUCK SILVERADO 1500	969664	01/04/18	168.47	63284
214-655-749.00	VEHICLE REPAIRS	ZACK'S TIRES	TIRES FOR ALPHA 33	64	01/04/18	780.84	63293
214-655-751.00	UNIFORMS	ROBBIE'S DRY CLEANERS	DRY CLEAN - EMS WINTER COAT	40273	01/04/18	10.00	63271
214-655-751.00	UNIFORMS	TELE-RAD, INC.	BOOTS - FULL TIME EMPLOYEE - J. BA	883035	01/04/18	119.99	63282
214-655-800.01	CONTRACTED SERVICES - BI	NORTH FLIGHT, INC.	EMS BILLING SERVICES	BEN 1017 - 1117	01/04/18	2,787.50	63262
214-655-860.00	TRAVEL	FRANKE, JIM	EMS ADVISORY MILEAGE	12/21/17	01/04/18	5.35	63242
214-655-860.00	TRAVEL	MEAD, MICHAEL	EMS ADVISORY MILEAGE	12/21/17	01/04/18	7.49	63258
214-655-970.01	EQUIPMENT- AMBULANCE	CENTRAL STATE BANK	A22 MONTHLY LOAN PAYMENT	12/20/2017	01/04/18	3,479.86	63228
214-655-970.01	EQUIPMENT- AMBULANCE	NUGENT HARDWARE	MISC. SUPPLIES FOR NEW AMBULANCE	145499	01/04/18	27.12	63264
			Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)			8,138.78	
Fund 228 SOLID WASTE/RECYCLING FUND						9,218.31	
Dept 000							
228-000-850.00	TELEPHONE	VERIZON WIRELESS	DECEMBER 2017 CELL PHONES	9798019035	01/04/18	65.26	63287
228-000-941.00	CONTAINER LEASE/PURCHASE	XPRT FULFILLMENT	RECYCLING BIN STORAGE RENT	1318	01/04/18	270.00	63291
228-000-957.00	MISCELLANEOUS	COLE'S SNOWFLOWING	SAVE A LOT SITE FLOWING	123117	01/04/18	210.00	63232
			Total For Dept 000			545.26	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 228 SOLID WASTE/RECYCLING FUND							
Fund 247 ANIMAL CONTROL FUND			Total For Fund 228 SOLID WASTE/RECYCLING FUND			545.26	
Dept 265 BUILDING & GROUNDS							
247-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	DECEMBER 2017 CELL PHONES	9798019035	01/04/18	49.39	63287
			Total For Dept 265 BUILDING & GROUNDS			49.39	
			Total For Fund 247 ANIMAL CONTROL FUND			49.39	
Fund 269 LAW LIBRARY FUND							
Dept 000							
269-000-800.00	CONTRACTED SERVICES	SWANDER, CANDICE	LAW LIBRARIAN JULY 2017-DECEMBER 2 JAN 2018		01/04/18	750.00	63280
269-000-901.00	RESOURCE MATERIALS	I.C.L.E.	MI MODEL CIVIL JURY INSTRUCTIONS O 1056236		01/04/18	138.50	63248
269-000-901.00	RESOURCE MATERIALS	I.C.L.E.	MI MODEL CRIMINAL JURY INSTRUCTION 1057081		01/04/18	267.50	63248
			Total For Dept 000			1,156.00	
			Total For Fund 269 LAW LIBRARY FUND			1,156.00	
Fund 292 CHILD CARE FUND							
Dept 000							
292-000-840.00	CONTRACTED SVCS - VOL CO	KATHERINE HOUSTON	VOLUNTEER COORDINATION	JANUARY 2018	01/04/18	2,083.33	63255
292-000-840.00	CONTRACTED SVCS - VOL CO	NORTHERN FAMILY INTER	INTENSIVE FAMILY COUNSELING	12/17	01/04/18	2,500.00	63263
292-000-840.95	IN HOME CARE MISC.	EMS TETHER	TETHER FOR IHC CLIENTS	12/2017	01/04/18	152.25	63241
292-000-850.00	TELEPHONE	CAMERON CLARK	MILEAGE REIMBURSEMENT	DECEMBER	01/04/18	50.00	63226
292-000-850.00	TELEPHONE	ROBINSON, KELLIE	MILEAGE & CELL PHONE REIM	DEC 2017	01/04/18	50.00	63272
292-000-860.00	TRAVEL/GAS CARDS	BENZIE BUS	BUS PASSES - DECEMBER 2017	1838	01/04/18	90.00	63225
292-000-860.00	TRAVEL/GAS CARDS	ROBINSON, KELLIE	MILEAGE & CELL PHONE REIM	DEC 2017	01/04/18	99.46	63272
292-000-862.00	MENTORING/TUTORING	DANA BURCH	TUTORING FOR H-LONG	FALL 2018	01/04/18	175.00	63233
			Total For Dept 000			5,200.04	
			Total For Fund 292 CHILD CARE FUND			5,200.04	
Fund 516 DELINQUENT TAX REVOLVING FUND							
Dept 000							
516-000-694.00	CASH OVER/SHORT	ALMIRA TOWNSHIP TREAS	OVER PAYMENT ON DELINQUENT TAXES 0 01-140-0222-00		01/04/18	1,558.97	63222
			Total For Dept 000			1,558.97	
			Total For Fund 516 DELINQUENT TAX REVOLVING FUND			1,558.97	
Fund 701 GENERAL AGENCY FUND							
Dept 136 DISTRICT COURT							
701-136-272.00	RECOVERY COURT	SMARTOX	PANELS	9772	01/04/18	692.50	63276
701-136-272.00	RECOVERY COURT	VISA-KIM NOWAK	SOBRIETY COURT GIFT CARDS	01/03/2018	01/04/18	100.00	63288
			Total For Dept 136 DISTRICT COURT			792.50	
Dept 141 FRIEND OF THE COURT							
701-141-222.04	DUE MANISTEE - STATUTORY	MANISTEE COUNTY TREAS	STAT & PROCESSING FEES	DECEMBER 2017	01/04/18	699.79	63256
701-141-222.05	DUE MANISTEE - PROCESSIN	MANISTEE COUNTY TREAS	STAT & PROCESSING FEES	DECEMBER 2017	01/04/18	87.90	63256
			Total For Dept 141 FRIEND OF THE COURT			787.69	
Dept 172 ADMINISTRATOR							
701-172-299.01	CANTEEN FUNDS	VISA-MITCHELL DEISCH	VICTORIA'S FLORAL DESIGN/MICHELLE 12/16/17		01/04/18	50.88	63289
			Total For Dept 172 ADMINISTRATOR			50.88	
Dept 215 COUNTY CLERK							
701-215-228.16	DUE STATE - PISTOL PERMI	STATE OF MICHIGAN (#3	DEC 2017 CPL	551-503003	01/04/18	1,920.00	63279

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 701 GENERAL AGENCY FUND							
Dept 215 COUNTY CLERK							
701-215-271.10	FAMILY DIVISION RESTITUT	ELAINE NEWBOLD	RESTITUTION FROM TREVOR MILLER	06-1377-DL	01/04/18	5.00	63238
			Total For Dept 215 COUNTY CLERK			1,925.00	
Dept 253 COUNTY TREASURER							
701-253-275.00	TAX OVERPAYMENTS/REFUNDS	PAUL MAURER CONTRACTI	PERMIT CANCELLED	PBI7-0330	01/04/18	83.00	63266
			Total For Dept 253 COUNTY TREASURER			83.00	
			Total For Fund 701 GENERAL AGENCY FUND			3,639.07	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund Totals:						
	Fund 101 GENERAL FUND					31,006.02
	Fund 205 TNT OFFICER MILLAGE FUND					2,250.01
	Fund 213 JAIL OPERATIONS FUND					340.54
	Fund 214 EMERGENCY MEDICAL SERVICES					9,218.31
	Fund 228 SOLID WASTE/RECYCLING FUND					545.26
	Fund 247 ANIMAL CONTROL FUND					49.39
	Fund 269 LAW LIBRARY FUND					1,156.00
	Fund 292 CHILD CARE FUND					5,200.04
	Fund 516 DELINQUENT TAX REVOLVING FU					1,558.97
	Fund 701 GENERAL AGENCY FUND					3,639.07
Total For All Funds:						54,963.61



ANDERSON, TACKMAN & COMPANY, PLC
CERTIFIED PUBLIC ACCOUNTANTS

KINROSS OFFICE

SUE A. BOWLBY, CPA, PRINCIPAL
KENNETH A. TALSMA, CPA, PRINCIPAL
AMBER N. MACK, CPA, PRINCIPAL

PHILLIP J. WOLF, CPA

**MEMBER AICPA
DIVISION FOR CPA FIRMS**

MEMBER MACPA

**OFFICES IN
MICHIGAN & WISCONSIN**

TO MEMBERS OF THE BOARD

Enclosed are various documents regarding the planned audit scope and timing of our audit procedures of your basic financial statements and selected compliance procedures for your most recent fiscal period. These documents are required by recent changes requiring auditors to report various matters to *"those charged with governance"* of your organization.

Please review the documents and convey any concerns that you may have regarding these procedures to us, if any. At the end of our audit engagement, we will provide you with an additional communication regarding the results of our audit procedures, a discussion of your responsibilities regarding the audit and other comments. This communication will be in addition to other communications that we may have previously contacted you about concerning fraud, abuse or other matters.

If you have any questions regarding these items, please contact us.

Sincerely,

Anderson, Tackman & Company, PLC
Certified Public Accountants



ANDERSON, TACKMAN & COMPANY, PLC
CERTIFIED PUBLIC ACCOUNTANTS

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DIVISION FOR CPA FIRMS

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OFFICES IN
MICHIGAN & WISCONSIN

To Members of the Board of Commissioners
County of Benzie, Michigan
448 Court Street
Beulah, Michigan 49617

We are pleased to confirm our understanding of the services we are to provide the County of Benzie, Michigan for the year ended September 30, 2017. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the County of Benzie, Michigan as of and for the year ended September 30, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the County of Benzie, Michigan's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the County of Benzie, Michigan's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquires of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Employees Retirement and Benefit Systems
3. Budgetary Comparison Schedules
4. Other Post Employment Benefits

We have also been engaged to report on supplementary information other than RSI that accompanies the County of Benzie, Michigan's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements taken as whole.

1. Combining Fund Financial Statements

The following additional information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

1. Statistical data

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the County of Benzie, Michigan and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the County of Benzie, Michigan's financial statements. Our report will be addressed to the Members of the Board of Commissioners of the County of Benzie, Michigan. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit, we become aware that the County of Benzie, Michigan is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the County of Benzie, Michigan's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the GASB 68 information, financial statements, and related notes of the County of Benzie, Michigan in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services, and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the County; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Anderson, Tackman & Company, PLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Michigan or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Anderson, Tackman & Company, PLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of Michigan or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Kenneth A. Talsma, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. To ensure that Anderson, Tackman & Company, PLC's independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed the amount listed in our proposal. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable on presentation. The proposed fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report, any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. A copy of our peer review opinion and letter of comments is available on the American Institute of CPA's website at www.aicpa.org.

Because there are inherent difficulties in recalling or preserving information as the period after an engagement increases, you agree that, notwithstanding the statute of limitations of the State of Michigan, any claim based on the audit engagement must be filed within (12) months after performance of our service, unless you have previously provided us with a written notice of a specific defect in our services that forms that basis of the claim.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes, before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

We appreciate the opportunity to be of service to the County of Benzie, Michigan and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Anderson Tackman & Co PLC

Anderson, Tackman & Company, PLC

RESPONSE:

This letter correctly sets forth the understanding of the County of Benzie, Michigan.

Management or Governance
Signature: *M. Shumper*
Title: *Manager*
Date: *1/8/18*

Dawn Olney

From: Maridee Cutler
Sent: Wednesday, January 03, 2018 10:49 AM
To: Kyle Rosa
Cc: Dawn Olney
Subject: FW: Proposed Snowmobile Patrol Budget
Attachments: 2018_01_02_15_36_48.pdf

Sure, however, they still have not scheduled that meeting. You might have to take it to the BOC meeting on the 9th and add it to the packet. I copied Dawn on the email.

From: Kyle Rosa
Sent: Wednesday, January 03, 2018 10:30 AM
To: Maridee Cutler
Subject: Proposed Snowmobile Patrol Budget

Hello Maridee,

I know I asked you already to put me on the agenda for the next Finance Meeting 01/09/2018.

Can you please put the two attachments in the finance committee packets?

This is my proposed budget and explanation.

Thank you,

Kyle Rosa
Undersheriff/BCSO



Benzie County Sheriff's Office

505 S. MICHIGAN AVE., BEULAH, MI 49617
(231) 882-4484 FAX (231) 882-5814

Ted Schendel
SHERIFF

Kyle Rosa
UNDERSHERIFF

To: Finance Committee

12/14/2017

From: Undersheriff Kyle Rosa

I have prepared the attached proposed budget based on the below listed revenues.

1. State Grant (DNR) \$ 8,000.00
2. Local Match/Contracts \$ 2,500.00
3. Contributions/Donations \$ 100.00
4. Transfer in-General Fund \$ 1,400.00

Total \$ 12,000.00

I am looking for support in the form of a motion supporting the proposed snowmobile budget for the years 2017/2018 to be submitted to the full board for approval.

Respectfully,

Kyle Rosa
Undersheriff

RECEIVED

JAN 03 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

BCSO Snowmobile Budget 2017/2018

Revenues

217-332-539.00	State Grant (DNR)	\$ 8,000.00
217-332-585.00	Local Match/Contracts	\$ 2,500.00
217-332-674.00	Contributions/Donations	\$ 100.00
217-332-699.03	Transfer in-general fund	\$ 1,400.00

Total \$12,000.00

Expenditures

217-332-706.00	Wages-Deputy Sheriff	\$ 6,700.00
217-332-725.00	Fringe Benefits	\$ 500.00
217-331-748.00	Gas-Oil-Grease	\$ 1,000.00
217-332-749.00	Vehicle Repairs	\$ 1,000.00
217-332-751.00	Uniforms	\$ 800.00
217-332-970.00	Equipment	\$ 2,000.00

Total \$12,000.00

Proposed budget amended 12/14/2017

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JAN 03 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Human Resources (HR) Report

Committee Appointments



448 Court Place • Beulah, MI 49617

Memo To: Board of Commission
From: Mitchell D. Deisch, Administrator *M Deisch*
Date: Tuesday December 26, 2017
Subject: Building Authority Member Interviews

On Tuesday December 19, 2017 the Building Authority Interview Team consisting of Commissioners Carland, Jeannot and Warsecke interviewed 9 candidates to fill the 5 Building Authority member seats.

The following applicants were interviewed by the BA interview team:

Lisa Vogler
Jeff Johnson
Thor Goff
Chris Mekas
Doug Henry
James Clark
Marcia Stobie
Tom Longanbach
Eric VanDussen

Each candidate interviewed was asked and answered a series of questions by the interview team.

Upon the competition of the 9 interviews, the interview team discussed the merits and qualifications of each applicant. After significant discussion on the applicants the following slate of BA members was recommended to the full Board of Commission:

<u>Expiration Date</u>	<u>Length of Term</u>	<u>Recommended Applicants</u>
12/31/18	1 year	Lisa Vogler** and Marcia Stobie
12/31/19	2 years	Jeff Johnson and Eric VanDussen
12/31/20	3 years	James Clark

** Vote was 2-1 (Carland no) to add to slate.

Recommendation: The Building Authority Interview Team recommends the following slate of five (5) candidates to be appointed to the Building Authority, 1 year term expiring 12/31/18 Lisa Vogler and Marcia Stobie, 2 year term expiring 12/31/19 Jeff Johnson and Eric VanDussen and for a 3 year term expiring on 12/31/20 James Clark.

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DEC 26 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

LISA J. VOGLER, Esq.
8475 Bent Pine Drive
Lake Ann, Michigan 49650
vogler1616@gmail.com

RECENT EMPLOYMENT HISTORY

LJ VOGLER LAW, PLC JANUARY 2015 - present
57 N. Michigan Ave.
Beulah, Michigan 49617
Position: self-employed, litigation practice

LJV MANAGEMENT SERVICES, LLC JUNE 2015 - present
57 N. Michigan Ave.
Beulah, Michigan 49617
Position: self-employed, construction oversight & management

EDUCATION

UNIVERSITY OF MICHIGAN B.A. with high distinction
Ann Arbor, Michigan AUGUST 1982

DETROIT COLLEGE OF LAW J.D. magna cum laude
(now MSU College of Law) class rank 3/90
JANUARY 1987

ADMISSIONS & LICENSING

STATE BAR OF MICHIGAN NOVEMBER 1986 - present

UNITED STATES DISTRICT COURTS DECEMBER 1986 - present
Eastern & Western Districts

REFERENCES

Ken Hinton
Livingston County Administrator
304 E. Grand River
Howell, MI 48843
(517)540-8800
khinton@livgov.com

Sheriff Trent Taylor
Wexford County Sheriff's Dept.
1015 Lincoln Street
Cadillac, MI 49601
(231)878-4104 cell
ttaylor@rconstruction.com

Rob Gustafson, PE LEED AP
Hooker DeJong, Inc
316 Morris Ave., Ste. 410
Muskegon, MI 49440
(231)740-4431 cell
robg@hjinc.com

Jerrold Pung, Sr. Project Manager
Granger Construction
940 Monroe Ave. NW, Ste. 142
Grand Rapids, MI 49503
(517)599-9800 cell
jpung@grangerconstruction.com

NOV 30 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



LIVINGSTON COUNTY ADMINISTRATION

LIVINGSTON COUNTY, MICHIGAN

304 E. Grand River Avenue - Suite 202 - Howell MI 48843

TEL: (517) 546-3669

E-MAIL: KHinton@livgov.com

KEN HINTON

COUNTY ADMINISTRATOR

November 22, 2017

Alpena County Commissioners

720 W. Chisholm Street Suite #7

Alpena, MI 49707-2453

Dear Commissioners:

I am writing you on behalf of **Lisa Vogler**, whom I have worked directly with in the past. I first met Lisa when I was employed as the Wexford County Administrator and she successfully represented the County on several pieces of litigation. In my opinion, Lisa was a strong and effective advocate for the County, saving its taxpayers from the potential of large lawsuit settlements.

Before I left Wexford County in May of 2015, I had helped to initiate the building of a new jail and Sheriff's administrative office. I had started the process of applying for funding of the project through a USDA Rural Development loan. When I resigned, I recommended that the Board of Commissioners hire Lisa Vogler as a Project Manager/Owner's Representative to provide oversight for the jail project, both construction and financing. They did hire her for this role and the results were excellent as the project was finished ahead of schedule in October 2017, and under budget.

There were a number of reasons behind my recommendation of Ms. Vogler for this assignment and a partial listing would include the following:

- USDA Rural Development would not allow for the hiring of a Construction Management (CM) firm, calling it a waste of 3-5% of the project cost
- Ms. Vogler not only had the legal skills to understand and negotiate contractual issues, but also had commercial construction experience
- There was no one on County staff with the available time or expertise to handle the project
- The substantial oversight of a project of this nature is too time consuming and requires quick enough responses that this could not be adequately addressed by elected officials within the County
- Professionalism is vital to communications with the public, press, and other municipalities and Lisa does this well

I understand that Lisa Vogler is interested in serving your County in a similar fashion for your new jail project. The benefits of engaging someone to lead on a project of this scale are numerous and the fact that Lisa has just finished the Wexford project would indicate her ability to "hit the ground running". Feel free to call me if you have any questions related to my experience working with Lisa Vogler.

Sincerely,

KEN HINTON

COUNTY ADMINISTRATOR

KH/csj

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NOV 30 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

10:00

APPOINTMENT TO BOARD, COMMISSIONS AND AGENCIES

APPLICATION

DATE: Oct. 16, 2017

Name: Jeff Johnson

Address (including PO Box): 3843 Highland Drive, Beulah, MT 49617

County District: Lake Twp.

Home Telephone: 231 882-9339

Occupation: retired

Business Telephone: (937) 631-5363
(cell)

Please list the Board, Commission or Agency you are applying for:

1. Building Authority

2. Frankfort City-County Airport Authority *

Please state your interest, experience and/or education that would relate to your serving on the above-named organizations.

My interest in a position on the Benzie Co Bldg. Authority lies in my successful experience in the (on time and on budget) completion of several public and non profit multi-million dollar capital improvement projects.

I enjoyed the "project nature" of the capital projects.

More specifically, these projects were discreet in nature and produced a tangible public improvement constructed from a basis of public policy, planning, financial analysis, time management to the ribbon cutting ceremony.

PLEASE ATTACH A CURRENT OR UPDATED RESUME OR LETTER OF INTEREST

This application with resume' attached must be returned to:

BENZIE COUNTY CLERK
448 COURT PLACE
BEULAH, MI 49617

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OCT 16 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

1/8/14

* Although not mentioned in the Public Notice in the Record Patriot of Oct. 11, 2017, as having any projected vacancies at this time, I would be pleased for consideration on the Frankfort City-County Airport Auth. should that opportunity arise.

Jeffry L. Johnson
3843 Highland Drive
Beulah, MI 49617
H (231) 882-9359
M (937) 631-5363
Jeffryjohnson262@gmail.com

Profile:

Education: Harvard University, John F. Kennedy School of Government, Program for Senior State and Local Government Executives, summer 2000

M.A., 1974, Antioch College Graduate School of Education, Yellow Springs, OH

B.A., 1970, Western Michigan University, Kalamazoo MI

Attended numerous professional development courses, including the State of Ohio's Basic Economic Development Course and Land Use Planning Program, Uniform Administrative Requirements for Federal Grants, Cost Principles for Federal Acquisition Requirements and Defense Security Service Certifications

As a Facility Security Officer, holds a Department of Defense Top Secret level security clearance

A proven professional who thrives in a complex environment including public policy makers, private sector professionals and time/budget sensitive outcomes.

Adjunct Faculty Member in the School of Community Education, Wittenberg University

Springfield, OH

Fall Semester, 2014

Responsibilities: Developed curriculum, instructional materials, student competencies and taught the fall semester class of Organizational Behavior—with the emphasis on the student as a future leader.

Independent Consultant with Balas Consulting Services

Cedarville, OH

October 1, 2014 to December 31, 2016

Responsibilities: Provides college and career readiness consulting to support the internship programming of the several Clark County, Ohio high schools. **Accomplishments:** Increased the number of intern employers from 5 to over 40 and the intern participation level from 5 to over 60 during the contact period. Helped develop the pre-internship training curriculum.

RECEIVED

OCT 16 2017

DAWN OLNEY
BENZIE COUNTY CLERK
RECEIVED

President/CEO, the Advanced Virtual Engine Test Cell (Avetec) 4170 Allium Ct

Springfield, OH 45505

November 22, 2012 to August 23, 2013

Responsibilities: Provides overall strategic and operational direction for the company. Establishes organizational direction for the organization in accordance with board directives and corporate charter. Reviews operations and financial statements to evaluate progress. Coordinates operations among divisions.

Director of Operations, the Advanced Virtual Engine Test Cell (Avetec) 4170 Allium Ct.

Springfield, OH 45505.

January 2009 to November 21, 2012

Responsibilities: Directs and oversees operational policies, objectives and initiatives including facility management, contracts and human resources. Evaluates continually evolving systems and procedures. Directs the maintenance of the building and its component systems. Holds the responsibilities of the Facility Security Officer. This responsibility requires a Department of Defense Top Secret security clearance.

Accomplishments:

- Managed the competitive acquisition for building operations contracts and developed the annual Facilities Management Budget.
- Directed the integration of the contracts function into the business development activity of the company.
- Oversaw the development of the company's annual 10 Point Strategic Plan.
- Introduced the company's Customer Value Management into practice.
- Guided the company through the process of achieving a Top Secret security clearance.

Facilities Manager, the Advanced Virtual Engine Test Cell (Avetec) OH 45505

February 2007 to January 2009

Responsibilities: Complete the construction of the new building on time and on budget and carry out the logistics for the move to the new building.

Accomplishments:

- Facility was completed on time and on budget (8 months of design, 13 months of construction) comprising 37,000 sq. ft. at a cost of \$10,000,000.
- Ensured the program continuity between the Avetec operating divisions and the architectural design.
- Contracted with local vendors for furniture purchase, layout and move logistics for the company's 40 employees.

Executive Director, Community Improvement Corporation (CIC) of Springfield and Clark County, OH February 2005 to February 2007

Responsibilities: Executed board policies and directives. Responded to the State of Ohio Department of Development "leads", self-generated local economic opportunities, business attraction and retention. Management of staff, budget and monthly activity and financial reports.

Selected Accomplishments:

- Solicited public funds to continue the CIC operation.
- Developed the 2006 Scope of Work and budget for the CIC
- Coordinated Ethanol Plant Feasibility Study
- Attracted and managed over \$1M of Army Corps of Engineers and HUD Economic Development Initiative grants.
- Directed the effort to locate the Ritchie Brothers Heavy Equipment Auctioneers to Clark Co.
- Lead the feasibility studies for the Prime Ohio II Industrial Park

Assistant County Administrator, Clark County, OH 1994 to February 2005

Responsibilities: Supervised five county department heads; coordinated the achievement of departmental goals; supervised staff in the formulation of federal grant projects and grant outcomes. Developed policies for the county's economic development team; completed multi-million dollar county owned capital improvement projects.

Selected Accomplishments:

- Developed the Sewer/Water Agreement resulting in the expansion of the Prime Ohio Industrial Park by nearly 300 acres.
- Drafted the Enterprise Zone Program resulting in nearly 30 million dollars of payroll per year.
- Negotiated the extension of county water facilities to some 120 acres for industrial/commercial development.
- Negotiated the Joint Economic Development District (JEDD).

Assistant County Administrator for Development, Clark County, OH 1988 to 1994

Responsibilities: Supervised operations of four county departments (utilities, planning, building inspection and solid waste departments.) Advised the Board of Commissioners as to federal and state grant programs. Sought economic development opportunities in conjunction with the Springfield Chamber of Commerce and the State of Ohio Department of Development.

Accomplishments:

- Organized the Utilities, Planning and Building Inspections Departments into a synchronized team approach to economic development.
- First Secretary/Treasurer to the West Central Ohio Port Authority and spearheaded the purchase of over 100 miles of active rail line which today supports over 500 jobs.
- Completed the construction of the County Offices and Municipal Courts Building

County Development Director, Clark County, OH

1983 to 1988

Responsibilities: Wrote, implemented and evaluated, the county's several Community Development Block Grant and job training programs. Advised the County Administrator and Board of Commissioners regarding public project completion.

Selected Accomplishments:

- Led the development of the KTK Industrial Park —a five acre, 30 acre park
- Completed the construction of the new Clark County Jail

Professional and Community Leadership

Member, Ohio Development Association 2005-2007

Clark State Community College Foundation Board

Clark County Historical Society Board

Rosemary Naulty's Husband 2000-present

PERSONAL REFERENCES AVAILABLE UPON REQUEST

Dawn Olney

From: Eric VanDussen <ericvandussen@gmail.com>
Sent: Thursday, September 28, 2017 4:48 PM
To: Dawn Olney
Subject: Building Authority appointment

To Benzie County's Board of Commissioners,

I am hereby applying to be appointed to Benzie County's Building Authority.

I am a long-term Benzie County resident and I have an extensive construction and legal background, which I believe would benefit the Building Authority.

Thanks,

Eric L. VanDussen
(231) 651-9189

October 10, 2017

11:20

Att: Dawn Olney
Benzie County Clerk

RE: Benzie County Building Authority Position

Dear Dawn:

I met Evan Warsecke at the Inland Township Board meeting last night and he instructed me to post a letter to you about the Building Authority positions that will be opening up in the near future. As you will note in the attached resume I am a retired Licensed Architect and Licensed Real Estate Broker with years of managerial, customer service and construction experience.


Since moving into Benzie County, a year and a half ago, I have been looking for opportunities to be active in the community. I have become a member of the Inland and Homestead Townships Planning Commission, an alternate member of the Inland Township March Board of Review, and became the warehouse manager for the Traverse City Film Festival on a volunteer basis.

Reviewing the stated purpose of the Building Authority, I see those incorporated points follow closely to my duties with the State and other employment experience. For instance; improving, enlarging, operating and maintaining buildings owned by the county. My focus with the State of Michigan was to insure the twenty plus state owned buildings were renovated, operated and maintained to provide the employees and their clients a safe environment to function in. With Belfry Development and my Real Estate experience I was involved in the acquiring land and buildings to improve the company's portfolio.

I have a progressive experience in managing people, dealing with clients, managing projects and bringing transactions to closure. From my early experience as an Assessor with West Bloomfield Township to running a distribution a branch in Salt Lake City for Unistrut Corporation to my position at the State of Michigan, I have always held myself and my employees to the highest standards, thus leading by example.

I look forward to the opportunity to meet with you and the county commissioners to review my work history and how my experience can assist the Building Authority to meet their stated goals.

Regards,


James R. Clark
Cell: 231-620-8336

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OCT 10 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

James Clark

2640 Hulbert Road • Interlochen, MI 49643
231-620-8336 (Cell) • yogajim@aol.com

OBJECTIVES: To cultivate an atmosphere of collaborative teamwork through cross-functional work relationships, to continue my professional and personal growth by being active in community service.

DEMONSTRATED STRENGTHS

- Leadership and Cross Functional Team Building
- Mentoring and Coaching
- Customer Focused
- Creative Problem Solver
- Strong Positive Attitude

PROFESSIONAL EXPERIENCE

STATE OF MICHIGAN

1999 to 2016 Retired

State Administrative Manager 15 - Lansing, MI

Manage and Lead Developer of the Tenant Space / Design Sections for the Design and Construction Division of Facilities Administration. My primary focus is on Customer Service for all State Agencies addressing their space allocation and suite modification needs. Over the past three plus years I have supervised a Licensed Engineer and a Licensed Architect. Listing of current aspects of my position and experience with the State of Michigan include:

Planning, Organizing, Directing and Coordinating

- Guide and supervise staff providing professional architectural, engineering, and project management services, project inspection services, and environmental, health and safety services including reviewing performance, and providing periodic evaluations as necessary.
- Serve as mentor to my direct reports through performance management, identifying training needs, and by demonstrating "best practices" in the area of communication, collaboration, and customer service.
- Manage workloads to ensure the best customer service.
- Monitor and develop improvements to processes and operations to ensure effective delivery of services.
- Provide oversight of bidding, contracting, and professional selection to ensure compliance with budget, priorities, and timeliness.
- Establish project cost and expenditure control on the design of buildings and other facilities the State of Michigan constructs, alters, and maintains.
- Participate in the establishment and maintenance of effective procedures and record keeping, along with establishing standards, policy, and practices in methods of contract administration.
- Create, review and submit for approval contracts, agendas, change orders, and payment requests.
- Negotiate resolutions to design and construction disputes with contractors and professionals.
- Conduct and participate in research and studies on best practices and industry trends.

Active Member of Facilities Administration

- Identify, initiate and actively participate in opportunities for collaboration within the division, office, department, and between construction team stakeholders.
- Develop and improve business processes using a multidisciplinary, cross-functional representation from across the office.
- Deploy staff to achieve outcomes utilizing expertise and resources across the division, office, and department.

- Identify responsible methods to move decision-making authority to where it is most effective.
- Create opportunities for open and honest communication, while encouraging the staff to embrace these communications.
- Ensure information is shared with appropriate persons in a timely fashion.
- Facilitate the implementation of department strategic initiatives within the office and division.
- Participate on councils, task forces, and committees.

Facilitate and Attend Meetings

- Attend and participate in meetings with legislative committees, budget personnel, State officials and agencies.
- Facilitate, attend and participate in meetings with architects, engineers, planners, contractors and suppliers.
- Facilitate, attend and participate in staff meetings.
- Responsible for the resolution of conflicts on design and construction projects, and for the settlement of claims.

Notable Accomplishments:

- Developed the Tenant Space Design and the Design Sections without pre-existing parameters, through collaboration with State Agency Representatives, State Material Suppliers, and Independent Contractors.
- Experience in Personnel Management, Mentoring, and Labor Relations, which has lead to two of my direct reports receiving promotions and two more working on their Architectural License.
- Brought together a team a cross-functional relationships and cross division lines to create the Building Occupancy Agreement procedures that were left untended for a number of years and conducted seminars to teach all State Agencies on these procedures to the point where we have no difficulty with the agreements that produce the rental income to allow the Operations Section to function.
- Working closely with Agencies to develop standards for office space, workflow and programming of their needs both space wise and floor plan.
- I have worked closely with Agencies as a team member being asked to sit on selection committees for new employee hires, new contracts for suppliers, planning sessions for future work spaces, and planning the curriculum for Project Management Training.
- Worked with Financial Services to create a new form that replaced three forms allowing our customers to have an easier process to request changes and make the financial side work more efficiently.

BELFRY DEVELOPMENT & REAL ESTATE BROKER

1993 - 1999

Manager of the Maintenance Section and Licensed Real Estate Broker – Grand Rapids, MI

Notable Accomplishments:

- Customer Service, working with clients on space needs, suite layout and maintenance issues in the facilities that the company owned and operated.
- Established an atmosphere that pushed our rental to 100% for two consecutive years.
- Mentored the Maintenance Staff to understand that Customer Service was vital to the company's future and made their jobs easier in the process.
- Participated in the company's financial reporting and controls for contracting, rental agreements and investments in the facilities to maximize profit.
- Negotiated a number of leases, customer build-outs, and other customer service agreements.

HAVEN BUSCH

1987 - 1993

Manager of the Construction Products Division – Grand Rapids, MI

Notable Accomplishments:

- Customer Service, working with clients on construction projects to meet their needs and supply our products through manufacturing and financial controls.
- Established an atmosphere of cooperation and customer appreciation that brought in two large multi-million dollar projects (with excellent profit) two years after joining the company.
- Mentored the Staff to understand that Customer Service was vital to the company's future making our projects more profitable.
- Participated in the company's financial reporting and controls for contracting, manufacturing and installation of projects to maximize profit.
- Participated in the company's labor relations to improve on productivity and minimize labor tensions.

UNISTRUT CORPORATION

1978 - 1987

Manager of the Space Frame Division – Wayne, MI

Branch Manager – San Antonio, TX

Vice President & General Manager – Salt Lake City, UT

Notable Accomplishments:

- Managed a Section of five Licensed Architects for more than two years.
- Customer Service, worked with clients on construction projects to meet their needs and supply our products through manufacturing and financial controls.
- Established an atmosphere of cooperation and customer appreciation in San Antonio, that brought in three large multi-million dollar projects with excellent profits turning a losing branch into a money maker.
- Mentored the staff to understand that Customer Service was vital to the company's future making our projects more profitable.
- Participated in the company's financial reporting, inventory control, and controls for contracting, manufacturing and installation of projects to maximize profit.
- Participated in the company's labor relations to improve on productivity and minimize labor tensions.

WEST BLOOMFIELD TOWNSHIP

1975 - 1978

Deputy Assessor – West Bloomfield, MI

Notable Accomplishments:

- Customer Service, working with citizens of the township when dealing with the assessed value of their houses.
- Customer Service, working with citizens of the township to teach them the processes behind the valuation of their houses.
- Worked with elected officials in Public Relations.
- Worked with fellow employees, management, and elected officials in Employee Relations.

KEY ACCOMPLISHMENTS

- Successfully created the Tenant Space Design Section and the Design Section through team building, collaboration and respectful treatment of all team members.
- Create an atmosphere of inclusion and Customer Service that brought many acknowledgements of appreciation from client agencies and team members.
- Other State Agencies have requested that I be involved in their employee hiring selection committees, contract selection committees, and help in developing specifications and standards for their future growth.
- I have been involved in creating Executive Directives in response to Agency activities that need to be controlled to improve the State's financial picture.
- I was put in charge of the Lansing Space Plan to ensure the multiple agency moves went through without problems and was in charge of making sure the finances were in order; over a three year period we moved over 3000 people without a major problem, on time and under budget.
- Provided the State Purchasing Monitors with Technical Reviews of systems furniture purchase requests from other agencies.
- I conduct a bi-weekly Strategic Planning meeting to review projects and potential leases bringing together a Cross Functional Team and Executive Members of DMB.

EDUCATION & PROFESSIONAL LICENSURE

Lawrence Institute of Technology

- Bachelor of Science in Architecture
- Bachelor of Architecture

Licensure

- State of Michigan Licensed Architect
- State of Michigan Licensed Real Estate Broker

BOARDS & MEMBERSHIPS

- MSU Extension Ionia County Council Member
- President Ionia MSU Master Gardener Association
- Boston Township March Board of Review Member
- Inland & Homestead Townships Planning Commission Member
- Inland Township March Board of Review Alternate

REFERENCES UPON REQUEST

11.40

Dawn Olney

From: Marcia Stobie <tmstobie@yahoo.com>
Sent: Friday, December 08, 2017 2:00 PM
To: Dawn Olney
Subject: Building Authority

Dawn,

I would like to apply to be reappointed to the Building Authority.

Marcia Stobie

Sent from Yahoo Mail for iPhone

10:20

APPOINTMENT TO BOARD, COMMISSIONS AND AGENCIES

APPLICATION

DATE: 9-18-17

Name: Thor C. Goff

Address (including PO Box): 7591 Crystal Dr. Beulah 49617

County District: Benzon Township Home Telephone: 231-882-9373

Occupation: Retired (cell) Business Telephone: 231-620-1044

Please list the Board, Commission or Agency you are applying for:

1. Building Authority (Maples)

Please state your interest, experience and/or education that would relate to your serving on the above-named organizations.

PLEASE ATTACH A CURRENT OR UPDATED RESUME OR LETTER OF INTEREST

This application with resume' attached must be returned to:

BENZIE COUNTY CLERK
448 COURT PLACE
BEULAH, MI 49617

RECEIVED

SEP 19 2017

1/8/14

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

RECEIVED

SEP 19 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

I'm seeking a position on the
"Benzie County Building Authority" for the
Maples.

I believe my back ground will be of
Value to the "Building Authority."

As co-owner of Euclid Industries of
Bay City and Saginaw, I developed an
industrial park in Bay County.

In addition to the park I was
The project manager on three building
that we built for our business.

These projects involved, permitting,
Engineering and all the building trades.

The total of these projects was
400,000 square feet.

While all building projects are unique
there are always common elements.

If appointed I intend to view this
job in a non-political manor, - fact based
only. To provide the best Value for
the tax payers for Benzie County

The Clerk

10:40

APPOINTMENT TO BOARD, COMMISSIONS AND AGENCIES

APPLICATION

DATE: 9-18-17

Name: CHRIS MEKAS

Address (including PO Box): 1014 S. PIONEER BEULAH, MI 49617

County District: BENZIE

Home Telephone: 231-651-0154

Occupation: BUSINESS OWNER

Business Telephone: 231-882-9697
882-5744

Please list the Board, Commission or Agency you are applying for:

1. BUILDERS AUTHORITY

Please state your interest, experience and/or education that would relate to your serving on the above-named organizations.

- BUSINESS OWNER
- DEGREE IN ARCHITECTURAL TECHNOLOGY
- HOLD A SEAT ON THE BENZIE COUNTY CHAMBER BOARD
- TAX PAYER OF BENZIE COUNTY
- WORKED IN C.A.D.
- BUILDERS LICENSE

PLEASE ATTACH A CURRENT OR UPDATED RESUME OR LETTER OF INTEREST

This application with resume' attached must be returned to:

BENZIE COUNTY CLERK
448 COURT PLACE
BEULAH, MI 49617

RECEIVED

SEP 19 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

1/8/14

Christopher P. Mekas

7117 South Street

Benzonia, MI 49616

231-651-0154

Owner:

Hill Top Soda Shoppe- Benzonia Est: 2005

Victoria's Floral Design-Benzonia Est: 2001

Perks of Frankfort-Frankfort Est: 2013

Lynn and Perin Mercantile-Frankfort Est: 2015

I am interested in being on the Benzie County Building Authority because I am an owner of four businesses in Benzie County. That responsibility urges me to be someone who cares about the future of Benzie, both short and long term. I currently hold a seat on the Executive Board of the Benzie County Chamber of Commerce. I held a State of Michigan Builder's License for approximately 10 years and I have knowledge of a number building codes.

Of the three colleges that I attended since graduating from Reed City High School, the most pertinent schooling is an AAS in Architectural Technology from Ferris State University. Before owning and operating businesses in Benzonia and Frankfort, I was a draftsman (CAD operator) for a roofing company in the Ann Arbor area. I relocated to Traverse City and worked for a residential and a commercial builder. Currently, I still do the occasional CAD project on the side.

I truly am concerned about the future of my businesses and my growing family. Therefore, I truly care about the future and direction that Benzie County is heading.

Thank you for considering me for the position on the Building Authority.

Sincerely,

Chris Mekas

RECEIVED

SEP 19 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Dawn Olney

From: Doug Henry <dhenry8913@aol.com>
Sent: Thursday, October 26, 2017 10:30 PM
To: Dawn Olney
Subject: Fwd: Benzie County Building Authority

Hello Dawn,

I was advised there is another opening on the Building Authority Board. I'm sending the same letter/email that I sent previously but was late getting it to you. If you need additional information on my history and background please advise.

Respectfully,
Doug Henry

From: DHenry8913@aol.com
To: dolney@benzieco.net
Cc: dhenry8913@aol.com
Sent: 8/15/2017 10:06:09 AM Eastern Standard Time
Subject: Benzie County Building Authority

Dear Ms. Olney,

I would like to apply for the position of Board Member with the Benzie County Building Authority. I am an active community member with a background in human services and would love the chance to give back by lending my advisory skills to an organization such as yours.

I am confident you'll find me a good fit for your needs as a Board Member. Please contact me by phone or email at a convenient time for you so that we may set up an in-person meeting. I look forward to hearing from you and thank you so much for your time.

Sincerely,

H. Douglas Henry

(309) 335-2765

RECEIVED

OCT 27 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

BENZIE COUNTY EQUALIZATION

448 Court Place
Beulah, MI 49617
231-882-0015
tlonganbach@benzieco.net

1.00

December 5, 2017

To Benzie County Board of Commissioners;

My appointment to the Building Authority will be expiring at the end of the year. Consider this notice that I am available and would like to continue to serve as a member of the Building Authority.

If you have any questions or concerns please feel free to contact me.

Sincerely,



Thomas N. Longanbach
Benzie County,
Equalization Director

RECEIVED

DEC 06 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH MI 49617

ACTION ITEMS

**State Of Michigan
Michigan Department of State
And
Benzie County**

**Help America Vote Act (HAVA) Grant Agreement
Voting System Hardware, Firmware and Software
RE: Master Contract
- Dominion Voting Systems, Inc.**

This Grant Agreement is the mechanism by which Counties, Cities, and Townships apply to the State of Michigan to receive Federal HAVA and State-appropriated funded voting systems, including optical scan tabulators, accessible voting devices and Election Management System (EMS) software, pursuant to the Federal Help America Vote Act (HAVA) of 2002.

Definitions:

"Contractor" means the voting system vendor selected by the county.

"County" means any county within the State of Michigan.

"Department" means the Michigan Department of State.

"Grantee" means the county or local jurisdiction entering into this *Grant Agreement*.

"Local Jurisdiction" means any city or township within the State of Michigan.

"Voting Systems" means optical scan tabulators, accessible voting devices (for use by voters with disabilities), and EMS software (as applicable) acquired by the counties and local jurisdictions statewide and funded by State-appropriated and Federal HAVA funds.

1. Period of Agreement

The *Grant Agreement* process applies to voting system purchases occurring between March 1, 2017 and April 30, 2018.

2. Program, Budget and Agreement

This *Grant Agreement* is to establish a grant program to use State-appropriated and Federal HAVA funds to acquire and implement replacement voting systems throughout the state. Each county, with the involvement of the local jurisdictions within the county, will select one Contractor for the entire county and will develop a countywide implementation plan to replace its voting systems.

Once the county certifies its Contractor selection to the Department, the county will provide the Department with its implementation plan for individual local jurisdictions participating in each planned purchasing phase. The Department will verify the number of voting systems authorized for purchase using State-appropriated and Federal HAVA funds. If changes are required after the *Grant Agreement* is signed and approved, instructions for amending the *Grant Agreement* will be provided and the Grantee will be required to enter into a new *Grant Agreement*.

This grant program only covers the acquisition and implementation of the voting system selected by each county, and the individual voting system components which will be funded utilizing available State-appropriated and Federal HAVA funds. Approved quantities of each voting system component have been determined by the Department and are listed in Section 15 of this *Grant Agreement*.

The Michigan Department of Technology, Management and Budget has entered into a Master Contract with each approved Contractor, which has established maximum statewide prices for each voting system component. The Department has established the available level of grant funding for each component of each Contractor's voting system. State-appropriated and Federal HAVA funding provided via this *Grant Agreement* covers the purchase of the voting system, the software license fee for the EMS software for the full 10-year contract term, and the *initial* service and maintenance period for all components (which covers the acquisition year, plus 4 additional years). The Master Contract includes an *extended* service and maintenance period beyond the *initial* service and maintenance period, for an additional five-year period. Costs for the *extended* service and maintenance period and other additional costs, if any, are the sole responsibility of each individual county / local jurisdiction.

All Contractors will be required to enter into a "purchase agreement" with each local jurisdiction and county in those counties that have selected that Contractor. Typically, this document is the purchase agreement provided by the Contractor. The terms and conditions of the local purchase agreements shall not contradict the Master Contract. The terms of the Master Contract will supercede any conflicting terms in the local purchase agreements.

Each Contractor will enter into a software license agreement with each county and any local jurisdictions that receive EMS. The license agreement shall not contradict any terms contained in the Master Contract. The terms of the Master Contract supercede any conflicting terms in the license agreement.

The Department will initiate voting system orders at the county level, once all *Grant Agreements* for the county are submitted and approved for the designated purchasing phase. Once voting systems have been delivered, tested, and accepted by each Grantee in the county for the designated purchasing phase, the Department will release the State/HAVA funds to the Contractor.

3. General

The individual submitting the *Grant Agreement* must have the proper authority to do so, and must certify in Section 16 of this *Grant Agreement* that this authority has been granted. Examples of authority include, but are not limited to, a resolution from the Board of County Commissioners, City Council or Township Board authorizing the individual submitting the *Grant Agreement* to execute the *Grant Agreement* on behalf of the county, city, or township.

4. Performance

Each Grantee will certify and sign the *Grant Agreement* and forward it to the Department per the instructions provided. The Department will review and, once approved, will provide the Grantee with a copy of this fully-executed *Grant Agreement*, which will serve as Notice of the Grant Award. The Department will initiate equipment orders directly with the Contractor, and will provide the Grantee with the *Acceptance Certificate & Payment Authorization Form*, which must be submitted by the Grantee to the Department within 10 business days of voting system delivery. This form indicates acceptance of equipment and payment authorization.

The Grantee is responsible for overseeing its contractual agreement with the Contractor and is responsible for ensuring Contractor performance. Any subsequent malfunction or performance issue with the voting system must be addressed by the Grantee directly with the Contractor. The Grantee is responsible for maintaining any and all Contractor performance records. The Grantee has the sole responsibility to verify Contractor compliance with delivery dates, terms and conditions of delivery, and equipment verification and testing in accordance with the statewide Master Contract for the Grantee's selected Contractor. The Grantee will be solely responsible for additional costs incurred that are not covered by service, maintenance and warranty provisions in the Master Contract.

Grant funding is not provided for the purchase of additional ("backup") voting systems. The Grantee will be responsible for developing and implementing a backup strategy to ensure continued operation on Election Day, in the event of voting system failure in any individual precinct.

5. Testing, Acceptance and Payment

1. Successful acceptance testing of the voting system shall be completed within 10 business days from the date of delivery.
2. Upon completion of all acceptance testing, the Grantee must complete the State-issued *Acceptance Certificate & Payment Authorization Form* and forward the completed form to the Department.
3. This form will indicate the date of delivery, successful completion of acceptance testing, and will provide authorization to the Department to release funds to the Contractor.
4. Payment to the Contractor shall be made in accordance with the Master Contract with the Grantee's selected Contractor.

6. Ownership of Equipment and Software Purchases: Title

Any voting system purchased pursuant to this *Grant Agreement* is the property of the Grantee.

7. Optional Purchases

If the Grantee desires to purchase additional items beyond those authorized in this *Grant Agreement*, it may do so at its sole expense, outside of this *Grant Agreement*. No State or HAVA funds will be available for such purchases. Prices established via the Master Contract are extended to counties and local jurisdictions by the Contractors for these purposes.

8. Records Maintenance/Retention

The Grantee will maintain a complete set of records and files related to the ordering, delivery, testing, maintenance, and repairs of voting systems. The Grantee shall assure all the terms of this *Grant Agreement* are adhered to and that records and detailed documentation regarding this grant shall be maintained for a period of not less than six (6) years from the date of Contract termination, the date of submission of the final expenditure report or until any litigation and audit findings have been resolved, whichever is later.

9. Management Requirements

Grantee must maintain property records that include a description of the property; a serial number or other identification number; acquisition date; cost of the property; location, use and condition of the property; and any ultimate disposition data including the date of disposal and sale price of the property (if any). Grantee must also maintain records showing 71% Federal participation in the cost of the property.

Grantee must perform a physical inventory of the property and reconcile the results with the property records at least once every two years.

Grantee must develop a control system to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated by the Grantee and reported to the Department.

Grantee must develop adequate maintenance procedures to keep the property in good condition. Grantee agrees to maintain extended service and maintenance coverage for the voting system in years 6-10 of the Master Contract, after the expiration of the initial service and maintenance period. If the Grantee fails to maintain extended service and maintenance coverage for the full Contract period, the Department may require Grantee to pay the Department the full amount of voting system grant funds paid to the vendor for the Grantee's county, city or township.

10. Disposition.

When the voting system acquired under this grant is no longer needed, the Department must be notified. Disposition of the equipment will be made as follows:

- Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the Department.
- Disposition of EMS software must follow the terms of the Contractor's Software License Agreement.

11. Authorized Access

The Grantee will permit, upon reasonable notification and at reasonable times, access to all records regarding this *Grant Agreement* by the Department and other representatives duly authorized by State or Federal law.

12. Mandatory Conditions

A. Statutory or Regulatory Requirements

The Master Contract for the Grantee's selected Contractor must be incorporated and made a part of the ensuing contract between the Grantee and the Contractor, as a condition for grant approval. The Grantee will comply with applicable Federal and State laws, guidelines, rules and regulations in carrying out the terms of this *Grant Agreement*.

Laws

This is a State of Michigan *Grant Agreement* and is governed by the laws of the State of Michigan. Any dispute arising as a result of this Agreement shall be resolved in the State of Michigan.

Funding

This *Grant Agreement* is subject to and contingent upon the availability and appropriation of Federal funds and any necessary State appropriation.

Costs

The State will not assume any responsibility or liability for costs incurred in relation to this grant.

Cancellation

The Department may cancel the *Grant Agreement* upon failure to comply with the terms of this grant.

Entire Agreement

The *Grant Agreement* shall represent the entire agreement between the State and Grantee and supercedes any prior oral or written agreements, and all other representations between the parties relating to this subject. The State reserves the right to require counties and local jurisdictions to attend required training sessions with regard to new equipment purchases made under HAVA.

Adherence to Terms

The failure of a party to insist upon strict adherence to any term of this *Grant Agreement* shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term, or any other term of the *Grant Agreement*.

B. Other

Additional terms and conditions may be negotiated in the contract between the Grant Applicant and the Contractor as long as they do not conflict with the required terms and conditions of this *Grant Agreement* and Master Contract with the Grantee's selected Contractor.

13. Administration of Agreement

The Grant Manager on behalf of the Department for this *Grant Agreement* and the final *Grant Agreement* will be:

Jeremy Lange, Office of Financial Services
Michigan Department of State

All questions, comments and correspondence regarding this grant process, the *Grant Agreement* and the final *Grant Agreement* must be submitted in writing to the Grant Manager.

14. Completed Agreement

In order to complete this *Grant Agreement*, it must be filled out in its entirety by completing all indicated fields* below, and must be signed by the individual authorized by the county or local jurisdiction to enter into this agreement. The signed grant must be scanned and submitted electronically via the Elections eLearning Center.

15. Voting Systems Authorization

Note: Grant Applicant to fill in all fields indicated (*) below:

This *Grant Agreement* is between the Michigan Department of State and:

Benzie County

*Grant Manager for County (point of contact for the State):

*Name	Dawn Olney
*Title	Benzie County Clerk
*Office Address	448 Court Place, Beulah, MI 49617
*Office Phone	231-882-9671 Ext 411
*Office Email Address	dolney@benzieco.net

Authorized Voting System Component Totals:

Number of Precinct Tabulators Authorized for State-Federal Funding:	1
Number of Absent Voter Counting Board Tabulators Authorized for State-Federal Funding:	0
Number of Accessible Voting Devices Authorized for State-Federal Funding:	1
EMS Software Authorized for State-Federal Funding:	Dominion Group A Full


16. Special Certification/Signature

The following signatory certifies that the person signing is authorized to sign and enter into this *Grant Agreement*. Further, the signatory has reviewed and agrees to the conditions as outlined in this *Grant Agreement*, and has personally examined and is familiar with the information submitted here, as well as the requirements of the Help America Vote Act, under which this grant has been submitted.

For the COUNTY OR LOCAL JURISDICTION:

*Name: Gary G. Sauer

Chairman,
*Title: Board of Commissioners *Date: 1/9/2018


*Signature

For the STATE OF MICHIGAN, DEPARTMENT OF STATE:

Cindy Paradine, Director, Office of Financial Services

Signature

Date

**COUNTY OF BENZIE ADMINISTRATOR
AMENDED AND RESTATED EMPLOYMENT CONTRACT**

THIS AMENDED AND RESTATED CONTRACT, is made and entered into this 9TH day of January, 2018, by and between the **COUNTY OF BENZIE** a municipal corporation and political subdivision of the State of Michigan with administrative offices at 448 Court Pl, Beulah, MI 49617, acting through the Board of Commissioners of the County of Benzie ("Board") (hereinafter referred to as the "Employer") and **MITCHELL DEISCH** (hereinafter referred to as the "Administrator" or "Employee").

WITNESSETH:

WHEREAS, the Board requires the services of a qualified person to serve as the Benzie County Administrator; and

WHEREAS, the Employee desires to provide such services and is qualified to perform the same.

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

I. **EMPLOYMENT.** The Employee shall be employed as the County Administrator of Benzie County ("County"), upon the terms and conditions hereinafter set forth. It is expressly understood and agreed by the Board and the Employee that the Employee shall be an "at will" employee of the Board, serving at the pleasure of the Board pursuant to MCL 46.11(o). Either the Employee or the Board may terminate this agreement with or without cause as provided hereunder.

II. **DUTIES.**

- A. The Employee shall perform all duties as required and directed by the Board including, but not limited to, those stated in the attached Job Description and resolution establishing the County Administrator. The Employee agrees that at all times he will, faithfully and to the best of his ability, experience and talents, perform all the duties that may be required of him. The Employee shall report to the Board and/or such other representative as may be designated by the Board.
- B. The Employer reserves the right to delineate and assign further duties and functions for the Employee as it deems necessary and in the best interest for the administration of its programs.
- C. While employed under this Contract, the Employee shall abide by, enforce, and comply with the policies and governance directives of the Employer.

- D. The Employee agrees to represent the Employer and its essential interests at appropriate meetings and by means of correspondence as authorized by policy or directives of the Employer.
- E. Work Hours. It is understood and agreed by the parties that in order to perform the expectations of the Employer under this contract the Employee shall devote (1) whatever time and attention is necessary and (2) that the endeavor is expected to require at a minimum the full-time effort of at least forty (40) hours per week toward the discharge of the Employee's duties and responsibilities set forth in this Contract. The parties understand that the employment is that of a salaried chief executive officer and is subject to irregular work hours and demands.
- F. The Employee shall recommend and implement policies of the Board relating to general administration, including without limitation, budget and financial management, employer relations and labor negotiations, facilities and equipment management and other internal services as requested by the Board or initiated by the Employee as appropriate and necessary.
- G. The Employee shall serve as the chief administrative officer of the County for purposes of the Uniform Budget and Accounting Act, 1968 PA 2, as amended.

III. TERM.

- A. The term of this Contract shall be for a period commencing January 9, 2018, and terminating December 31, 2019, subject to the early termination provision of this Contract. Each party will provide at least sixty (60) calendar days prior written notice to the other party, provided there are at least sixty (60) calendar days remaining before the contract expiration of December 31, 2019, of their desire to continue or end the Contract the Board may waive the Employee's notice requirement. Such notice shall not be required if the Employee is terminated by the Board for "cause" as defined below.
- B. Notwithstanding the provisions of this section or any other provision in this Contract to the contrary, it is expressly understood and agreed by the Employer and the Employee that this Contract is at all times subject to the Employer's right and the Employee's right to termination this Contract as set forth in Section V.

IV. PERFORMANCE EVALUATION.

- A. The Board of Commissioners, or its designated Committee, may complete a performance evaluation of the Employee at the end of twelve (12) months and thereafter every twelve (12) months for the duration of the Contract.
- B. In the event that the Employer concludes during any evaluations that the Employee's performance of his duties is unsatisfactory in any respect, it may require the Employee to submit a specific corrective action plan to the Board for its review and approval within thirty (30) days of the date of the evaluation.

V. TERMINATION.

- A. It is understood and agreed that the Employee is employed at the will and pleasure of the Employer and may be terminated from employment with or without cause by the Employer as follows:

1. Without Cause -

- (a) The Employee's employment contract may be terminated "without cause" by a majority vote of the elected members of the Employer's Board at a meeting held in compliance with the Open Meetings Act.
- (b) Severance Salary Continuation. In the event that the Employee's employment is terminated without cause or the Contract is not renewed after the initial term, the Employer shall pay biweekly salary at the Employees then current rate for a maximum period of one hundred twenty (120) calendar days subject to normal withholdings. In the event the Employee is employed in a full-time professional capacity during the one hundred twenty (120) calendar day severance period the biweekly salary continuation shall terminate. The Board shall have the right to determine whether the Employee shall remain on the job or not during the 60-day notice period. To receive severance benefits, Employee will be required to execute a general release form to be determined by the Board.

2. With Cause -

- (a) The Employer may terminate the employment contract of the Employee "for cause" by a majority vote of the total number of the Employer's Board at a meeting held in compliance with the Open Meetings Act.
- (b) Cause. For purposes of this section, "Cause" shall be defined to include but not be limited to:
 - (1) the conviction of or guilty plea or no contest to a felony or misdemeanor, or
 - (2) embezzlement, or
 - (3) theft, or
 - (4) misappropriation of funds, or
 - (5) insubordination, or
 - (6) confirmed sexual harassment of employees or clients, or
 - (7) unauthorized use of employer's property, equipment, or facilities, or
 - (8) falsification or unauthorized alteration of Employer's documents or records, or
 - (9) improper use of leave time including falsification of information to secure such leave time, or
 - (10) incompetency or neglect of duty, or
 - (11) illegal activity on Employer's premises, or
 - (12) documented a pattern of failure to work cooperatively with community service agencies and/or courts, or
 - (13) any other material breach of the Employee's obligations under this contract.
- (c) Any termination for cause shall be effective immediately, and the Employee's compensation shall be terminated immediately. In the event the Employee's employment is terminated by the Board for just cause and the Employee disputes same, that dispute shall be submitted to binding arbitration in accordance with the Employment Dispute Resolution Rules established by the American Arbitration Association. The arbitrator shall have no authority to reinstate the Employee, to add to, subtract from, or modify this Agreement, nor provide the Employee any compensation or benefits in excess of those which are authorized under this Agreement for termination without cause.

- B. If the Employee wishes to terminate the contract, the Employee shall give the Employer at the notice provided for in Section III. A. above.

VI. COMPENSATION. The Employer shall pay to Employee a one-time, lump sum of \$ 1,143.00, less applicable payroll withholdings, as a signing bonus that is separate from the Employee's annual salary. The Employer shall pay the Employee an annual salary of Seventy-two thousand and eight hundred and twenty-eight dollars (\$72,828.00) paid in bi-weekly payments (\$2,801.08). The parties shall negotiate an annual salary adjustment after the annual review at the end of the first (1st) year, which must be mutually agreed upon; otherwise the salary will remain status quo.

The Employer shall pay the salary and withhold any amounts required to be withheld by federal, state or local income, social security, other tax laws or insurance co-pays from any payments to be made by it to the Employee under this Contract.

VII. BENEFITS.

- A. Holiday. The Employee shall enjoy the same paid holidays as non-union, supervisory employees who hold department head or managerial positions.
- B. Paid Vacation Days. The Employee shall receive twenty (20) days of vacation leave in each year of the Contract. This will be earned in accordance with all non-union employees of the County. The Employee shall be allowed to carry over 10 unused vacation days each year, not to exceed a total of 30 days cumulative for any one-year period during the course of employment. However, in the event this Contract is terminated by the Employer or Employee the maximum amount of unused vacation time to be paid out by the Employer will be 20 days.
- C. Health/Medical/Dental/Life Insurance. The Employee may participate in the Employer's health/medical/dental/life insurance plan for non-union, supervisory/managerial employees.
- D. Bereavement Leave. The Employee shall receive the same paid bereavement leave as non-union, supervisory/managerial employees.
- E. Pension. The Employee shall participate in the same retirement plan as the non-union, supervisory/managerial employees.
- F. Professional Development and Meetings: The Employee may and is encouraged to attend official Employer-related conferences or meetings approved by the Employer and subject to budget limitations.

If approved to attend, all actual and reasonable travel and lodging expenses necessary to permit the Employee to attend such conferences or meeting shall be paid by the Employer per County policy.

- G. Membership and Dues: The Employer agrees to pay the membership and dues to permit the Employee to be a member of a professional organization relevant to the position.
- H. Work from Home: The Employee shall be allowed to work from home 2 days per month. The Employee will coordinate their schedule as not to interfere with required county meetings or other events that require their attendance or availability.
- I. Vehicle Allowance: The employee shall receive a monthly vehicle allowance in exchange for not being paid per mile by the Employer. The vehicle allowance shall be as follows:

1-9-18 – 9/30/18 \$275.00 per month
10/1/18 – 9/30/19 \$300.00 per month

VIII. EXPENSE REIMBURSEMENT.

- A. The Employer shall reimburse the Employee on a monthly basis for approved travel (excluding mileage), meeting and community activity expenses incurred in the course of their employment consistent with policies regarding reimbursement of such matters and the annual budget for such expenses as approved by the Employer.
- B. The Employee shall submit appropriate detailed expense records supported by receipts and in an approved format and consistent with the County's reimbursement policy on a monthly basis to the Employer.
- C. No reimbursement shall be made to the Employee unless specifically approved by the Employer.

IX. OUTSIDE EMPLOYMENT. The Employee shall not engage in any employment or business outside this Contract except as specifically approved in writing by the Employer and under the following circumstances:

- A. In the event the Employee is approved by the Board to engage in outside or supplemental employment, he shall:
1. Not engage in such activity during the Employee's regularly scheduled working hours.
 2. Not use the name of the Employer or Benzie County as a credential in advertising or soliciting customers or clients.
 3. Not use Employer supplies, facilities, staff or equipment in conjunction with any outside or supplemental employment or private practice.
 4. Maintain a clear separation of outside or supplemental employment from activities performed for the Employer.
 5. Not cause any incompatibility, conflict of interest, or any possible appearance of conflict of interest, or any impairment of the independent and impartial performance of the Employee's duties.
- B. The Employer shall not be liable, either directly or indirectly, for any activities performed in conjunction with supplemental employment.

X. **APPLICABLE LAW.** This Contract shall be governed by and construed in accordance with the laws of the State of Michigan.

XI. **NONDISCRIMINATION.** The Employee, as required by law, shall not discriminate against any member of the public, employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or matters directly or indirectly related to employment because of race, color, height, weight, marital status, religion, national origin, age, sex, or handicap. Breach of this section may be regarded as a material breach of this contract and just cause for termination.

XII. **PROFESSIONAL LIABILITY INSURANCE.** The Employer shall provide the Employee with professional liability insurance coverage in the performance and execution of the duties and functions of his employment.

XIII. **MERGER OF PRIOR AGREEMENTS.** This Contract supersedes all prior contracts, agreements, oral or written, between the parties herein defined, and expresses the whole and entire agreement between the parties.

XIV. **WAIVERS.**

- A. No failure or delay on the part of either of the parties to this Contract in exercising any right, power, or privilege hereunder shall operate as

a waiver thereof, nor shall a single or partial exercise of any right, power, or privilege preclude any other or further exercise of any other right, power, or privilege.

- B. The waiver by either party of a breach of any provision of this Contract by the other party shall not operate or be construed as a waiver of any subsequent breach of such party.

XV. ASSIGNMENT OR SUBCONTRACTING. The Employee may not assign, subcontract, or otherwise transfer their duties and/or obligations under this Contract, in whole or in part.

XVI. RETURN OF PROPERTY. Upon termination of employment, the Employee shall return all documents, correspondence, files, papers or property of any kind, of all type or nature pertaining to the Employer, which the Employee may possess or control, and shall sign a statement verifying return of such property.

XVII. EMPLOYEE'S BEST EFFORTS. The Employee agrees that all services required by this Agreement will be performed faithfully and to the best of the Employee's ability, experience, and talents.

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

XIX. DISREGARDING TITLES. The titles of the section set forth in this Contract are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provision of this Contract.

XX. NOTICES. Any notice required or permitted to be given under this Contract shall be deemed properly given if in writing and if mailed by first-class mail, to the residence of the Employee as appearing on the records of the Employer, or to the principle office of the Employer, to the attention of its Chairperson.

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

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

WITNESSED BY:

Dawn Olney 1-9-2018
Date

EMPLOYER: BENZIE COUNTY

By: Gary Sauer

Gary Sauer, Its Chairperson

Dawn Olney 1-9-2018
Date

EMPLOYEE: COUNTY ADMINISTRATOR

By: Mitchell D. Deisch

Mitchell D. Deisch

APPROVED AS TO FORM FOR COUNTY OF BENZIE:

COHL, STOKER & TOSKEY, P.C.

By: Mattis D. Nordford

On: January 4, 2018

CORRESPONDENCE

RISK

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

MEMORANDUM

To: MMRMA Members
From: Michael L. Rhyner, Executive Director
Date: December 12, 2017
Re: 2017 Annual Report

Enclosed is MMRMA's Annual Report to Members. The theme is *MMRMA: Made in Michigan*.

We hope you enjoy reading this celebration of our beautiful state and MMRMA's legacy of service to member entities throughout Michigan. MMRMA had another wonderful year thanks to the dedication and integrity of the membership, Board, staff, and service providers. Our bedrock, infrastructure, resources, and people combine to keep our organization thriving even as the pooling industry, economy, and members' needs evolve.

We can all be proud of our accomplishments in Fiscal Year 2017 and throughout MMRMA's 37-year history. We thank you for your participation and look forward to continued successes in the years to come.

If you would like additional copies of the 2017 Annual Report, please contact MMRMA's Communications Specialist, Tamara Christie, at 734-245-7731 or tchristie@mmrma.org. You can also share, view, or download a PDF of this and past Annual Reports online at our website, www.mmrma.org.

Enclosure

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DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

BOARD OF DIRECTORS

MICHAEL BOSANAC Chair Monroe County	FABIAN KNIZACKY Vice Chair Mason County	WILLIAM WILD Secretary City of Westland	RICHARD BURKE City of Ishpeming	CURTIS HOLT City of Wyoming	DOUGLAS JOHNSON Otsego County	JEFFERY LAWSON Cheboygan County	TRACEY SCHULTZ KOBYLARZ Redford Township	MICHAEL SEDLAK Green Oak Township	LEON WRIGHT Van Buren Township
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MICHAEL L. RHYNER, Executive Director

14001 Merriman Road • Livonia, MI 48154 • 734.513.0300 • 800.243.1324 • FAX 734.513.0318 • www.mmrma.org

Benzie Transportation Authority - November 2017 Statement of Activities

	Nov 2017		Oct 2017 - Nov 2017		2018	Nov 2016	Oct 2016-Nov 2016
	Actual	Budget	Actual	Budget	Annual Budget	Actual	Actual
Income							
40100 - Passenger Fares	9,319.94	10,000.00	21,430.48	21,000.00	109,000.00	11,573.53	18,998.01
40200 - Contract Fares	611.09	1,400.00	2,402.09	2,800.00	16,000.00	1,515.00	2,901.00
40615 - Advertising Income	75.00	100.00	150.00	200.00	8,000.00	100.00	200.00
40710 - Sale of Maintenance Services	0.00	500.00	0.00	1,000.00	19,000.00	1,783.16	3,404.27
40760 - Gains f/Sale Capital Asset	0.00	0.00	4,033.00	0.00	0.00	0.00	0.00
40800 - Taxes Levied Directly for/by TA	0.00	0.00	0.00	0.00	591,355.00	0.00	69.73
41101 - State Operating Assistance	52,940.00	52,940.00	105,880.00	105,880.00	638,211.00	50,164.00	100,328.00
41301 - Section 5311	0.00	0.00	0.00	0.00	300,660.00	0.00	0.00
41398 - RTAP	0.00	0.00	0.00	0.00	4,500.00	620.29	2,268.97
41400 - Interest Income/Other Revenue	7.88	30.00	40.09	80.00	750.00	10.09	121.00
Total Income	62,953.91	64,970.00	133,935.66	130,940.00	1,687,476.00	65,766.07	128,290.98
Expense							
50101 - Operators' Salaries and Wages	70,639.36	79,700.00	141,883.49	159,400.00	1,037,000.00	67,282.61	134,573.42
50200 - Fringe Benefits	14,063.08	25,171.00	31,745.36	44,642.00	251,600.00	11,540.70	30,506.01
50310 - Board Compensation	0.00	0.00	0.00	340.00	2,500.00	0.00	70.00
50399 - Service Expense	2,818.16	7,695.00	9,781.61	16,770.00	101,060.00	1,802.11	9,587.98
50401 - Fuel and Lubricants	6,977.44	6,410.00	14,587.84	14,410.00	78,000.00	5,391.33	12,925.84
50402 - Tires and Tubes	0.00	600.00	532.80	1,200.00	10,000.00	0.00	47.50
50404 - Major Purchase	0.00	300.00	0.00	300.00	3,500.00	0.00	0.00
50405 - Office Supplies	465.52	750.00	1,177.67	1,550.00	11,100.00	404.26	908.55
50406 - Parts Revenue Vehicles	782.22	2,600.00	1,508.65	3,600.00	30,000.00	277.37	5,436.85
50407 - Parts for Non Revenue Vehicles	0.00	80.00	0.00	160.00	1,000.00	196.29	236.25
50499 - Other Materials and Supplies	1,843.02	2,370.00	3,381.17	3,720.00	21,200.00	1,600.60	5,183.64
50500 - Utilities & Insurance	3,240.31	3,630.00	6,105.34	6,735.00	43,360.00	3,272.85	6,239.41
50700 - Taxes and Fees	70.00	125.00	70.00	125.00	34,366.00	65.00	135.00
50902 - Travel, Meetings & Training	650.60	845.00	1,255.52	1,545.00	10,000.00	38.50	367.97
50903 - Association Dues and Subscript	132.24	360.00	2,459.48	2,860.00	6,500.00	1,498.33	3,333.27
51205 - Sharp Copier/Dispatch Lease	207.80	250.00	438.10	500.00	3,000.00	242.80	450.60
57402 - Ineligible RTAP	0.00	0.00	0.00	0.00	4,500.00	265.56	888.33
Total Expense	101,889.75	130,886.00	214,927.03	257,857.00	1,648,686.00	93,879.31	210,890.62
Change in Net Assets	-38,935.84	-65,916.00	-80,991.37	-126,917.00	38,790.00	-28,113.24	-82,599.64

Honor Bank Checking	\$23,638.62
Honor Bank Savings	
Cash Reserve 2015	\$55,000.00
Cash Reserve 2016	\$27,000.00
General	\$23,872.09
Total	\$105,872.09

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BENZIE COUNTY CLERK
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12/15/2017

LITTLE PLATTE LAKE ELEVATION

LEGAL LEVEL 586.7

B.M. L IRON NE ABUTMENT ELEV. 589.44

3

NAME	DATE	DISTANCE TO WATER	ELEVATION	HIGH + LOW -	COMMENT
CD	8-3-17	2.16	586.84	+ .14	
CD	8-10-17	2.48	586.96	+ .26	
CD	8-16-17	-	-	-	pull one board
CD	8-17-17	2.161	586.83	+ .17	
CD	8-24-17	2.72	586.72	+ .02	
CD	8-31-17	2.78	586.66	- .04	
CD	9-7-17	2.75	586.69	- .01	rainy
CD	9-14-17	2.81	586.63	- .07	
CD	9-21-17	2.88	586.56	- .14	
CD	9-25-17	-	-	-	put board in
CD	9-28-17	2.6	586.84	+ .14	
CD	10-5-17	2.52	586.92	+ .22	
CD	10-9-17	-	-	-	pull one board
CD	10-12-17	2.76	586.68	- .02	
CD	10-19-17	2.65	586.79	+ .09	
CD	10-23-17	-	-	-	pull last board
CD	10-26-17	2.13	587.31	+ .61	
CD	11-1-17	-	-	-	pull last last board
CD	11-2-17	2.63	586.81	+ .11	
CD	11-10-17	2.88	586.56	- .14	snow on ground
CD	11-16-17	2.78	586.66	- .04	
CD	11-20-17	2.88	586.56	- .14	
CD	11-30-17	3.14	586.30	.40	
CD	12-8-17	-	-	-	ice on wall

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BEULAH, MI 49617

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CRYSTAL LAKE ELEVATION

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

NAME	DATE	DISTANCE TO WATER	ELEVATION	HIGH + LOW -	COMMENT
CD	7-6-17	1.56	600.31	+0.06	
CD	7-6-17	-	-	-	put two boards in
CD	7-13-17	1.6	600.27	+0.02	some rain
CD	7-20-17	-	-	-	to rough
CD	7-24-17	1.75	600.12	-0.13	little rough
CD	7-24-17	-	-	-	put one board in
CD	7-27-17	1.73	600.14	-0.11	
CD	8-3-17	1.73	600.14	-0.11	
CD	8-10-17	1.8	600.07	-0.18	
CD	8-17-17	1.75	600.12	-0.13	
CD	8-24-17	1.8	600.07	-0.18	windy
CD	8-31-17	1.84	600.03	-0.22	
CD	9-7-17	-	-	-	to rough - rain
CD	9-14-17	1.95	599.92	-0.33	
CD	9-21-17	1.96	599.91	-0.34	
CD	9-28-17	1.94	599.93	-0.32	
CD	10-5-17	2.05	599.87	-0.38	
CD	10-12-17	2.1	599.77	-0.48	
CD	10-19-17	-	-	-	to rough
CD	10-26-17	1.87	600.00	-0.25	
CD	10-31-17	-	-	-	pull all 3 boards out
CD	11-2-17	1.82	600.05	+0.30	
CD	11-10-17	1.94	600.93	+1.18	snow on ground
CD	11-16-17	-	-	-	to rough
CD	11-20-17	-	-	-	to rough
CD	11-30-17	-	-	-	to rough
CD	12-8-17	-	-	-	ice on deck

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NOV 03 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

RESOLVED BY THE BENZIE COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RETENTION OF OUTSIDE COUNSEL FOR OPIOID LITIGATION

WHEREAS the Benzie County Board of Commissioners ("BOC") desires to participate as a plaintiff in national litigation that is being waged against manufacturers and distributors of opioids and other culpable parties responsible in any way for the opioid epidemic being experienced in the world today; and

WHEREAS participation in such national litigation requires the retention of specialized legal expertise; and

WHEREAS if successful in recovering funds that have previously been expended by Benzie County to combat the opioid epidemic that includes but is not limited to expenses in Benzie County Courts, Medical Examiner, Emergency Medical Services, Jail, Sheriff Department, other departments and public health costs, the BOC believes that such recovered funds should be used to assist Benzie County residents struggling with opioid addiction and to reimburse County departments who have incurred costs associated with the opioid crisis; and

WHEREAS the Board has reviewed the qualifications of Weitz & Luxenberg PC, the Sam Bernstein Law Firm PLLC and Smith and Johnson Attorneys, PC (collectively, "Special Legal Counsel") and believes that those firms collectively possess the necessary experience and qualifications to represent the County's interests as it relates to the recovery of funds it has been obligated to spend to deal with the opioid epidemic; and

WHEREAS, although the BOC understands that under the Michigan Rules of Professional Conduct, specifically section 1.8(e) Special Legal Counsel may advance the court costs and the expenses of litigation expected to be incurred in the subject opioid litigation but that such costs are ultimately the responsibility of Benzie County (as well as all other plaintiffs in said litigation) as the clients; and

WHEREAS, the BOC understands that Special Legal Counsel may not, as a matter of ethics, agree to not seek reimbursement of said costs from the clients; and

WHEREAS, the BOC is nevertheless willing to participate as a named plaintiff in said opioid litigation based on the fact that Special Legal Counsel has represented to the BOC that none of its member law firms has ever billed a client for or demanded repayment of litigation costs;

NOW THEREFORE BE IT RESOLVED that the BOC approves the retention of the law firms of Weitz & Luxenberg, the Sam Bernstein Law Firm PLLC and Smith and Johnson Attorney's PC, as

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JAN 04 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BENZIE, MI 49617

Special Legal Counsel to represent the interests of Benzie County in any litigation which includes other similarly situated plaintiffs brought to recover funds it has been obligated to spend to deal with the opioid epidemic.

Dated: January 9, 2018

, 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 9th day of 2018.

Dawn Olney, Benzie County Clerk

RETAINER AGREEMENT

The County of Benzie, State of Michigan, ("Benzie") hereby retains, WEITZ & LUXENBERG, P.C. ("W&L"), as lead counsel and Sam Bernstein Law Firm PLLC and Smith and Johnson Attorneys PC, (collectively "Retained Counsel") to prosecute and adjust for Benzie, a claim for damages caused by the culpable conduct of any and all pharmaceutical manufacturers, distributors of opioid analgesics and/or other culpable parties. Benzie hereby gives lead counsel, W&L, the exclusive right to take all legal steps to enforce its claims.

In consideration of the services rendered and/or to be rendered by Retained Counsel, Benzie hereby agrees to pay the following CONTINGENT fee:

Thirty (30) percent of the net sum recovered, whether recovered by suit, settlement or otherwise, for Benzie's share of the recovery only.

This fee will be paid ONLY if there is a recovery and will be deducted after the reimbursement of the litigation expenses, including, but not limited to, filing fees, costs associated with conducting discovery, hearings, conferences, meetings, trials, expert consultation and testimony, and investigation costs.

As lead counsel, W&L is authorized, in good faith and in the honest belief that it is in the best interests of Benzie, to associate other firm(s) to assist in this matter at no additional fee to Benzie. Regardless, W&L will maintain full control of the matter on behalf of the client at all times.

WEITZ & LUXENBERG, P.C, will advance all costs of the litigation.

On behalf of The County of Benzie:

Signature: _____

Dated: _____

On behalf of Weitz & Luxenberg, P.C.:

Signature: _____

Dated: _____

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JAN 04 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

On behalf of Sam Bernstein Law Firm PLLC:

Signature: _____

Dated: _____

On behalf of Smith and Johnson Attorneys PC:

Signature: _____

Dated: _____