

BENZIE COUNTY BOARD OF COMMISSIONERS

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

MEETING AGENDA MAY 12, 2020

**Meeting will be held via teleconferencing
Call: 701-802-5100; Access Code: 795797#**

PLEASE TURN OFF ALL CELL PHONES OR SWITCH THEM TO VIBRATE

- 9:00 a.m. CALL TO ORDER
ROLL CALL
INVOCATION AND PLEDGE OF ALLEGIANCE
APPROVAL OF AGENDA
APPROVAL OF MINUTES – 4/28/2020
PUBLIC INPUT
ELECTED OFFICIALS & DEPT HEAD COMMENTS
ACTION ITEMS – 2020-14 & 2020-15 Critical Road Resolutions; Dan Smith –
Vacation Carry Over
COVID-19 – Co Admin Memo with items listed – possible action taken
COMMISSIONER REPORTS –
COUNTY ADMINISTRATOR'S REPORT –
FINANCE – Approval of Bills
~~COMMITTEE OF THE WHOLE~~ _____ Consent
COMMITTEE APPOINTMENTS – BTA
UNFINISHED BUSINESS
NEW BUSINESS –
- 10:00
10:15 Closed Session – MCL 15.268(c) for strategy regarding negotiation of a collective bargaining agreement with the FOPLC General bargaining unit at the request of the Employer and to discuss a written attorney client privileged legal opinion pursuant to MCL 15.268(h). There could be possible action upon existing the closed session.
PRESENTATION OF CORRESPONDENCE
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 lengthier 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 – Linda Farrell (Crystal Lake, Frankfort)	231-882-6620
District IV – Rhonda Nye (Benzonia).....	231-510-8804
District V – Sherry Taylor (Homestead).....	231-882-5452
District VI - Evan Warsecke (Colfax, Inland)	231-275-3375
District VII - Gary Sauer (Blaine, Gilmore, Joyfield, Weldon)	231-651-0647

THE BENZIE COUNTY BOARD OF COMMISSIONERS
April 28, 2020

The Benzie County Board of Commissioners met in a regular session on Tuesday, April 28, 2020 via teleconferencing in the Frank F. Walterhouse Board Room, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chair Bob Roelofs at 9:00 a.m.

Present were: Commissioners Nye, Roelofs, Sauer and Taylor
Via Teleconference: Commissioners Farrell, Jeannot and Warsecke

The invocation was given by Commissioner Roelofs and the Pledge of Allegiance was recited.

Agenda:

Motion by Taylor, seconded by Nye, to approve the agenda as amended, adding Lisa Peacock following Public Input; 9:45 John Axe and 10:00 Rebecca Hubers. Roll call. Ayes: Farrell (phone), Jeannot (phone), Nye, Roelofs, Sauer, Taylor and Warsecke (phone) Nays: None Motion carried.

Minutes:

Motion by Sauer, seconded by Taylor, to approve the regular session minutes of April 14, 2020 as corrected on page 5 under Comm Sauer's report. Roll call. Ayes: Farrell (phone), Jeannot (phone), Nye, Roelofs, Sauer, Taylor and Warsecke (phone) Nays: None Motion carried.

Motion by Taylor, seconded by Sauer, to approve the closed session minutes of April 14, 2020 as presented. Roll call. Ayes: Nye, Roelofs, Sauer and Taylor Nays: None Abstain: Farrell, Jeannot and Warsecke Motion carried.

9:07 a.m. Public Input – None

Lisa Peacock, Health Officer with the Benzie Leelanau District Health Dept gave an update to the board and public regarding COVID-19. Emergency Order 2020-3 for Control of Epidemic/Pandemic is attached to these minutes.

ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS

Rebecca Hubers, Emergency Management, stated that testing has begun locally, POMH and at the health 10767 Traverse Hwy clinic near Greilickville – you need an appointment and your health care needs to fax the order to them. Insurance providers are waiving costs of the tests; be sure to check for dates and times that the services are available.

Tom King, EMS, reported that they are doing well, call volume is down a little; supplies are good – EOC has been helping out with those. Last year a head gasket blew in one of the ambulances; now the engine misfires; have received three bids; will have Fox Ford in Traverse City perform the work, their bid included the replacement of exhaust manifolds.

Motion by Sauer, seconded by Roelofs, to authorize EMS to proceed with repairs to Alpha 32 with a cost not to exceed \$7,000.00. Roll call. Ayes: Farrell (phone), Jeannot (phone), Nye, Roelofs, Sauer, Taylor and Warsecke (phone) Nays: None Motion carried.

COMMISSIONERS

Page 2 of 7

April 28, 2020

Kyle Rosa, Undersheriff, reported their call volume is down, however the seriousness of the call has increased with more domestic violence and assault and violence with firearms. Staff has remained healthy and everyone is pulling together; they are bending over backwards to help out. Comm Sauer stated that on April 18 he had a fire at his house and Deputy Weaver was there and did a great job – he is a good worker. Thank you to him.

Kyle Maurer, ACO, stated that their all volume is low – they have 3 dogs and 5 cats at the shelter right now.

Susan Boyd, Finance Manager, reported that the budget cycle will be starting soon, so watch for her emails.

Doug Durand, Benzie Senior Resources, reported that with the partial lifting of the Governor's Executive Orders, they will be starting their lawn chore program on May 12; the only services they are providing right now are home delivered meals, curbside Gathering Place pick-up and in-home care services.

Jesse Zylstra, Recycling Coordinator, presented a written update.

9:45 a.m. John Axe, Bond Counsel, spoke regarding the refunding of the Maple's bond that were issued in 2013; the net savings could be approximately \$510,000 after all costs of issuance and the payoff of the existing bond. This will get us in position to get ready to go in September. This action today would just be authorization to sell. This will be refunded by the County not the Building Authority.

Motion by Jeannot, seconded by Sauer, to adopt resolution 2020-012 authorizing the sale of existing Maple's Bond, not to exceed \$5,000,000. Roll call. Ayes: Farrell (phone), Jeannot (phone), Nye, Roelofs, Sauer, Taylor and Warsecke (phone) Nays: None Motion carried.

9:52 a.m. Break

10:01 a.m. Reconvene

Rebecca Hubers, Emergency Manager, Shoreline Erosion

Dennis Wiand, ZeroGravity Aerial, LLC

Presentation was made regarding the erosion that has impacted the shores both inland and along Lake Michigan; the consequences of the high-water levels include shoreline erosion, road damage, flooding of boat launches and an increase in wetlands. We have owners that are losing property.

Mr. Wiand presented a YouTube video of his drone coverage along the shore of Lake Michigan.

The video may be watched at: https://youtu.be/B4C_FkwoAek

Tom Longanbach, Equalization Director, presented the L-4024 Equalization Report for 2020.

Motion by Nye, seconded by Taylor, adopt the L-4024 Equalization Report as presented, authorizing the Chair and County Clerk to sign. Roll call. Ayes: Farrell (phone), Jeannot (phone), Nye, Roelofs, Sauer, Taylor and Warsecke (phone) Nays: None Motion carried.

COMMISSIONERS

Page 3 of 7

April 28, 2020

ACTION ITEMS

Sheriff Patrol Agreement: Motion by Jeannot, seconded by Farrell, to approve the Sheriff Patrol Agreement with Benzie County Sheriff and Crystal Beach Cottager's Association as presented authorizing the chair to sign. Roll call. Ayes: Farrell (phone), Jeannot (phone), Nye, Roelofs, Sauer, Taylor and Warsecke (phone) Nays: None Motion carried.

MGT: Motion by Farrell, seconded by Nye, to approve the Consulting Services Contract Extension between Benzie County and MGT of America Consulting, LLC for two (2) years 2019-2020 as presented, authorizing the chair to sign. Roll call. Ayes: Farrell (phone), Jeannot (phone), Nye, Roelofs, Sauer, Taylor and Warsecke (phone) Nays: None Motion carried.

MERS: Motion by Taylor, seconded by Farrell, to adopt the Employer Resolution Establishing Uniform Transfer Provision for the Municipal Employees Retirement System, authorizing the chair to sign. Roll call. Ayes: Farrell (phone), Jeannot (phone), Nye, Roelofs, Sauer, Taylor and Warsecke (phone) Nays: None Motion carried.

Motion by Farrell, seconded by Taylor, to adopt the MERS Defined Contribution Plan Adoption Agreement for units #14 and #21 as presented, authorizing the chair to sign. Roll call. Ayes: Farrell (phone), Jeannot (phone), Nye, Roelofs, Sauer, Taylor and Warsecke (phone) Nays: None Motion carried.

2020-010 COA Millage: Motion by Warsecke, seconded by Nye, to adopt resolution 2020-010 authorizing Millage Election for the Commission on Aging Millage Renewal and Restoration Proposal for five (5) years, 2020-2024, as presented, authorizing the chair to sign. Roll call. Ayes: Farrell (phone), Jeannot (phone), Nye, Roelofs, Sauer, Taylor and Warsecke (phone) Nays: None Motion carried.

2020-011 Jail Millage: Motion by Taylor, seconded by Jeannot, to adopt resolution 2020-011 authorizing Millage Election for the Benzie County Jail Operations Millage Renewal and Restoration Proposal for three (3) years, 2021-2023, authorizing the chair to sign. Roll call. Ayes: Jeannot (phone), Nye, Roelofs, Sauer, Taylor and Warsecke (phone) Nays: Farrell (phone) Motion carried.

MERS Purchase Time: Motion by Nye, seconded by Jeannot, to authorize Mitchell D. Deisch to purchase 1 year and 1 month of other governmental service credits for \$17,502 or the actual cost established by MERS and to authorize the Chair to sign the application for additional service credit purchase. Roll call. Ayes: Farrell (phone), Jeannot (phone), Nye, Roelofs, Sauer, Taylor and Warsecke (phone) Nays: None Motion carried.

COMMISSIONER REPORTS

Comm Roelofs reported that he has not attended and meetings other than conference call meetings by phone; the grant for Benzie County Veterans Affairs in the amount of \$50,000 has been received and we are moving forward to get some of those dedicated activities in place; they are still waiting to decide on the Veterans Day Memorial service.

Comm Jeannot provided a written report and has been participating with Meals on Wheels program with the Senior Services.

COMMISSIONERS

Page 4 of 7

April 28, 2020

Comm Farrell provided a written report and spoke regarding the Health Department meeting; attended the virtual MAC Keynote Speaker webinar – grateful for the county government partnership; City of Frankfort cancelled their meeting; Health Dept teleconference on April 22 where it was stated that 30-40% of the tests for COVID-19 are false negative results.

Comm Nye provided a written report and attended a LEPC meeting via phone – Rebecca will take care of some reporting from 2019 that the state has not received; attended the Centra Wellness Planning & Finance meeting – it was pretty routine; she has been helping to pack lunches at the Benzie Central High School – they pack between 2,700 – 4,000 lunches per day and need more help in packing.

Comm Taylor reported that the Benzie Senior Resources will be refinancing the loan for the Gathering Place for a lower rate; they received a \$5,000 donation from the Ted Bruce Foundation; they have laid off 3 kitchen assistants. Attended the Local Planning meeting where Chief Lozowski talked about whether or not to have the July 4 fireworks in Frankfort and they are trying to figure out how to work the farmers market. She attended the Road Commission meeting and Homestead Road construction has begun and Ole White Drive in Almira Township will begin this week. She has received a call from a very upset taxpayer that happened off of Marshall Road about the birthday parades wanted to know who is paying for that; working with the Prosecuting Attorney regarding the Snyder property and would need to know that the township and county are on board with this and could get it to be declared a nuisance to stop the cycle of issues at site.

Comm Warsecke says thank you to Bob and Mitch for keeping him informed for the past few weeks; May 15 Inland Township will be holding their Propane Fill-up Sale from 11-7 pm at Beechcraft Sawmill and blood drive in honor of Dan Beechcraft from 1 – 5 p.m. on the same date. Colfax Township had one meeting.

Comm Sauer reported that he has attended some of the MAC podcasts; lake level is 12 inches higher in March 2020 than in 2019. Attended the School Safety Meeting and reported that there is just too much uncertainty – they do have permission to start school early. Health Department food licensing is due April 30 and they will waive late fees. Road Commission is starting local projects. Maples – Scott Harrison reported that BACN is still giving out food – by appointment. Maples employee morale is down. DHHS is laying off 201 employees state-wide but none in Benzie County.

12:00 p.m. Break

12:07 p.m. Reconvene

COUNTY ADMINISTRATOR'S REPORT – Mitch Deisch

Mr. Deisch reported that County Commissioner Art Jeannot, County Clerk Dawn Olney and himself have reviewed the 8 Attorney RFP/RFQ and have scored and chosen 4 firms to schedule interviews before this board -- Figura Law; Cummings, McClorey, Davis and Acho; Cohl, Stoker and Toskey; Mika Meyers.

FINANCE

Bills: Motion by Warsecke, seconded by Sauer, to approve payment of the bills from April 10, 2020 to April 27, 2020, in the amount of \$569,096.64, as presented. Roll call. Ayes: Farrell (phone), Jeannot (phone), Nye, Roelofs, Sauer, Taylor and Warsecke (phone) Nays: None Motion carried.

COMMISSIONERS

Page 5 of 7

April 28, 2020

Michelle Thompson, County Treasurer, also reported that the tax collection report will be coming, since she has deemed that to be a non-essential item for now; Foreclosure numbers are at 25 parcels left to pay for the 2017 taxes with due date extended to May 29, 2020 at 5:00 pm; she has no authority to waive late fees on dog licenses.

COMMITTEE OF THE WHOLE – None

COMMITTEE APPOINTMENTS

BTA: Motion by Warsecke, seconded by Nye, to reappoint Anne Noah to the Benzie Transportation Authority for a 3-year term to expire on April 30, 2023. Ayes: Farrell (phone), Nye, Roelofs, Taylor and Warsecke (phone) Nays: Jeannot (phone) and Sauer Motion carried.

Interview will be scheduled for Mark Willette-Green for the BTA as well. Commissioners Roelofs, Sauer and Warsecke together with Mr. Deisch will conduct the interview via teleconference.

UNFINISHED BUSINESS – None

NEW BUSINESS – COVID-19

2020-013: Motion by Farrell, seconded by Jeannot, to adopt resolution 2020-013 to extend 2020-009 through Friday, May 15, 2020. Roll call. Ayes: Farrell (phone), Jeannot (phone), Nye, Roelofs, Sauer, Taylor and Warsecke (phone) Nays: None Motion carried.

Mr. Deisch reported that Rick Morris is working on the three main transaction windows with guards; the estimate is \$300.00 for each 4-foot section – staff asks for entire length of the counter; we also need to consider Equalization, Building Department and probably Animal Control. Each employee is doing a self-screening each day that they come to work. May 12 we will be discussing the re-engagement strategy, also about some type of video meetings.

Hazard Pay Request: Discussions held regarding the request for hazard pay to first responders – EMS, Corrections, Road Patrol, 911 Dispatchers.

Comm Taylor stated that the 80 hours additional sick time was taken care of with the policy adopted by the board at the last meeting.

Chair Roelofs stated that we don't know what you or we are doing – we received a letter from Paul Postal and we thought part of that was taken care of.

Deputy Hubers stated that that portion could be taken out if it is taken care of.

Maridee Cutler stated that the board adopted the Federal Plan as well, which takes care if a family member should become sick as well.

Chair Roelofs – we need to get this on the next meetings agenda to have on paper our side and your side so we all know what questions we are answer and the safety of everyone's family as well; retro to March 31.

Mr. Deisch stated that it would address the 80 hours only.

Comm Warsecke would like it on the next agenda as a proposed resolution.

Mr. Deisch will prepare a memo for the next meeting.

Comm Taylor stated that it should be essential workers, not just hazard pay.

Under Sheriff Rosa said don't loose site of it.

COMMISSIONERS

Page 6 of 7

April 28, 2020

Parties are to meet and get questions written down and to all BOC members prior to the May 12, 2020 Board meeting.

PRESENTATION OF CORRESPONDENCE

1. Benzie Transportation Authority February and March 2020 financial statements received.
2. Census information received from Kris Steinberg.
3. Delta County resolution regarding Great Lakes Shoreline being Declared a Disaster received.

1:07 p.m. Public Input

James Banasiak (phone) spoke regarding the hazard pay; we feel we have been put in a vulnerable spot – please consider this.

1:39 p.m. Public Input Closed

Motion by Sauer, seconded by Roelofs, to adjourn at 1:40 p.m. Roll call. Ayes: Farrell (phone), Jeannot (phone), Nye, Roelofs, Sauer and Taylor Nays: None Exc: Warsecke Motion carried.

Bob Roelofs, Chair

Dawn Olney, Benzie County Clerk

INDEX

1. Approved the agenda as amended, adding Lisa Peacock following Public Input; 9:45 John Axe and 10:00 Rebecca Hubers.
2. Approved the regular session minutes of April 14, 2020 as corrected on page 5 under Comm Sauer's report.
3. Approved the closed session minutes of April 14, 2020 as presented.
4. Authorized EMS to proceed with repairs to Alpha 32 with a cost not to exceed \$7,000.00.
5. Adopted resolution 2020-012 authorizing the sale of existing Maple's Bond, not to exceed \$5,000,000.
6. Adopted the L-4024 Equalization Report as presented, authorizing the Chair and County Clerk to sign.
7. Approved the Sheriff Patrol Agreement with Benzie County Sheriff and Crystal Beach Cottager's Association as presented authorizing the chair to sign.
8. Approved the Consulting Services Contract Extension between Benzie County and MGT of America Consulting, LLC for two (2) years 2019-2020 as presented, authorizing the chair to sign.
9. Adopted the Employer Resolution Establishing Uniform Transfer Provision for the Municipal Employees Retirement System, authorizing the chair to sign.
10. Adopted the MERS Defined Contribution Plan Adoption Agreement for units #14 and #21 as presented, authorizing the chair to sign.
11. Adopted resolution 2020-010 authorizing Millage Election for the Commission on Aging Millage Renewal and Restoration Proposal for five (5) years, 2020-2024, as presented, authorizing the chair to sign.
12. Adopted resolution 2020-011 authorizing Millage Election for the Benzie County Jail Operations Millage Renewal and Restoration Proposal for three (3) years, 2021-2023, authorizing the chair to sign.

COMMISSIONERS

Page 7 of 7

April 28, 2020

13. Authorized Mitchell D. Deisch to purchase 1 year and 1 month of other governmental service credits for \$17,502 or the actual cost established by MERS and to authorize the Chair to sign the application for additional service credit purchase.
14. Approved payment of the bills from April 10, 2020 to April 27, 2020, in the amount of \$569,096.64, as presented.
15. Reappointed Anne Noah to the Benzie Transportation Authority for a 3-year term to expire on April 30, 2023.
16. Adopted resolution 2020-013 to extend 2020-009 through Friday, May 15, 2020.

Public Health Statement

Lisa Peacock

4/27/2020

This week we continue to see progress in our fight against COVID-19 in Michigan. We have traveled a bumpy road together over the past few weeks and I know that it hasn't been easy for anyone. Not for families who have been struggling with multiple stressors including job losses and day care crises, not for teachers educating children online, not for seniors who are lonely and isolated at home, and especially not for anyone who has lost someone they love without the of sharing last moments in person or with the comfort of friends and family at a funeral. It also hasn't been easy for employers or business owners, exhausted public servants including healthcare workers, first responders, public officials or any critical infrastructure workers.

However, we are getting there – as the Governor pointed out today, we are watching the statewide counts of new cases and deaths slowly decline. It was striking to see the graph showing the initial projections from just a few weeks ago which anticipated that we would have 22,000 people needing a hospital bed on this very day and instead there are just a little over 3,000. I will never forget those frightening early days and the estimations of hospital needs greater than the supply of beds, equipment, and staff. I won't forget the local discussions as we anxiously watched the crisis unfold in the metro Detroit area, knowing that it would slowly make its way up north. Where we are compared to where we expected to be is surely reason to be optimistic – we all know that suffering is somewhat easier when there is a purpose – these lives saved ARE the purpose.

The anxiety has begun to lessen and we are looking forward with cautious optimism. While it is important to continue to be diligent with social distancing there are also important plans to be made. We should look forward to the future and to resuming the activities we love so much. However, we must be also be cautious and patient. The data being compiled and analyzed by our Chief Medical Executive, Dr. Joneigh Khaldun, and the researchers who have been working on predictive modeling is being paired with the innovative and collaborative plan for economic re-engagement being developed by the Michigan Economic Recovery Council, a multi-sector group formed with the purpose of advising the Governor through full recovery.

The MERC plan includes consideration of different geographic regions based upon healthcare capacity and infrastructure as well as different types of workplaces that have varying degrees of risk of transmission. Businesses will be assigned a risk score based upon factors such as worker interaction, workplace characteristics, and the type of work done. As the pandemic risk decreases in these regions, business sectors will re-engage beginning with the lowest risk businesses while slowing phasing in those with higher risk profiles as the pandemic phase moves through stabilization and recovery. Several workplace “best practices” were identified that could help to decrease that risk score and create a safer workplace. Those best practices are grouped into categories such as:

- Access control (employee screening, intake procedures, delivery guidelines)
- Social distancing (remote work, restrictions on common areas, meeting and travel restrictions)
- Sanitation/hygiene (cleaning and disinfection, handwashing, ventilation)
- Personal Protective Equipment (cloth face masks, gloves, face shields, gowns)

- Contact tracing/isolation measures (investigation, notification, quarantine, return to work, and shutdown procedures)

It is clear that as expected, the re-engagement plan will happen in phases based on level of pandemic risk which will continue to be carefully monitored to ensure that we don't take steps backward. The three key areas that will continue to be monitored include:

1. Continued success in flattening the curve (decreasing cases, decreasing positivity rate, decreasing deaths)
2. Ability of the healthcare system to safely diagnose and treat patients
3. Ability of the public health system to track disease and contacts and properly isolate and quarantine.

The expanded testing we continue to work on is a key element in allowing us to monitor these areas. This data will allow us to understand when we have a sustained decrease in the number of cases as well as help us to quickly identify positive cases in the future so that continued risk of transmission can be minimized. We don't have all of the answers yet, including the value of testing asymptomatic people and how to fully alleviate the supply chain constraints that have been characteristic of this crisis, However, every day we make progress and learn more and we know that these and other challenges will continue to be overcome.

I feel confident that this re-engagement plan will be implemented with great care in northern Michigan as so many of our employers and businesses have already been taking these steps with diligence. We have had local orders in place for several weeks requiring screening and social distancing measures. The level of compliance with these orders has been extremely encouraging. I know that we have a firm foundation and that we will work together to bring back the vibrant communities we all know and love. We want our business community to know that we are here to help them move through these stages in partnership to assure that they are able to operate with as little risk as possible.

We are close. The stress is great but we will get there. I know it is difficult but I also know that we are strong together. With patience, resolve, and determination, we will overcome this pandemic.

Art Jeannot
Commissioner Report
April 28, 2020

- Participated in 3 meetings on behalf of the county since April 14th.
- **4/15** Building Authority – Generator project is on hold until the outside contractors can get access to the building.
- **4/16** Northern MI Community Action Agency –
 - Home delivered meals (Meals on Wheels) has seen an increase in numbers in the region since the beginning of the Governor's executive order.
 - Agency has laid off 2 staff.
 - Finding housing for people in need has become a bigger challenge.
- **Other –**
 - As most citizens, I have participated in several conference calls regarding the Governor's executive orders and updates on COVID-19.
 - I have stayed in contact with many of my assigned committees and agencies by phone. The purpose is to share information regarding the current situation (COVID-19) and determine if the BOC needs to act on any issues on the group's behalf.
 - 4/27 – working with Mitch and Dawn on response to the RFP/RFQ for county's general legal counsel.

Commissioner's Report to BOC
April 28, 2020
Linda Farrell
District #3

April 15 – BLDHD weekly update

April – 16 – MAC Virtual Conference Keynote Address with Chief Justice McCormack who spoke on Criminal Justice Reform in Michigan, and Michigan being a leader. 3 task forces from a wide range of stakeholders: Arrest; Pre-trial; and Sentencing and Parole. She is grateful for the County Government partnership. There has been a recommendation from the task forces to disallow suspension of Driver's License for failure to pay unrelated fees.

April 16 – MAC virtual Conference Session - Extraordinary Governance; Session meant for in person small group work, so not as effective as it would have been. Main take-away: Boards should engage in Development Training; The most important thing is to pick a systematic approach, get started, and stick to it.

April 21 – City of Frankfort Council Meeting was cancelled due to the shutdown of City Hall for quarantine until next Monday.

April 22 – BLDHD Board of Health Meeting

- BLDHD is training staff and volunteers for contact tracing should the need ramp up; in good shape
- Testing availability is up – Drive thru testing site on M-72
- Dr. Barbara Conley says we still have a 30-40% false negative with our tests
- People who have had COVID-19 can register to donate plasma to help in the development antibody testing
- Dr. Josh Myerson, our Medical Director, says it important to know that any potential antibody tests are
 - 1.) Reliable – do they produce, and what is the percentage of false negatives?
 - 2.) Sensitive – do they recognize active antibodies?
 - 3.) Specific – are the antibodies COVID- 19 and not some other virus antibodies

At this point there are 70 antibody tests for sale in the US. Only 1 has FDA approval

April 23 – Airport Authority via ZOOM – There is a new member from Frankfort: Eric Perkul. The Airport Authority is eligible to receive CARES Act monies up to \$20,000. There was a discussion about what the funds will be used for. There was continuing discussion about progress on acquiring 2 pieces of adjoining property, which will lead to the obtaining full (not provisional) license.

Rhonda Nye
District IV – Benzonia Township
Commissioner Report
April 14, 2020
***all meetings attended via tele-conference

March 19 and 31 - Centra Wellness Executive Committee:

30 Centra Wellness employees have been laid off as a result of the Governor's Orders regarding non-essential workers. Centra Wellness is still open for crisis, Assertive Community Treatment Team, Homebased services, and any service requiring face to face contact; all other services are via telephone or video and clients seem to prefer this new arrangement as attendance is up. Full Board April Meeting Cancelled.

April 2 – Stakeholder Meeting Regarding the Carry-In Boat Launch at the Outlet
SRP Design submitted preliminary design options for consideration.

April 6 – Village of Benzonia:

Action items included the approval of two loan resolutions, a bond ordinance, and closing documents associated with the USDA Water Project. USDA Loan scheduled to close April 30th.

April 7 – Benzie Bus (attended on behalf of Commissioner Warsecke):

Ad Hoc Succession Planning - decided not to proceed with interview process and selection of a new Executive Director. Rather, letter of intent to not renew Bill Kennis's contract was rescinded and a new letter will be drafted with the intent of allowing his existing contract to evergreen.

Essential Worker Compensation – Board approved an increase of hourly worker wages \$4.00 per hour for hours worked and a \$200.00 per week increase of management pay. These increases are retroactive to when the 'stay at home' was ordered on March 24 and will end when management and the Board feel it is prudent.

April 13 – MDOT Preconstruction Meeting

Tree cutting portion of project complete – 70 stumps left to be removed. Project will resume on April 20.

Elected Officials And Department Heads



Benzie County Office of Emergency Management

Emergency Management Activities

April 2020

Below are outlined many of the activities I have been involved in for the month of April 2020

1. Region 7 Homeland Security Planning Board Meeting

Region 7 Homeland Security Planning Board has been meeting remotely with check-ins of each county and some equipment and grant activity that have deadlines. Other business that requires open meetings mandates have been put on hold. Most conferences and trainings have been cancelled.

I participate in webinars from the State of Michigan EOC multiple times a week to keep up to date on State information and other Counties working cohesively under the State of Emergency/Disaster.

2. CERT Activations

CERT members are on a long-term schedule to assist the Benzie Leelanau District Health Department at the Northwest Michigan Healthcare Center on M72/Traverse Hwy in Traverse City. They are working the drive-thru check in and building and traffic control.

3. EOC COVID-19 Response

Through April 2020 Benzie County Office of Emergency Management has distributed over 9100 PPE Items to County EMS, Township Fire and Rescue, Benzie Senior Resources, Paul Oliver Memorial Hospital, The Maples, other private Assisted Living Facilities, Circuit Court, and the Government Center.

I have solicited donations of homemade masks from the community through the Emergency Management Facebook Page and during public interactions and meetings. Benzie Bus is the most public distribution hub for donations and requests for masks in Benzie County. Arrangements can be made through the Benzie Bus dispatch center for pick-up or drop-off.

Josh Stoltz from Grow Benzie has organized Benzie Connect an ever-updating collection of Community resources. It can be accessed at <https://bit.ly/BNZMutualAid>

Susan Boyd and I are signed up for and attending the public assistance applicant briefings being provided by FEMA. I have sent out multiple communications to Townships, Frankfort City, Schools, and County Departments regarding documentation of COVID response costs in preparation for the application for FEMA public assistance.

4. Local Planning Team / Local Emergency Planning Committee

April LPT and LEPC meetings were held remotely. The topics of both meetings were concentrated around COVID-19 response.

It is important for community responders and departments to communicate and plan around the changes and cancellations that are occurring, but also allow for the community and government to function enough to resume business more smoothly as restrictions are lightened. Access to government resources should not be a stopping block as the community moves into recovery phase of the state of emergency/disaster.

RECEIVED

MAY 06 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



5. Benzie County Lakeshore Erosion / High Water

Benzie County OEM has assisted Almira and Blains Townships with communications with the Michigan DNR regarding new legislation and temporary No-Wake ordinances for lakes experiencing high water and property damage concerns.

I presented a brief PowerPoint with drone footage to the BOC to provide a view of some damage and the OEM recording process of damage for State response. There is currently no known planned state response to erosion issues along the Great Lakes.

7. Upcoming Events

Leaving this blank for now – because nothing is certain this next month. Stay safe 😊

9-1-1
Police
Fire / EMS

Benzie County Central Dispatch

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



To: Board of Commissioners
From: Rebecca Hubers – Director/EMC

Re: Recap of April 2020

Mr. Suida is performing as requested and is in the middle of Step 4 in his training process.

Ms. Sydney Beechraft started employment with BCCD on May 4, 2020 and will be beginning her Step 1 process on midnight shift.

BCCD dispatched 73 COVID calls for service to law enforcement in April. The title references COVID as a “short name” but all of the calls for service require a law officer to follow up to a complaint regarding Executive Orders as a result of COVID-19. (not medical calls related to the virus). These numbers do not include the calls with questions answered by Dispatch or the calls regarding media output by the Benzie County Sheriff, which do get directed to BCCD if no one in the Sheriff’s Office administration answers a line, or the caller presses “0” to talk to dispatch. These calls account for several of the admin call numbers taken in April.

All Mobile CAD computers have been delivered and, as requested by the Board of Commissioners, all Townships and Benzie EMS were presented with billing for the install and auxiliary equipment needed to power and dock the CAD laptops.

BCCD is moving forward with a project started by Mr. Berns to allow Text to 911. There is still program training and testing involved so the project is not presented to the public for live use at this time.

Benzie Central Dispatch has communicated with surrounding counties and has developed a Continuity of Operations Plan for the occasion that the Dispatch Center should be impacted or any ECS should contract COVID-19. This includes schedule options for sick dispatchers to rerouting calls for room decontamination.

The Benzie County Central Dispatch report to Legislature was submitted to the State 911. A copy is attached to this monthly recap.

Sincerely – Rebecca Hubers

RECEIVED

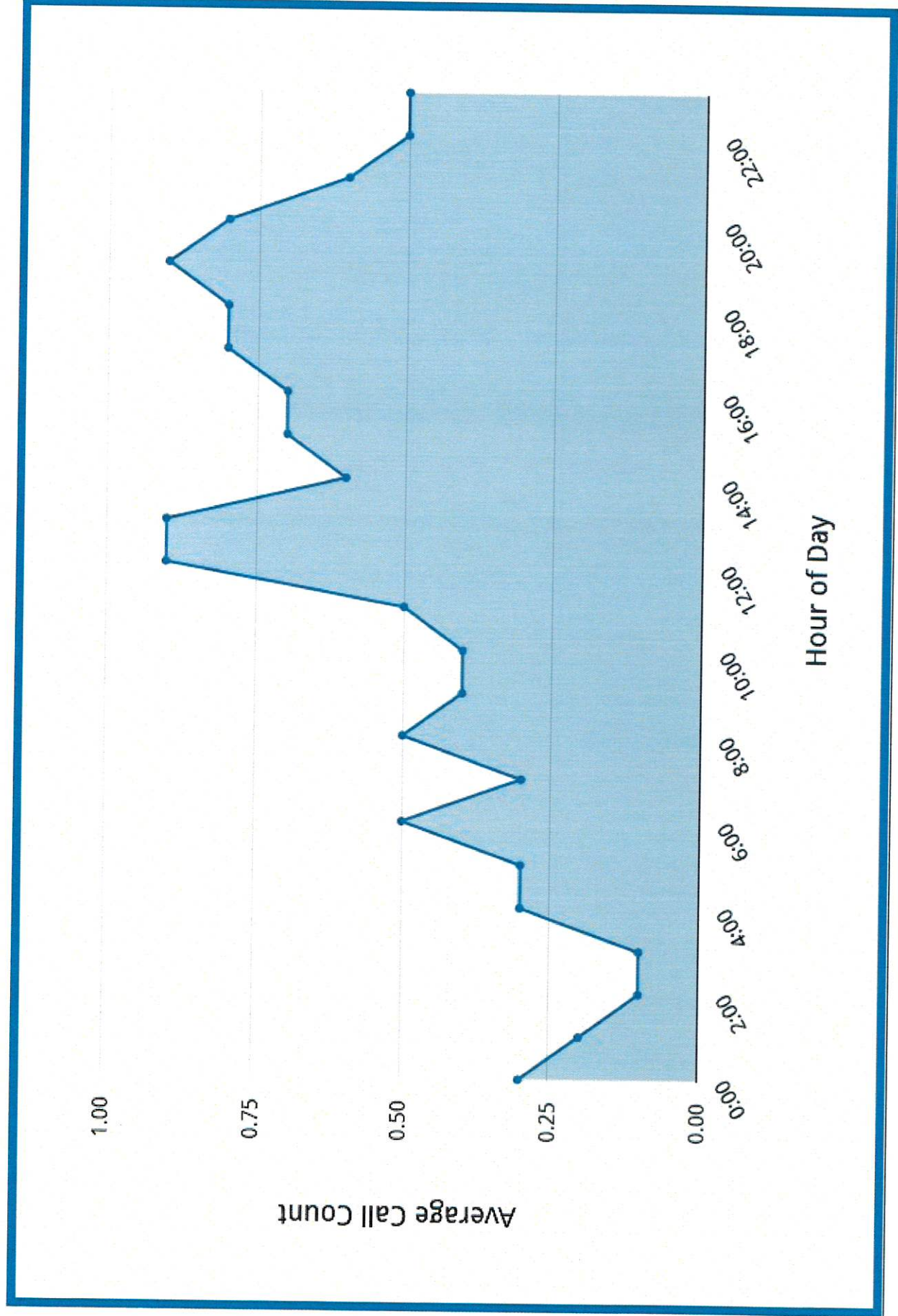
MAY 06 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

BENZIE COUNTY (CENTRAL DISPATCH), MI

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

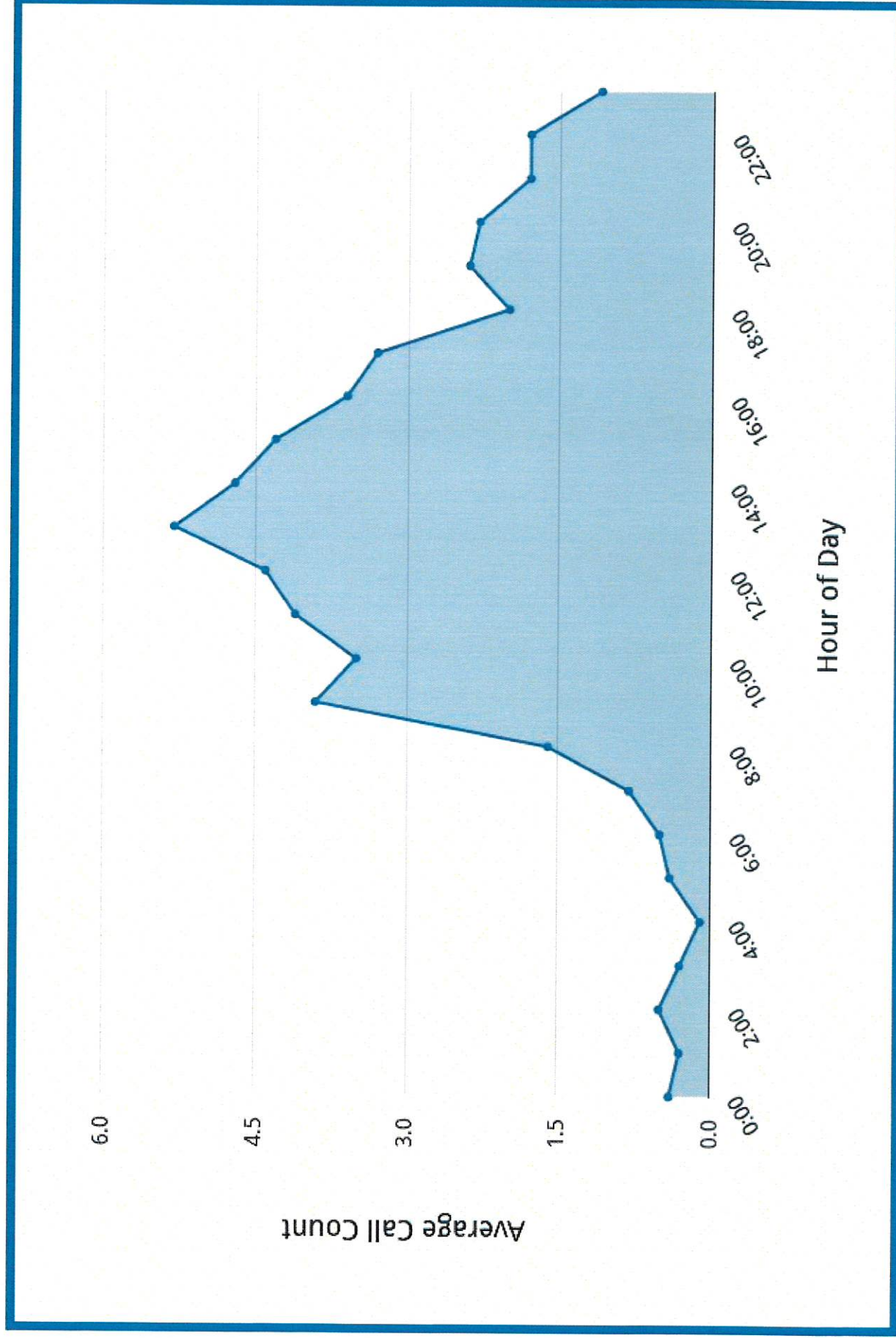
4/1/2020 to 5/1/2020



BENZIE COUNTY (CENTRAL DISPATCH), MI

Admin Inbound Calls – Calls by Hour of Day

4/1/2020 to 5/1/2020



	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20
9-1-1 Calls	576	514	500	544	471	434	388
Admin Inbound calls	1818	1484	1441	1541	1406	1402	1658
Transferred 9-1-1 to another PSAP	31	40	23	25	24	22	18
Transfers within building	215	140	155	156	176	138	156
Call for Service Nature types:							
Abandoned 9-1-1	38	35	42	55	52	56	40
Abandoned Vehicle		1	1	8		5	2
Accidental Dial	17	17	15	18	17	14	25
Alarm - Commercial	7	4	8	5	8	5	15
Alarm - Medical	6	6	9	10	2	7	10
Alarm - Residential	16	9	12	14	8	6	3
Ambulance Request	135	113	129	139	150	113	108
Ambulance Transfer	33	26	29	29	35	24	17
Animal Control Complaint	19	17	13	15	9	22	16
Assault	7	2	5	5	2	6	4
Assist Other Dept / County	21	11	13	5	13	12	4
Be on the Lookout		1	2	2			1
Boater in Distress							
Boating Complaint	1						2
Breaking and Entering	4	1	3	2			5
Breaking and Entering - In progress	1	1				5	2
Breaking and Entering - Vehicle						1	
Bullying				1			
Bus Lights Disregarded	1				1		
Car vs Bear - Property Damage Accident							1
Car vs Deer - Property Damage Accident	31	40	36	25	25	14	3
Careless Use	2		1	1	1	2	3
Child Neglect				1	1		
Child Abuse		2		1			
Citizen Assist	9	4	8	3	2	5	13
Civil - Assist	1	2	4	3	4	2	
Civil - Dispute	2	1		2			4
Civil - Standby			2	2	2	2	1
Computer Crime	1	1			1		1
Counterfeit Money / ID	1			1			
COVID - Executive Order response						22	73
Criminal Sexual Conduct (CSC)		1			2	2	1
Custody Dispute	2	1	3	2		3	4
Deer Permit Issued	4	5		3	1		1
Disorderly Subject		1	1		1	1	2
Domestic Violence	6	4	5	4	2	14	6
Drug Activity	3		3				
Embezzlement	1						
EMS Centralize							
Family Trouble	5	1	2	5	8	1	1
Fight in Progress	1	1			1		1
Fire - Alarm	3	5	3	4	2	2	1
Fire - Brush			1	1		3	1
Fire - Chimney			1		2		
	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20
Fire - Grass							2
Fire - Other	4	6		6	3	6	7

Fire - Structure	3	1	1	1	2	7	6
Fire - Vehicle	1	1			2		1
Fireworks Complaint							
Found Property	1	3	1	1		8	4
Fraud	14	1	6	7	9	3	5
Gas Drive Off	2	4	3	3	3	8	3
Gas Leak (Natural Gas)	2	1	2				2
Harassment	5	3		4	5	4	4
Harassing Telephone Calls / Text		1		2	2	4	2
Hazardous Material Spill / Leak							
Identity Theft	1			2	1	1	
Illegal Burn	3				2	1	9
Illegal Dumping		1				1	2
Illegal Fireworks							
Incorrigible Youth				1		1	1
Injured Animal	7	3	5	2	7	4	5
Intoxicated Driver - Suspected	2	2	4	2	2	1	3
Intoxicated Subject	1	1	1	1	4	3	2
Landlord / Tenant Dispute	3	1	2	2	1		5
Larceny	5	4	10	4	6	7	3
Leaving the scene of accident	2	1		1			
Livestock in the roadway	2		1			1	
Lost Property / Animal	2	2		1	1	2	1
Loud Party							
Marijuana Possession							
Malicious Destruction of Property	6	3	5	9	1	6	3
Minor in possession of tobacco		3			1	3	1
Minor in posession of alcohol	1					1	
Misdialed 9-1-1	15	14	16	7	10	15	10
Missing Person	1	1		2	1	3	3
Motorist Assist	7	2	8	7	5	5	3
Neighbor Dispute	3		1		1		8
Noise Complaint	1	2		2	1		2
Off Road Vehicle Complaint						1	4
Open Door	2	1	2	2	1	1	
Open Intoxicant in a Motor Vehicle							
Other / Misc	25	22	12	17	17	19	17
Parking Complaint	2	1		3	2		
Patient Transfer - EMS							
Peeping Tom							
Person in the Water							
Personal Injury Accident	1	5	5	4	6	3	1
Personal Protection Order - Entry	1	2		2	2	5	6
Personal Protection Order - Violation		1				1	1
Possession of Illegal Substance							
Power Line - Down, Fire, Arcing	20	3	4		1	4	4
	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20
Private Property Accident	3	6	4	4	4	13	1
Probation Violation				1			1
Property Check	1	2	2	1	3	2	
Property Damage Accident	14	29	18	23	17		2
Property Dispute			1		2	1	1
Prowler			1				
Reckless Driver	22	14	23	13	16	19	24

Road Hazard	10	21	6	13	15	3	4
Robbery - Armed							
Robbery - Unarmed							
Roll Over - Personal Injury Accident	1	5	1		2	1	1
Roll Over - Property Damage Accident	1	6	3	4	2	1	
Runaway	2	1	2				1
Sex Offender Violations							
Shoplifting		1	2	1	3	3	
shots fired complaint			1	1	1		5
Snowmobile Complaint		1			3		
Stalking					1	1	
Suicidal Subject	1	1	2	4	2	5	3
Suspicious Mail / Package				1			1
Suspicious Person	3	6	5	2	3	4	4
Suspicious Telephone Call / Text					1		
Suspicious Situation	13	13	15	13	17	14	25
Suspicious Vehicle	8	9	8	5	3	4	4
Test Call	3	4	2	3	8	16	8
Threats	5	4	2	1	10	7	7
Traffic Stop	178	124	145	203	202	187	44
Tree Down in Road	31	8	8	5	3	10	16
Trespassing	4	5	1	1	1	3	7
Truancy	1		1	1			
Unauthorized Driving Away Automobile	1			1	1	1	1
Uninitiated 9-1-1 call					1		
Unknown Accident	1	4	2	1	3	2	
Unwanted Person	5	5	7	2	3	3	6
Unwanted Telephone Calls / Texts							
Vandalism		1					
Vehicle in Ditch	3	16	4	18	13	1	
Verbal Dispute	6	1		1	2	1	2
VIN Inspection	2			2	3	1	1
Warrant Attempt		1			1		
Warrant Arrest							
Warrant Entry	17	19	32	10	12	13	
Warrant TIP	2					2	
Water Rescue	1						
Welfare Check	22	14	18	10	26	14	17
TOTAL	884	730		806	790	810	687
Disclaimer - The calls for service nature type represents what the calltaker has determined best fits the type of call for service the caller requested, reported or described. Not all call for service nature types are listed. These call for service natures do not always represent how they are recorded by a public safety officer. Not all activity by a dispatcher is represented here.							
Smart911							
	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20

Total number of profiles as of =	768	772	781	781	784	790	793
9-1-1 calls to Dispatch with profile	11	2	2	4	4	5	5
Chat by text	12	8	19	21	14	18	10
Chat with response	7	1	7	11	6	5	4

2020 REPORT TO THE LEGISLATURE COUNTY INFORMATION REPORT

AUTHORITY: 1986 PA 32, as amended; COMPLIANCE: Voluntary; PENALTY: No funding

Information should be reported for the period covering the 2019 calendar year, including data for all primary PSAPs in the county.

I. County/Service District Information

County/Service District Name Benzie County	County 911 Coordinator Rebecca Hubers
Address, City, Zip Code 505 S. Michigan Ave. Beulah, MI 49617	
Phone Number (Include Area Code) 231-882-0567	E-Mail Address of County Coordinator rhubers@benzieco.net

II. Authorization and Certification

Date the 911 fee revenue was last audited March 2019	
Does the county have a 911 plan in place?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If the plan is currently open, when is the final hearing date?	Date the plan was last updated, indicate either by administrative resolution or the entire plan Entire Plan 10/25/2016
Briefly explain what changes were made no changes	
Printed name of person completing form Rebecca Hubers	Date 04/21/2020
Signature of person completing form – If you are not able to enter an electronic signature or print the form, sign, and scan, typing your name and sending from a matching email will serve the same as a signature. (By signing, I verify all information contained on this form is accurate).	

III. PSAP Information

- If there is only one PSAP in your county/service district, please fill out this entire section along with section IV-VIII.
- If there are multiple PSAPs in your county/service district, please fill out Section VIII-XI for each PSAP within your county/service district.
- Sections IV – VII can be reported as a TOTAL county numbers.

Name of PSAP Benzie County Central Dispatch			
Primary PSAP Contact and Title Rebecca Hubers, Director		E-mail Address of Contact rhubers@benzieco.net	
Address 505 s. Michigan Ave		City Beulah	Zip Code 49617
Phone Number – admin line 231-882-0567	Phone Number – 24/7 line 231-882-4487	Text-to-911? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Interim Solution i3Solution <input type="checkbox"/> <input type="checkbox"/>

IV. 2019 911 Call Volumes for ALL PSAPs in Reporting County

Item	Total
1. 2019 Total wireline 911 calls received	938
2. 2019 Total wireless 911 calls received	5844
3. 2019 Total VoIP 911 calls received	123
4. 2019 Total texts-to-911 received	0
5. 2019 Total PSAP non-emergency/administrative calls (non 911 lines) (not including those listed above)	19995
6. 2019 Total incidents dispatched	12031

V. Total 911 Funding Sources for ALL PSAPs in Reporting County

Do not include training funds in above totals. The data will be reported separately by the information provided directly from the PSAPs.

Item	Total
7. 2019 Total <u>state</u> 911 fee distribution received	142,488.64
8. 2019 Total <u>local</u> 911 fee received	597,051.84
9. 2019 Total 911 millage receipts	0
10. 2019 Total general fund monies	0
11. 2019 Total other receipts – (indicate source(s) in Section VII(A))	1264.67

VI. 2019 Expenditures for ALL PSAPs in Reporting County

Do not include training funds in above totals. The data will be reported separately by the information provided directly from the PSAPs.

Item	Total
12. Total expenses (if line 12 does not equal lines 12a-12e, explain in Section VII(B))	843,235.34
a. Total state 911 fee spent (see instruction sheet)	843,235.34
b. Total local 911 fee spent (see instruction sheet)	
c. Total 911 millage monies spent	0
d. Total general fund monies spent	0
e. Total other monies spent	0
13. Is there carryover of 2019 funding sources? (If yes, explain in Section VII(C))	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
14. Is there carryover from previous reporting years? (If yes, explain in Section VII(D))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

VII. Supplemental Information

A. Explanation of total other receipts (line 11).

1060.79 Verizon overage refund + 49.99 director phone refund + 51.17 health insurance reimbursement + 83.10 employee gym membership reimbursement + 19.62 refunds from workers comp.

B. Explanation of total expenses (line 12).

line 12 equals lines 12a-12e

C. Explanation of carryover of 2019 funding sources (line 13).

no carryover

D. Explanation of carryover from previous reporting years (line 14).

Fund balance from all previous years equaled \$568,689.96 Previous Director had carryover funds to improve communications with MPSCS. Including three repeaters, one tower amplifier, added pager groups, in vehicle repeaters. 2020 upgrades to four dispatch computers. 2020 Upgrade purchase of 31 mobile CAD devices and support services.

Anticipation purchase (after research and costs from MPSCS) for a micro tower near the City of Frankfort to assist with coverage along the Lake Michigan Shoreline to improve radio coverage concerns.

VIII. PSAP Contact Information

Name of PSAP Benzie County Central Dispatch			
Primary PSAP Contact and Title Rebecca Hubers - Director		E-mail Address of Contact rhubers@benzieco.net	
Address 505 S. Michigan Ave		City Beulah	Zip Code 49617
Phone Number – admin line 231-882-0567	Phone Number – 24/7 line 231-882-4487	Text-to-911? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Interim Solution <input type="checkbox"/> i3Solution <input type="checkbox"/>

IX. Facility Information

Please provide the number of telecommunicators in this PSAP.			
8 Full Time	1 Open Full Time	1 Part Time	Open Part Time
Please provide the number of fully functional positions (Call-Taking and Dispatching) in this PSAP? 3	Please provide the number of Call-Taking only positions in this PSAP?	Please provide the number of Dispatch (radio) only positions in this PSAP?	
Please indicate if this PSAP has a specific call-handling protocol for the following disciplines:			
<input type="checkbox"/> Emergency Fire Dispatch	<input type="checkbox"/> Emergency Police Dispatch	<input checked="" type="checkbox"/> Emergency Medical Dispatch	
Vendor: _____		Priority Dispatch Vendor: _____	
Please indicate if this PSAP has a Quality Assurance (QA) requirement for compliance with call-handling protocol for the following disciplines:			
<input type="checkbox"/> Emergency Fire Dispatch	<input type="checkbox"/> Emergency Police Dispatch	<input type="checkbox"/> Emergency Medical Dispatch	
Vendor: _____		Vendor: _____	

X. Equipment Information

911 CPE Provider: Westtel	Computer Aided Dispatch (CAD) Provider: ID Networks	Dispatch Radio Module: Telex C-soft
Telephony Recording Provider: Equature	Radio Recording Provider: Equature	Does your agency have an Emergency Alert System (EAS)? If yes indicate the provider Code Red

XI. NG911 Development Progress

<p>A. Section A applies to counties or service districts that have not fully deployed NG911. If you have changed your County 911 Plan and fully deployed your NG911, please enter the date you were fully deployed and skip to section XII B.</p> <p style="text-align: center;"><u>February 2019</u></p>	
<p>1. Has your County/Service district updated and adopted its 911 Plan to include NG911 information and technology?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>2. Has your county released an RFP for NG911 components?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what was that date? _____</p> <p>What was or is the planned date of completion? _____</p>
<p>3. Has your county entered into an agreement with a service provider for NG911?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what was that date? _____</p> <p>If yes, what is the name of your NG911 service provider?</p> <p style="text-align: center;"><u>PFN</u></p>
<p>4. Has your county installed/deployed and tested the components for NG911?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, what was that date? _____</p> <p>What was or is the planned date of completion? _____</p>
<p>5. Is your county accepting 911 calls via IP (instead of CAMA)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what was that date? _____</p> <p>What was or is the planned date of completion? _____</p>
<p>6. Does your county have CPE equipment receiving calls from an ESInet and process those IP calls without needing to be converted to analog?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what was that date? _____</p> <p>What was or is the planned date of completion? _____</p> <p>If you have not completed this process, what steps remain?</p> <p>_____</p>
<p>7. Has your county taken any steps towards implementing an ESInet that are not listed above?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain:</p> 	

XII. NG911 Development Progress and Costs

Please be advised this section is for MPSC to review and analyze the responses from the counties to include this information into the development of the statutory report to the Governor and Legislature.

Questions 1-6 will auto-populate from the answers provided in section XI above. Please review the questions carefully and note that the cost questions for this section differentiate between total costs and ongoing annual costs. For the Cost questions in this section of the form (questions 7 and 8), please contact Wendy Thelen at the Michigan Public Service Commission by calling 517-284-8190 or e-mail at thelenw@michigan.gov.

Item	Total
A. Section A applies to counties or service districts that <u>have not</u> fully deployed NG911. If you have changed your 911 plan and fully deployed NG911 skip to Section B.	
1. Has your county/service district updated and adopted its 911 Plan to include NG911 information and technology?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Has your county released an RFP for NG911 components?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If yes, what was that date?	
b. What was or is the planned date of completion for this process?	
3. Has your county entered into an agreement with a service provider for NG911?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If yes, what was that date?	
b. If yes, what is the name of your NG 911 service provider?	PFN
4. Has your county installed/deployed and tested the components for NG911?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If yes, what was the starting date?	
b. What was or is the planned date of completion for this process?	
5. Is your county accepting 911 calls via IP (instead of CAMA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If yes, what was the starting date?	
b. What was or is the planned date of completion for this process?	
6. Does your county have CPE equipment receiving calls from an ESInet and process those IP calls without needing to be converted to analog?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If yes, what was the starting date?	
b. What was or is the planned date of completion for this process?	
c. If you have not completed this process, what steps remain?	
7. Please provide the following <u>estimates</u> :	
a. Estimate the total costs to be incurred by your county or 9-1-1 service district to transition to IP-based NG 9-1-1 service provider. These costs include costs related to the transport, routing, or delivery to PSAPs of IP-based 9-1-1 emergency service.	
b. Estimate the date for transition .	

c. What is the estimated ongoing annual costs of operating the 9-1-1 network for your county or 9-1-1 service district after the transition to an IP-based service provider has been completed? These costs include costs related to the transport, routing, or delivery to PSAPs of IP-based 9-1-1 emergency service.	
--	--

<p>8. Has your county taken any steps towards implementing an ESInet that are not list above?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain: Use a separate sheet if necessary.</p>

B. This section only applies to counties or service districts that <u>have</u> fully deployed NG911.	
1. What date was NG911 fully deployed in your county or 9-1-1 service district?	February 2019
2. What is the name of your NG911 service provider?	PFN
3. What was the total cost incurred by your county or 9-1-1 service district to transition to an IP-based NG 9-1-1 service provider? These costs include costs related to the transport, routing, or delivery to PSAPs of IP-based 9-1-1 emergency service.	unable to provide - no identifiable transition costs in 2019
4. What are the estimated ongoing annual costs of operating the 9-1-1 network for your county or 9-1-1 service district? These costs include costs related to the transport, routing, or delivery to PSAPs of IP-based 9-1-1 emergency service.	\$285,370.07

C. If needed, please provide explanation of the costs you have included under section XII.

Estimated costs listed in XII B4 are operation costs from 2019 activity for services, maint





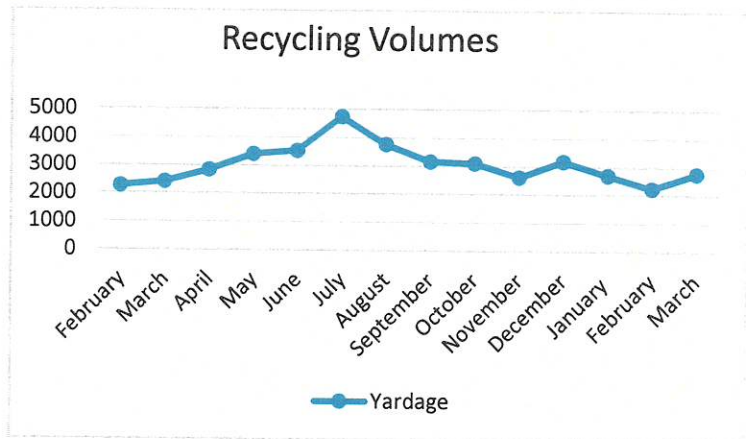
Memo To: Board of Commissioners
From: Jesse Zylstra, Solid Waste and Recycling Coordinator
Date: May 6, 2020
Subject: Recycling Coordinator's Activities

- **Recent Recycling Numbers:**

February: Tonnage: 71.55 tons
Yardage: 2,240 yards

March: Tonnage: 76.18 tons
Yardage: 2,770 yards

Total Single Stream:
(FY '19) 1,111.18 tons
(Increase of 18.12 tons from '18)



- **Ongoing Activities:**

Cardboard Trailers - under summer care. (126.12 tons in FY '19)
HHW/Electronics/Scrap Tire Events – 2020 Events Scheduled
--Vendor Contracts Extended for 2020
-- Scheduled for June 13th, July 18th (Tires Only), and August 15th.
County-wide Battery Bucket pickups and sorting. (2,538 lbs in FY '19)

- **Updates:**

Benzie County Recycling continues to operate 100% of services. All recycling sites continue to be monitored and serviced normally.
PCA Cardboard Trailers are under summer care and serviced as scheduled. New steps have been installed at each location.
The HHW/E-waste/Scrap Tire event for June 13th is continuing as planned. Currently there have not been any vendor cancellations. The event will be held at Frankfort High School.

RECEIVED

MAY 06 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Jesse Zylstra Solid Waste and Recycling Coordinator

ACTION ITEMS

Dawn Olney

From: bcrclerk@benzieroad.net
Sent: Thursday, May 7, 2020 11:33 AM
To: medicalresearch@hotmail.com; Dawn Olney
Cc: bcrmanager@benzieroad.net
Subject: Bridge Application Resolutions needed
Attachments: Res 2020-05 Nostwick Road 2020.doc; Res 2020-06 Reynolds Road 2020.doc

Good morning,

I have attached our copies of the "Resolutions of Support For Nostwick and Reynolds Roads Bridge Application For Critical Bridge Funds".

These will be presented to our board for approval at our May 14, 2020 meeting. We will need similar resolutions from the County as well as the Township.

Please add this to your next agenda and e-mail me copies once they have been approved.

Thanks for your help,
Jen

Jennifer L. Kolinske
Financial Manager/Clerk
Benzie County Road Commission
11318 Main Street
P.O. Box 68
Honor, MI 49640
231-325-3051

RESOLUTION #2020-014

BENZIE COUNTY

**RESOLUTION OF SUPPORT FOR NOSTWICK RD BRIDGE
APPLICATION FOR CRITICAL BRIDGE FUNDS**

WHEREAS, the Nostwick Road Bridge that crosses the Betsie River is severely deteriorated and it is under capacity by design. The weight limit is now posted at an eight-ton limit; and

WHEREAS, given the current condition of the bridge, extensive maintenance and repair of the existing structure is not an efficient use of public funds; and

WHEREAS, this bridge spans the Betsie River, a Natural Beauty River, and the deterioration of the bridge and supports detracts from the beauty of the river and surrounding area; and

WHEREAS, this is a dead-end road and residents and emergency vehicles do not have a detour route available to them.

THEREFORE, BE IT RESOLVED that the Benzie County Board of Commissioners supports this application for Critical Bridge Funds to replace the present structure and to eliminate the soil erosion problems at the Betsie River.

Dated: May 12, 2020

Bob Roelofs, Chair

I, Dawn Olney, Benzie County Clerk and Clerk to the Benzie County Board of Commissioners, certify that the foregoing is a correct copy of the resolution passed as therein set forth on the 12th day of May, 2020 by the Benzie County Board of Commissioners.

Dated: May 12, 2020

Dawn Olney, Benzie County Clerk

RESOLUTION #2020-015

BENZIE COUNTY

**RESOLUTION OF SUPPORT FOR REYNOLDS RD BRIDGE
APPLICATION FOR CRITICAL BRIDGE FUNDS**

WHEREAS, the Reynolds Road Bridge that crosses the Betsie River is severely deteriorated and it is under capacity by design. The weight limit is now posted at a sixteen-ton limit; and

WHEREAS, given the current condition of the bridge, extensive maintenance and repair of the existing structure is not an efficient use of public funds; and

WHEREAS, this bridge spans the Betsie River, a Natural Beauty River, and the deterioration of the bridge and supports detracts from the beauty of the river and surrounding area; and

WHEREAS, emergency vehicles must presently use a detour that doubles response time to this area,

BE IT THEREFORE RESOLVED that the Benzie County Board of Commissioners supports this application for Critical Bridge Funds to replace the present structure and to eliminate the soil erosion problems at the Betsie River.

Dated: May 12, 2020

Bob Roelofs, Chair

I, Dawn Olney, Benzie County Clerk and Clerk to the Benzie County Board of Commissioners, certify that the foregoing is a correct copy of the resolution passed as therein set forth on the 12th day of May, 2020 by the Benzie County Board of Commissioners.

Dated: May 12, 2020

Dawn Olney, Benzie County Clerk

Dawn Olney

From: Maridee Cutler
Sent: Thursday, May 7, 2020 9:46 AM
To: Dan Smith
Cc: Dawn Olney
Subject: FW: Carissa Pike

Maybe it is not too late to add to the agenda? Check with Dawn.

Maridee Cutler – CHRS, SHRM-CP
Deputy County Administrator
Benzie County



From: Dan Smith <dsmith@benzieco.net>
Sent: Thursday, May 7, 2020 9:00 AM
To: Maridee Cutler <MCutler@benzieco.net>
Cc: Carissa Pike <CPike@benzieco.net>; Ted Schendel <TSchendel@benzieco.net>; Kyle Rosa <KRosa@benzieco.net>
Subject: FW: Carissa Pike

Maridee,

I would like to address the board and get an extension on Sgt. Pikes Vacation time or have them authorize a payout. I had to cancel her vacation in March because of Covid-19.

Thank You,

Dan



Lt. Daniel S. Smith, Jail Administrator
Benzie County Sheriff's Office
505 South Michigan Avenue
Beulah, MI 49617
(231) 882-4484 EXT: 235 office
(231) 882-5814 fax

From: Carissa Pike <CPike@benzieco.net>
Sent: Wednesday, May 6, 2020 5:25 PM
To: Dan Smith <dsmith@benzieco.net>
Subject: Re: Carissa Pike

Hi Dan.

Can we address the board about this?

Thanks,

Pike

Sent from my iPhone

On May 6, 2020, at 11:11 AM, Dan Smith <dsmith@benzieco.net> wrote:

From: Maridee Cutler <MCutler@benzieco.net>
Sent: Wednesday, May 6, 2020 11:07 AM
To: Dan Smith <dsmith@benzieco.net>
Cc: Ted Schendel <TSchendel@benzieco.net>; Kyle Rosa <KRosa@benzieco.net>
Subject: Carissa Pike

Hey there Dan,

Carissa is over on her vacation hrs that can be accumulated according the policy. She needs to use up 40 hrs. as soon as possible or you can address the board and have a plan to use them up within the next 30 days.

Thank you,

Maridee Cutler – CHRS, SHRM-CP
Deputy County Administrator
Benzie County

<image001.png>

Memo To: Board of Commission
From: Mitchell D. Deisch, Administrator
Date: May 7, 2020
Subject: COVID-19

As part of the 5/12/2020 BOC meeting there are several items that need to be discussed and direction provided by the BOC. These topics related to COVID19 are as follows:

1. When is the right time to open County facilities? We are hoping to have better information the end of this week or early next week on what the State of Michigan plans to do regarding extending the stay home order or allowing it to expire. Currently the County resolution 2020-013, EO 2020-70 and the BLDHD Public health Orders all expire on 5/15/2020.

I am exploring what potential results could occur if the County decides to open facilities prior to the BLDHD or State of Michigan lifting the stay home order. More to follow.

2. Consideration of BOC approving Temporary Emergency COVID-19 Leave Policy Applicable to Exempted/Excluded Emergency Responders and Health Care Providers. Policy is attached to this agenda.
3. Face Covering and other PPE – Currently the requirements for entering public places is that all citizens must wear face coverings. Many counties that are closed to the public are not requiring their employees to wear face coverings in the county facilities, however, are still complying with social distancing. Many counties are of the opinion that once our facilities open up to the public, that face masks for employees who are around other employees, meeting the public, working in public areas, using lavatories, etc. are required to wear face coverings as identified in EO-70. The only exemption is that if you have a private office, you would be able to remove the face covering.

How are we wanting to address this topic in Benzie needs discussion and direction from the BOC.

4. MMRMA Preparedness and Response Plan – the MMRMA has developed a COVID Response and Preparedness Plan that they have provided to local members. Benzie County in April 2020 in response to EO-21 prepared and the BOC approved a COVID preparedness and response plan, primarily using documents provided by the BLDHD.

I am communicating with the MMRMA to determine if our currently adopted plan is sufficient to avoid potential liability or if there is a need to adopt their specific plan. More to follow.

5. Other COVID-19 related issues.

RECEIVED

MAY 07 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

**Temporary Emergency COVID-19 Leave Policy
Applicable to Exempted/Excluded Emergency
Responders And Health Care Providers
Effective _____, 2020**

- A. In response to the COVID-19 outbreak and in consultation with the County Health Department, the County Board of Commissioners authorizes the County Administrator and Elected Officials, or their designees, to appropriately monitor and coordinate actions and implement measures to safeguard the welfare of its employees and residents while maintaining operations in an effective and efficient manner. After April 1, 2020 and through December 31, 2020, employees who are healthcare providers or emergency responders exempted/excluded from coverage or application from the Emergency Family and Medical Leave Expansion Act ("EFMLEA") and from the definition of employee under the Emergency Paid Sick Leave Act ("EPSLA") (an "Exempt Employee" or collectively "Exempt Employees") may be authorized -- upon request by the Exempt Employee -- a temporary emergency leave of up to 3 work days for any Exempt Employee who reasonably believes he/she has been exposed or infected with COVID-19 to permit the employee an opportunity to contact his/her healthcare provider for examination to seek a diagnosis, testing and treatment. During the first 3 days of a temporary emergency leave absence ("Temporary Emergency Leave") supervisors shall not require a healthcare provider's note for Exempt Employees who are experiencing COVID-19 symptoms (including, coughing, fever, shortness of breath) and are seeking a medical from a healthcare provider in that offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- B. The Temporary Emergency Leave granted under this Policy may be extended for up to 2 consecutive work weeks (or such additional or longer period as may in the future be granted by the Board of Commissioners) if an Exempt Employee's healthcare provider confirms, in writing, that an employee has been infected with COVID-19, is reasonably likely to spread COVID-19 to coworkers or the public through the performance of the employee's regular job duties, and/or is unable to perform the essential functions of his/her job without possible harm to himself/herself or others.
- C. An Exempt Employee diagnosed with COVID-19 must provide doctor's certification clearing them to work in order to return. This provision shall in no-way be interpreted to limit the County's authority at law to require such further and/or additional testing or clearances for employees or other to implement other measures to safeguard the health of employees and the public while maintaining operations in an effective and efficient manner and continuing to perform critical and essential services.
- D. An Exempt Employee may be instructed not to report if the employee is showing symptoms of COVID-19 (including, coughing, fever, shortness of breath) until they are released by a healthcare provider.
- E. A full-time Exempt Employee may granted Temorary Emergency Leave equal to, but not exceeding the total hour equivalent of the position's normal budgeted hours for a normal two-week pay-period (normally, 80 hours, but this may vary by position) (pro-rated for part-time). Eligibility for Temporary

RECEIVED

MAY 06 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Emergency Leave expires on December 31, 2020, and employees may not carry over leave from one year to the next and not entitled to reimbursement for unused Temporary Emergency Leave upon termination, resignation, retirement, or other separation from employment.

- F. Absences using Temporary Emergency Leave will not be counted as an unscheduled absence. However, nothing shall alter or amend the current County policy that both paid and unpaid leave for an otherwise qualifying reason will count toward FMLA time off pursuant to employer policies. The attribution or non-attribution of Temporary Emergency Leave to existent FMLA limits shall be applied consistent with County policies and the law.
- G. If an Exempt Employee believes their Temporary Emergency Leave absence will exceed the allowable hours (pro-rated for part-time) authorized by this special Temporary Emergency Leave policy, the employee may request additional paid or unpaid leave pursuant to the normal applicable County policies or provisions of the applicable collective bargaining agreement. Normal verification requirements will apply, which may include but not be limited to verification from a health care provider to the Human Resources Director.

Commissioner Reports

County Administrator Report

Memo To: Board of Commission
From: Mitchell D. Deisch, Administrator
Date: May 6, 2020
Subject: Administrator Update 5/12/2020 BOC meeting

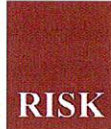
1. **BLDHD Update** – Updates for the BLDHD COVID-19 will be sent out on Monday, Wednesday and Friday.
2. **M-22 Causeway /MDOT** – I recently spoke to MDOT Representative Rick Liptak and BCRC Matt Skeels regarding the M-22 causeway between Frankfort and Elberta. We all believe that high water is going to continue along Lake Michigan, which will directly impact Betsy Bay and the M-22 causeway this summer. Here is how MDOT will address high water this summer:
 - If water continues to enter either lane (west or east), M-22 will be barricaded off to allow for 1-way traffic only, using traffic signals either side of the causeway.
 - If water on the road reaches the centerline, they will barricade off the entire road and set up detours around the causeway.
 - I have invited Rick Liptak to attend a future BOC meeting to discuss this topic and discuss detour directions.
 - More to follow.
3. **Attorney RFP's** – I am going to contacting BOC to schedule a special meeting to interview attorney firms for general legal counsel. Currently I am working to develop questions with the smaller work group of County Clerk Dawn Olney and Commissioner Art Jeannot. I am hoping to schedule interviews the mid to latter part of May 2020. More to follow.
4. **Building Inspection** – With the latest EO-70, construction activities will commence on Thursday May 7, 2020. With opening of this activity, Benzie County Building Inspection will also need to commence activities starting 5/7/2020. While the Government Center will still be closed to the public, contractors and citizens who need to obtain building permits, will be able to make appointments with the Building Dept., following the rules and regulations associated with Resolution 2020-013. More to follow.
5. **FY 20/21 Budget** – The process of compiling the FY 20/21 budget has commenced. Finance Manager Susan Boyd will be leading this effort and will be working with Departments to compile their draft budgets. The process has started!
6. **First Quarter 2020 Financial Review** – Finance Manager Susan Boyd is planning on presenting the first quarter financial review for 2020 at the May 26, 2020 BOC meeting.

RECEIVED

MAY 06 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

7. **MMRMA COVID19 Model Preparedness and Response Plan & Instructions** – Attached is the MMRMA preparedness plan that I am planning to have on the May 26, 2020 for BOC approval. We will be considering how this plan can work for Benzie County and how it compares to previous plans/policies that we have already adopted.



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

Model COVID-19 Preparedness and Response Plan and Instructions

Created for
MMRMA Member Use by:

Elisa J. Lintemuth
Member
Dykema Gossett, PLLC
(616) 776-7532
elintemuth@dykema.com

Courtney Flynn Kissel
Member
Dykema Gossett, PLLC
(248) 203-0743
ckissel@dykema.com

Steps to Prepare Your COVID-19 Preparedness and Response Plan

STEP 1: Review Executive Order 2020-42 and any relevant subsequent or local-level orders.

- Governor Whitmer’s Executive Order 2020-42 prohibits in-person work that is not necessary to sustain or protect life. It contains various restrictions that must be followed. In general, no person or entity may operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations. In addition, all in-person government activities that are not necessary to sustain or protect life, or to support those businesses and operations that are necessary to sustain or protect life, are suspended.
- Many counties and local governments are issuing their own executive orders or public health orders that contain additional restrictions or requirements. Be sure to check for any local requirements beyond the state-level orders to ensure compliance.¹
- Executive Order 2020-42 is in effect until April 30, 2020. Update your Preparedness and Response Plan (“Plan”) as your operation evolves or as state/local orders related to COVID-19 are issued or amended. Subsequent Executive Order 2020-59 has modified requirements for in-person work and has provided that additional resumed activities may allow in-person workers to return to work. Executive Order 2020-59 is in effect until May 15, 2020.

STEP 2: Restrict the workers permitted to perform in-person work to no more than is necessary to perform the business’s or operation’s critical infrastructure functions or to conduct minimum basic operations.

- Determine which employees are “critical infrastructure workers” or those required to conduct minimum basic operations, allow as many employees to work remotely as feasible, and temporarily suspend any in-person operations if not necessary to sustain or protect life.
- Inform those employees you identified as “critical infrastructure workers” or necessary to conduct “minimum basic operations” in writing as required.
- Discontinue non-essential travel.

STEP 3: For those critical infrastructure workers who must perform in-person work, identify how each different job classification at each worksite might be exposed to COVID-19.

- Following OSHA Standards for classifying workers exposure, classify workers as low risk, medium risk, high risk, and very high risk.
- Assess each position’s interaction with the general public, customers, and coworkers.
- Assess each position’s level of interaction with sick individuals.
- Acknowledge non-occupational risk factors in employees’ homes and community settings.
- Give consideration to personal risk factors that further increase workers’ risk of developing more serious complications from COVID-19 (*e.g.*, older age; presence of chronic medical conditions, including asthma and immunocompromising conditions; pregnancy).

¹ The steps included in this document are focused on the state-level requirements currently in place under Executive Order 2020-42. As you develop your Plan, you will need to separately consider any applicable subsequent executive orders or local (county, city, village, or township) requirements. We recommend that you consult with counsel as you tailor your plan.

STEP 4: Implement controls and policies necessary to address those risks.

- Restrict the number of workers present on the premises to only those strictly necessary to perform the business's or operation's critical infrastructure functions or to maintain minimum basic operations.
- Promote remote work to fullest extent possible.
- Promote regular hygiene and cleaning. Provide access to places to frequently wash hands, or to access hand sanitizer, and provide access to tissues and places to properly dispose of them.
 - Instruct employees on proper hand washing methods, to cover their coughs and sneezes with tissue, and to avoid touching their faces.
 - Post signs in restrooms regarding proper hand washing methods.
- Increase cleaning and disinfecting of surfaces, equipment, and other elements of the work environment using cleaning chemicals with EPA-approved disinfectant labels with claims against emerging viral pathogens (list of such products available at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>).
- Where possible, avoid shared use of offices, telephones, desks, and tools/equipment.
- Provide disposable disinfectant wipes so that any commonly used surfaces can be wiped down by employees before each use.
- Implement screening procedures before permitting employees to enter the workplace, with employee(s) wearing personal protective equipment (PPE) in charge of screening.
 - Take employees' temperatures (or, if your jurisdiction allows, ask employee if they have a fever), and require employees to confirm whether they are experiencing any of the principal COVID-19 symptoms (fever, atypical cough, or atypical shortness of breath), and whether they have been exposed to anyone with COVID-19. Adopt a policy to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.
 - If an employee has or develops temperature of 100.0 degrees Fahrenheit or above, or exhibits symptoms, immediately separate him/her from other employees, customers, and visitors and send home.
 - Use Employee Screening Questionnaire (one example is included in Appendix B, but many local jurisdictions have adopted their own questionnaire that should be followed).
- Put signs on doors limiting visitors; consider requiring appointments for certain services.
 - Example sign for building entrances included in Appendix D.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace (but maintain confidentiality as required by the Americans with Disabilities Act ("ADA") and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")), and instruct fellow employees about how to proceed based on the Center for Disease Control and Prevention ("CDC") [Public Health Recommendations for Community-Related Exposure](#).
 - Adopt protocol to clean and disinfect facilities after confirmed case in the workplace.
- Encourage workers to stay home if they are sick, or if their household members are sick.
- Establish social distancing policies to increase the physical distance between employees and those they interact with so that, to the maximum extent possible, employees do not regularly come within six feet of other individuals at work.
 - This may include telecommuting, staggered shifts, decreasing number of employees to report for in-person work, decreasing face-to-face interactions, and limiting number of non-employees who are able to enter facilities.
 - For those positions where face-to-face interaction is necessary, consider installing physical barriers, such as clear plastic sneeze guards, or developing a drive-through window for services.

STEP 4: Implement controls and policies necessary to address those risks. (continued)

- Monitor and adopt any other social distancing practices and mitigation measures recommended by the CDC.
- Establish social distancing policies to keep workers and patrons who are on the premises at least six feet from one another to the maximum extent possible.
- Provide PPE—including gloves, goggles, face shields, face masks, and respiratory protection—to employees as required, and train workers who need to use PPE how to put it on, use/wear it, and take it off correctly. Businesses in Michigan are directed to provide non-medical grade face coverings for employees to help preserve N95 masks and surgical masks for health care professionals and first responders.
- Consider improving the building ventilation system by increasing ventilation rates and/or increasing the percentage of outdoor air that circulates into the system.
- Adopt relevant and appropriate controls recommended by the Occupational Safety and Health Administration (OSHA).
- If staff are required to pick up supplies for operations, ensure that they are only traveling to the supply location with one employee per vehicle and practice social distancing while picking up supplies and completing the transaction. Ensure that employees are equipped with appropriate PPE while picking up and then delivering supplies to your facilities/operation locations.

STEP 5: Put business continuity plan in place.

- Identify a workplace coordinator or coordinators who will be responsible for COVID-19 issues in the workplace, or within each department or office.
- Identify those critical functions that must continue while Governor Whitmer’s “Stay Home, Stay Safe” Order remains in effect.
- Identify alternate supply chains for critical goods and services.
- Develop emergency communication plan.
- Determine how you will operate to perform critical functions if absenteeism spikes from increases in sick employees, and those who stay home to care for sick family members and children without care.
- Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent. Implement plan for how role of each essential employee will be filled if absent.
- Do not allow employees who experienced symptoms to return to work until either: (1) they receive a negative COVID-19 test; or (2) both 3 days have passed since their symptoms have resolved, and 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result.
- Do not allow employees who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 and who display one or more of the principal symptoms of COVID-19 to return to work until either: (1) 14 days have passed since the last close contact with the sick or symptomatic individual; or (2) the symptomatic individual receives a negative COVID-19 test.

STEP 6: Obtain necessary required Board/Governing Body approval for your COVID-19 Preparedness and Response Plan.

[Member Logo/Letterhead]

[Municipality Name]
COVID-19 Preparedness and Response Plan²

Date Implemented: [DATE], 2020

Date revised (Executive Order 2020-59): _____

² This model plan will need to be updated to address the specific aspects of your operations as well as any local (city, village, township, or county) requirements for your location. Under Executive Order 2020-42 and Executive Order 2020-59, a copy of your Plan must be available at your headquarters or worksite.

[Municipality Name]
COVID-19 Preparedness and Response Plan
Table of Contents

Plan

Essential Workers Necessary to Perform Critical Infrastructure Functions.....	1
Protective Safety Measures	
Sick Leave	1
Remote Work	1
Employee Screening Before Entering the Workplace.....	1
Personal Protection Equipment	2
Enhanced Social Distancing.....	2
Tools and Equipment	2
Enhanced Hygiene.....	2
Enhanced Cleaning and Disinfecting	2
Visitors	2
Employees with Suspected or Confirmed COVID-19 Cases	
Suspected Cases	3
Confirmed Cases	3
Business Continuity Plan	4

Appendices

A: Critical Infrastructure Workers	5
B: Sample Employee Entry Screening Questionnaire	7
C: Employee Return to Work Plan.....	8
D: Visitor Screening Form	9
E: Signs for Buildings	10
F: Other Resources	12
G: Certification by Responsible Public Official.....	13

Model COVID-19 Preparedness and Response Plan³

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, [we/municipality name] have prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

Essential Workers Necessary to Perform Critical Infrastructure Functions or Conduct Minimum Basic Operations

Executive Order 2020-42 and subsequent Executive Order 2020-59 prohibits businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in Executive Orders 2020-42 and 2020-59.

Under Executive Orders 2020-42 and 2020-59, workers who are necessary to conduct minimum basic operations are “those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

Only “critical infrastructure workers” or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

Protective Safety Measures

Sick Leave

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and [Municipality]’s [applicable PTO policies]. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

Remote Work

All employees who are not essential to operations, and whose job duties reasonably allow to them telework, will work remotely.

Employee Screening Before Entering the Workplace

A sample Employee Entry Screening Questionnaire is attached as Appendix B. A screening questionnaire should be completed by all employees before being permitted to enter the workplace and should comply with any required screening process required by the state or local jurisdiction in which the business is located. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she will be prevented from entering

³ This model plan will need to be updated to address the specific aspects of your operations as well as any local (city, village, township, or county) requirements for your location. Under Executive Order 2020-42 and Executive Order 2020-59, a copy of your Plan must be available at your headquarters or worksite.

the premises until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C.

Personal Protective Equipment

[Municipality] shall provide and make available to all Critical Infrastructure Workers (CIW) and any worker performing in-person work, personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed by the CIW. Any in-person worker able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space.

Enhanced Social Distancing

Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any break room or lunch room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees will be provided with appropriate personal protective equipment as required and physical barriers may be installed for employees commensurate with their level of risk of exposure to COVID-19 and as appropriate.

Enhanced Hygiene

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene.

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly [define more precisely based on your operations] using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, [insert protocol for increased cleaning and disinfecting].

Tools and Equipment

[Municipality] limits the sharing of tools and equipment among in-person employees. Should any sharing of tools be required, employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. [Municipality] will provide employees with disinfectant wipes and other disinfecting products for this purpose.

Visitors

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. All visitors entering the building shall be screened prior to entering the building. A screening questionnaire should be utilized to decide if the visitor can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions do not allow them into the building. Provide visitor handout regarding what to do if you might have COVID-19.

[Municipality] requires that any member of the public able to medically tolerate a face covering must wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while in any enclosed public space.

Employees with Suspected or Confirmed COVID-19 Cases [Update as appropriate]

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
 - Fever;
 - Shortness of breath; and/or
 - Continuous cough.
- OR
- They are experiencing at least two of the following symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat and/or
 - New loss of taste or smell
- They have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
 - In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then [we/Municipality] will:

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- Ensure that the employee's work area is thoroughly cleaned.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person tested positive for COVID-19.

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then [we/Municipality] will:

- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

Business Continuity Plans

The COVID-19 Workplace Coordinator will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

APPENDIX A

CRITICAL INFRASTRUCTURE WORKERS

Consistent with the March 19, 2020 CISA guidance document, critical infrastructure workers include some workers in each of the following sectors

- a. Health care and public health.
- b. Law enforcement, public safety, and first responders.
- c. Food and agriculture.
- d. Energy.
- e. Water and wastewater.
- f. Transportation and logistics.
- g. Public works.
- h. Communications and information technology, including news media.
- i. Other community-based government operations and essential functions.
- j. Critical manufacturing.
- k. Hazardous materials.
- l. Financial services.
- m. Chemical supply chains and safety.
- n. Defense industrial base.

For purposes of Executive Order 2020-42 and Executive Order 2020-59, critical infrastructure workers also include⁴:

- a. Child care workers (including workers at disaster relief child care centers), but only to the extent necessary to serve the children or dependents of workers required to perform in-person work as permitted under this order. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.

⁴ Under Executive Orders 2020-42 and 2020-59, necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business's or operation's critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-42. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.

- b. Workers at suppliers, distribution centers, or service providers, as described below.
 - 1. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - 2. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in subprovision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - 3. Consistent with the scope of work permitted under subprovision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - 4. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.
- c. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.
- d. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.
- e. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.
- f. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.
- g. Workers at laundromats, coin laundries, and dry cleaners.
- h. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.
- i. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

APPENDIX B

SAMPLE EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

In order to access the workplace, I affirm that in the past 24 hours, I have not experienced:

_____ An atypical cough

_____ Atypical shortness of breath

Or at least two of the following:

_____ Fever of 100 degrees F or 37.8 degrees C, or above

_____ Chills/Repeated Shaking

_____ Muscle Pain

_____ Sore Throat

_____ Headache

_____ New or Loss of Taste or Smell

If you answer “yes” to any of the symptoms listed above, you will not be permitted access to the premises. Please self-isolate at home and contact your primary care physician for direction.

- You should isolate at home for a minimum of 7 days since symptoms first appear.
- You must also have 3 days without fever and improvement in respiratory symptoms.

In the past 14 days have you:

_____ Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19?

_____ Traveled internationally or domestically?

If you answer “yes” to either of these questions, you are not permitted access to the premises. Self-quarantine at home for 14 days.

If no to all of the above, please check and sign below and proceed to enter the workplace premises:

_____ I will wear a face covering while in any public spaces within the premises.

[Include if you wish to have employees attest to their answers]

Signature: _____ Date: _____

APPENDIX C

EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since their symptoms have resolved *and* 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. They receive a negative COVID-19 test.

Employees* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (*e.g.*, police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

APPENDIX D
SAMPLE VISITOR
COVID-19 SCREENING FORM

Court/Office Visiting: _____

Visitors Name: _____ Appointment Date: _____ Time In: _____

In the past 24 hours, have you experienced any of the following symptoms:

_____ An atypical cough

_____ Atypical shortness of breath

Or at least two of the following:

_____ Fever of 100 degrees F or 37.8 degrees C, or above

_____ Chills/Repeated Shaking

_____ Muscle Pain

_____ Sore Throat

_____ Headache

_____ New or Loss of Taste or Smell

If visitor answered “yes” to any of the symptoms listed above, visitor is not permitted access to the premises.
Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

In the past 14 days have you:

_____ Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19?

_____ Traveled internationally or domestically?

If visitor answered “yes” to either of these questions, visitor is not permitted access to the premises.

_____ Visitor is required to wear a face covering while in any public spaces within the premises.

Security Officer or Employee:

Contacted Court/Office and informed them the visitor was not allowed into the building.

Date: _____ Time: _____ Spoke to: _____

APPENDIX E

SIGNS FOR BUILDINGS

Spectrum Health employer resources provided these signs: one that can be posted at building entrances and one illustrating COVID-19 symptoms and prevention measures, which can be posted inside work places.

<https://www.spectrumhealth.org/covid19/employer-resources>



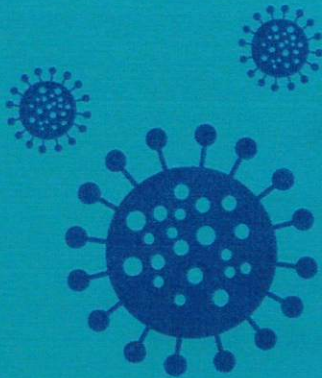
Only Enter This Building If You:

- **Are a healthy visitor**
- **Have an appointment**
- **Are a company employee**

All others:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.



Keeping Michigan Informed

Novel Coronavirus 2019 (COVID-19)

Symptoms



FEVER



COUGH



BREATHING DIFFICULTY

Prevention—Start With Washing Your Hands



WET HANDS



LATHER



SCRUB: 20 SECONDS



RINSE



DRY HANDS

- Washing your hands often with soap and water for 20 seconds is one of the easiest and most effective ways to prevent the spread of germs.
- Avoid contact with people who are sick.
- Cover your cough and sneeze with tissue.
- Avoid touching eyes, nose and mouth.
- Clean and disinfect surfaces and objects frequently.
- Stay home when you are sick, except to get medical care.



Seeking Care

Call your doctor if you experience symptoms, or our COVID-19 hotline at **616.391.2380** to schedule a free virtual screening.*
If your symptoms are life-threatening, call 911.

*Free screening available for all individuals in the state of Michigan.

For more information visit spectrumhealth.org/covid19.

X23507 RMD5458 © Spectrum Health 3.10.2020

APPENDIX F

OTHER RESOURCES

Governor Whitmer's Executive Order 2020-42 and Executive Order 2020-59:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,00.html

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-526894--,00.html

FAQs from Governor Whitmer on Executive Order 2020-42 and Executive Order 2020-59:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,00.html

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-527027--,00.html

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

CDC Guidance on Reopening Businesses:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

APPENDIX G

**[MUNICIPALITY]
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Certification by Responsible Public Official

This is to certify that I have reviewed the [Municipality] COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. It complies with Michigan Executive Order #2020-42 dated Thursday, April 9, 2020 and Michigan Executive Order 2020-59 dated April 24, 2020.
2. The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
3. The plan is available on the [Municipality] website [website URL] and at each [Municipality] facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: _____

Signature: _____

Name of Official: _____

Title: _____

Date: _____

Dawn Olney

From: Dick Figura <rfigura@figuralaw.com>
Sent: Wednesday, May 6, 2020 9:17 PM
To: Dawn Olney; clerk@benzoniatownship.org; clerk; clerk at CLT; Benz village clerk; Rhonda Nye; Alacia Acton; Christine Neiswonger; Stein Tim; Jan Nowak; Richard Bahle; Sandy Vanhuystee; Mark Roper; Ron Hitesman; Jan Nowak; Peter; Bucky Noonan; Christine Neiswonger; Randy Nelson; Village Lake Ann; Lake Ann Village President; Twp Treasurer Lake; clerk@laketwp.org; weldonclerk; Jason Barnard; Karen Burns; clerk; Bill Bennis; Anna Grobe; Soni Aylsworth; Derith Smith; Mitch Deisch; Peter VanNort; Pamela Laureto; plattetownship@gmail.com
Subject: FW: EO 2020-75

Public bodies re allowed to continue remote meetings until June 30, 2020.

See below.

Stay in. Stay safe. And support our heroic health care workers

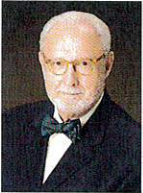


FIGURA LAW OFFICE

Richard J. Figura, Esq.

Attorney, Mediator and Arbitrator

rfigura@figuralaw.com

During COVID-19 stay home period: 231-326-6084

Timothy J. Figura, Esq.

Attorney at Law (also admitted in Pennsylvania)

tfigura@figuralaw.com

During COVID-19 stay home period: 412-616-2792

11470 S. Leelanau Hwy, Ste. 105

PO Box 447

Empire, MI 49630

231-326-2072

Working for a better community through law

Of counsel to Simen, Figura & Parker, PLC, Flint, MI

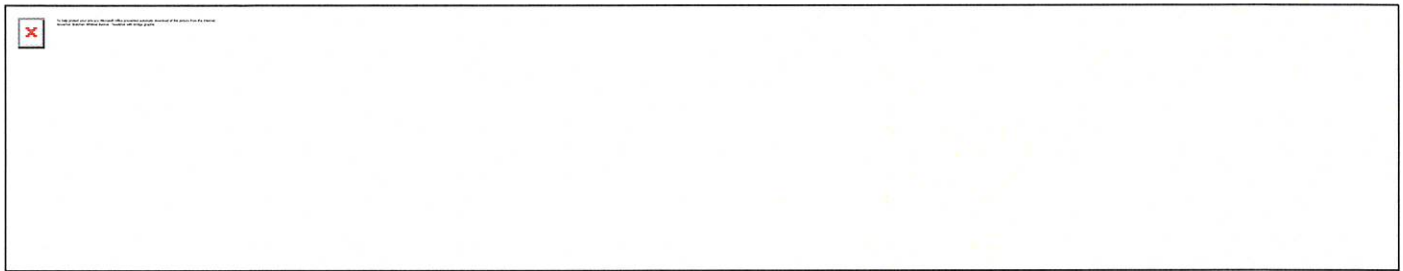
From: "MAMA@LISTSERV.MML.ORG" <mama@listserv.mml.org> on behalf of "MAMA@LISTSERV.MML.ORG" <mama@listserv.mml.org>

Reply-To: "MAMA@LISTSERV.MML.ORG" <mama@listserv.mml.org>
Date: Wednesday, May 6, 2020 at 8:39 PM
To: "MAMA@LISTSERV.MML.ORG" <mama@listserv.mml.org>
Subject: EO 2020-75
Resent-From: "MAMA@LISTSERV.MML.ORG" <mama@listserv.mml.org>
Resent-Date: Wednesday, May 6, 2020 at 8:39 PM

This message was sent by Chris Johnson cjohnson@mml.org

Hi All,

Good News!



FOR IMMEDIATE RELEASE

May 6, 2020

Contact: press@michigan.gov

Governor Whitmer Extends Executive Order Allowing Public Bodies to Meet Remotely

LANSING, Mich. — Governor Gretchen Whitmer today signed Executive Order 2020-75, which extends a previous Executive Order that allows public bodies to conduct remote public meetings during the continuing COVID-19 pandemic. Executive Order 75 expires on June 30, 2020.

“As we continue to flatten the curve, it’s important to give public bodies the flexibility they need to conduct virtual meetings and limit in-person contact,” **Governor Whitmer** said. “During this ongoing crisis, it’s critical to ensure public officials can continue to do their jobs and meet the needs of residents, while also ensuring meetings remain open, accessible and transparent to the public.”

Under Executive Order 2020-75, public bodies subject to the Open Meetings Act, including boards, commissions, committees, subcommittees, authorities, councils and nonprofit boards, can use telephone- or video- conferencing methods to continue meeting and conducting business during the coronavirus (COVID-19) public health crisis, so long as they follow certain procedures to ensure meaningful access and participation by members of the public body and the general public.

Public bodies must meet the following criteria when holding a public meeting electronically:

- Ensure two-way communication for members and the public to hear and address each other when speaking.

- Provide adequate notice to the public of the meeting.
- Post a public meeting notice on their website.
- Permit participants to record or broadcast the public meeting.
- Allow participants to address the public body during a public comment period.

The order also temporarily authorizes public bodies, departments and agencies to use technology to enable remote participation in public comment and hearings, and temporarily excuses school boards from monthly meeting requirements.

Information around this outbreak is changing rapidly. The latest information is available at Michigan.gov/Coronavirus and CDC.gov/Coronavirus.

To view Executive Order 2020-75, click the links below:

- [EO 2020-75 Emerg order - OMA - re-issue.pdf](#)

###

Check out the MML's Blog, Inside 208 soon!

Chris

Christopher J. Johnson
General Counsel
Ph: 734-669-6305 | Fax: 734-662-8083
1675 Green Road, Ann Arbor MI 48105
cjohnson@mml.org
www.mml.org



Post your message to the list by sending it to mama@listserv.mml.org.

To contact the list owner, send your message to mama-list-owner@listserv.mml.org.

The Michigan Municipal League's Legal Affairs Division provides legal education and information, primarily as a general service to MML members. The information provided here does not establish an attorney client relationship.

Additionally, the information provided should not be interpreted or used as a substitute for a legal opinion

from retained legal counsel. Before making legal decisions, municipal officials should consult with their retained counsel or other qualified counsel.

Michigan Municipal League 1675 Green Road Ann Arbor, MI 48105-2530 USA

To unsubscribe, switch to/from digest, get on/off vacation, or change your email address, click here.
<https://member.mail-list.com/u?ln=mama&nm=rfigura%40figuralaw.com>

Dawn Olney

From: Mitch Deisch
Sent: Tuesday, May 5, 2020 3:25 PM
To: Maridee Cutler
Cc: Susan Boyd; Dawn Olney; Bob Roelofs; ceifert@itright.com
Subject: RE: Video Conferencing

Maridee,

Thank you. Lets get a quote from Caleb, hopefully we can get it cheaper than \$90/ month.

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

From: Maridee Cutler <MCutler@benzieco.net>
Sent: Tuesday, May 5, 2020 11:43 AM
To: Mitch Deisch <MDeisch@benzieco.net>
Cc: Susan Boyd <sboyd@Benzieco.net>; Dawn Olney <DOlney@benzieco.net>; Bob Roelofs <BRoelofs@benzieco.net>
Subject: RE: Video Conferencing

Mitch,

Any one of the three listed below will work for Benzie County, I have briefly used each one. Since video conferencing is so new for everyone, I don't have enough experience with any of them to make a recommendation. I do know based on information received from Commissioners and Caleb that Zoom has some security issues and is not a recommended source of use. The only one that Caleb can recommend is Microsoft Teams, as this is the only one that IT Right sells.

I have no preference on which one to use, I will have to learn how to use which ever one is chosen. With that said, I believe that both Go to Meeting and WebEx Meetings can be cancelled anytime so you wouldn't need to continue the subscription.

In Microsoft teams, A team owner in Microsoft Teams can add and manage guests in their teams via the web or desktop. Anyone with a business or consumer email account, such as Outlook, Gmail, or others, can participate as a guest in Teams, with full access to team chats, meetings, and files. Host audio, video, and web conferences with anyone.

Go To Meeting - This is another video conferencing platform that is being used, I think the cost of this was \$14.00 month/plus per min calling.

WebEx Meetings – Also another video conferencing platform, the cost was \$13.00 - \$14.00 a month/plus per min calling.

Microsoft Teams – Caleb and I talked about this option of video conferencing as well, however, we have to purchase a license \$90/monthly fee (Caleb can get us a quote), you also have to purchase communication minutes in blocks \$50/ will buy 41 hrs.

It is a stab in the dark for me, whatever you decide to use, I can setup and learn...

Maridee Cutler – CHRS, SHRM-CP
Deputy County Administrator
Benzie County



From: Mitch Deisch <MDeisch@benzieco.net>
Sent: Tuesday, May 5, 2020 11:13 AM
To: Maridee Cutler <MCutler@benzieco.net>
Cc: Susan Boyd <sboyd@benzieco.net>; Dawn Olney <DOlney@benzieco.net>; Bob Roelofs <BRoelofs@benzieco.net>
Subject: Re: Video Conferencing

Do you have a recommendation?

All I have used is zoom, as a participant. Never hosted.

Sent from my iPhone

On May 5, 2020, at 10:52 AM, Maridee Cutler <MCutler@benzieco.net> wrote:

Attached is the email from April 10th, laying out some options, and what is preferred.

I can get any of the video conferencing platforms set up, just need to know which one you want to go with.

Maridee Cutler – CHRS, SHRM-CP
Deputy County Administrator
Benzie County

<image002.png>

From: Mitch Deisch <MDeisch@benzieco.net>
Sent: Wednesday, April 29, 2020 12:14 PM
To: Maridee Cutler <MCutler@benzieco.net>
Cc: Susan Boyd <sboyd@benzieco.net>; Dawn Olney <DOlney@benzieco.net>; Bob Roelofs <BRoelofs@benzieco.net>
Subject: Video Conferencing

Maridee,

Good Afternoon. I believe we need to move forward to using a video conferencing for future BOC meetings. In addition, I will want to use this format with Attorney interviews.

Please let me know which video conferencing platform you and IT right believe we should be using. As long as it is universal and other entities and businesses have access to it, I am fine.

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

<mime-attachment>

Dawn Olney

From: Mitch Deisch
Sent: Wednesday, May 6, 2020 9:55 AM
To: Dawn Olney; Maridee Cutler
Cc: Tammy Bowers; Bob Roelofs; Evan Warsecke; Art Jeannot; Rhonda Nye; Sherry Taylor; garysauer53@yahoo.com; Linda Farrell; Susan Boyd; Ted Schendel; Amy Bissell; Sara Swanson; Michelle Thompson; Kyle Rosa; Kyle Maurer; Rebecca Hubers; Thomas King; Tom Longanbach; J Zylstra; Walter Armstrong; Kim Nowak; Connie Krusniak; David Thompson; jhenry@manisteecountymi.gov; Gregory Hubers
Subject: May 12, 2020 BOC meeting

Dawn and Maridee,

Yesterday County Chair Bob Roelofs and I discussed the format for the next BOC meeting on 5/12/202.

We are following the same format as the previous two BOC meetings with having a virtual conference call meeting, allowing the public to call and participate. In addition, we are not holding a COTW meeting. Please post the COTW meeting will be cancelled.

For those Department Heads, please place all actions that are required on the agenda. Today at 5:00 pm is the deadline for getting agenda items into County Clerk Dawn Olney. For items that can wait, let's assume that we are back to normal for the May 26, 2020 BOC meeting that would include a COTW meeting.

The last two BOC meetings have been over 4 hours long, thus if your agenda item can wait until 5/26/2020 or longer, please wait.

Department Updates (Recycling/Solid Waste, EMS, Emergency Management, Central Dispatch, etc.) are fine to be included on the 5/12/2020 agenda.

We will continue to place BOC seating in compliance with the 6 foot social distancing, to the greatest extent possible, based upon the number of BOC members present. If need be, I will sit in the audience to accommodate BOC members physically present.

If you have any questions, please let me know.

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

Finance Report

BILLS TO BE APPROVED May 12, 2020

Motion to approve Vouchers in the amount of:

\$	37,643.78	General Fund (101)
\$	8,235.44	Jail Fund (213)
\$	7,771.05	Ambulance Fund & ALS (214)
\$	4,258.09	Funds 105-238
\$	1,112.84	ACO Fund (247)
\$	18,561.48	Building (249)
\$	17,026.52	Dispatch 911 Fund (261)
\$	95,245.16	Funds 239-292
\$	7,828.09	Funds 293-640
\$	3,202.71	701 Fund
\$	-	Trust and Agency Funds & MSU Trust and Agency Fund (702-771)
<hr/>		
\$	200,885.16	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 101 BOARD OF COMMISSIONERS							
101-101-860.00	TRAVEL	SAUER, GARY	MILEAGE APRIL 2020	043020	05/07/20	37.95	76394
			Total For Dept 101 BOARD OF COMMISSIONERS			37.95	
Dept 131 CIRCUIT COURT							
101-131-800.00	CONTRACTED SERV - THINKI	CATHOLIC HUMAN SERVIC	THINKING MATTERS GROUP	033120	05/07/20	750.00	76360
101-131-805.00	DISTRICT CT APPOINTED AT	MCDONALD, PATRICK	COURT APPOINTED ATTORNEY	033120	04/30/20	547.50	76337
101-131-813.00	PROBATION EXPENSES	WELLS FARGO VENDOR FI	PROBATION COPTER	5009999639	04/30/20	67.52	76352
101-131-967.00	PROJECT EXPENSES - DRUG	FELICE J. KELLEY-WARE	REIMBURSEMENT FOR TRAVEL AND MEALS	031020	04/30/20	237.92	76329
101-131-967.00	PROJECT EXPENSES - DRUG	FELICE J. KELLEY-WARE	DRUG COURT COORDINATOR WEEK ENDING	042420	04/30/20	307.80	76329
101-131-967.00	PROJECT EXPENSES - DRUG	FELICE J. KELLEY-WARE	DRUG COURT COORDINATOR WEEK ENDING	050120	05/07/20	307.80	76372
			Total For Dept 131 CIRCUIT COURT			2,218.54	
Dept 136 DISTRICT COURT							
101-136-900.00	PRINTING & PUBLISHING	PIONEER GROUP	1 YR SUBSCRIPTION ACCT #0012869	DP267	04/30/20	46.80	76341
			Total For Dept 136 DISTRICT COURT			46.80	
Dept 142 JUVENILE DIVISION							
101-142-727.00	OFFICE SUPPLIES	PURE WATER WORKS	WATER COOLER RENTAL	20-3053	05/07/20	11.66	76391
101-142-860.00	TRAVEL	CAMERON CLARK	APRIL MILEAGE AND PHONE REIM	APRIL	04/30/20	301.90	76323
			Total For Dept 142 JUVENILE DIVISION			313.56	
Dept 172 ADMINISTRATOR							
101-172-860.00	TRAVEL	DEISCH, MITCH	MILEAGE ALLOWANCE	050120	05/07/20	300.00	76368
			Total For Dept 172 ADMINISTRATOR			300.00	
Dept 215 COUNTY CLERK							
101-215-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CEN	PRINTER CARTRIDGES	453254-0	05/07/20	501.96	76379
			Total For Dept 215 COUNTY CLERK			501.96	
Dept 253 COUNTY TREASURER							
101-253-860.00	TRAVEL	THOMPSON, MICHELLE	MILEAGE FOR APRIL 2020	04302020	05/07/20	7.88	76398
101-253-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	ANNUAL SERVICE FOR DELINQUENT TAX	128291	05/07/20	4,164.00	76359
			Total For Dept 253 COUNTY TREASURER			4,171.88	
Dept 265 BUILDING & GROUNDS							
101-265-750.00	MAINTENANCE SUPPLIES	KSS ENTERPRISES	HAND SANITIZER	1216837-1	04/30/20	76.70	76336
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	PLUMBING FIXTURES	169785	05/07/20	24.87	76389
101-265-821.00	GARBAGE DISPOSAL	AMERICAN WASTE	GOVT CENTER DISPOSAL	3668726	05/07/20	190.00	76355
101-265-850.00	TELEPHONE	PTS	GOVERNMENT CENTER PAY PHONE	2043448	05/07/20	50.00	76390
			Total For Dept 265 BUILDING & GROUNDS			341.57	
Dept 266 LEGAL & CONTRACTED SERVICES							
101-266-810.00	LEGAL FEES	CUMMINGS, MCCLOREY, D	LEGAL FEES MARCH 2020	311079	05/07/20	267.80	76365
101-266-810.00	LEGAL FEES	FIGURA, RICHARD	GENERAL MATTERS APRIL 2020	BC-701	05/07/20	225.00	76373
			Total For Dept 266 LEGAL & CONTRACTED SERVICES			492.80	
Dept 268 REGISTER OF DEEDS							
101-268-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CEN	RIBBONS, LABELS, INDEX CARDS	453221-0	05/07/20	122.48	76378
			Total For Dept 268 REGISTER OF DEEDS			122.48	
Dept 275 DRAIN COMMISSION							
101-275-819.00	CONTRACT SERVICE - LAKE	DIXON, CRAIG	MONTHLY CONTRACTED SERVICES FOR DA	050120	05/07/20	333.33	76369
			Total For Dept 275 DRAIN COMMISSION			333.33	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 285 CENTRAL SERVICES							
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	ADMINISTRATION COPIER	40020703	05/07/20	106.80	76397
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	EQUALIZATION COPIER	40020522	05/07/20	279.35	76397
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	PROSECUTOR COPIER	40023293	05/07/20	122.00	76397
			Total For Dept 285 CENTRAL SERVICES			508.15	
Dept 286 TECHNOLOGY SUPPORT							
101-286-963.00	COMPUTER SUPPORT	I.T. RIGHT	MONTHLY CONTRACTED SERVICE 5/27/20	20163818	05/07/20	1,669.92	76376
			Total For Dept 286 TECHNOLOGY SUPPORT			1,669.92	
Dept 301 SHERIFF							
101-301-727.00	OFFICE SUPPLIES	VISA=TROY LAMERSON	OFF SUPP	04292020	05/24/20	94.74	76406
101-301-748.00	GAS, OIL & GREASE	XPRESS LUBE	15-2 SEND	50327	05/15/20	74.80	76408
101-301-749.00	VEHICLE REPAIRS	HEIGES PERFORMANCE, I	14-1 OIL LEAK	013046	05/05/20	188.68	76332
101-301-800.00	CONTRACTED SERVICES	BENZIE COUNTY EMERGEN	BLOOD DRAWS	20834,204829,20	05/09/20	225.00	76357
101-301-800.00	CONTRACTED SERVICES	I.T. RIGHT	MONTHLY CONTRACTED SERVICE 5/27/20	20163818	05/07/20	498.05	76376
101-301-850.00	TELEPHONE	CHARTER COMMUNICATION	04/21 TO 05/20/20 SERVICE	0010078042120	05/08/20	44.33	76326
101-301-850.00	TELEPHONE	CHARTER COMMUNICATION	04/21 TO 05/20/2020 SERVICE	0010078042120 2	05/08/20	0.50	76326
101-301-850.00	TELEPHONE	VISA=ROSA KYLE	PHONE	04292020	05/24/20	0.99	76404
101-301-850.00	CONVENTIONS & DUES	VISA=TED SCHENDEL	JAIL UNIF/OS/EQUIP/K9FOOD/INTEL	04292020	05/24/20	26.43	76405
101-301-970.00	EQUIPMENT	AMAZON CAPITAL SERVIC	DIG CAM EQUIP	1GRD-MPYR-9HYH	06/04/20	218.00	76354
101-301-970.06	EQUIPMENT - COMPUTERS	AMAZON CAPITAL SERVIC	DIG CAM (2) RP	1143DQ4K1FHP	05/29/20	299.98	76354
101-301-970.06	EQUIPMENT - COMPUTERS	AMAZON CAPITAL SERVIC	32GB MEM CARDS	1PG1-WWPH-6W4V	05/30/20	31.80	76354
			Total For Dept 301 SHERIFF			1,703.30	
Dept 648 MEDICAL EXAMINER							
101-648-959.00	FORENSIC AUTOPSIES	GOSLINSKI, LOIS R. D	AUTOPSIES APRIL 2020	043020	05/07/20	2,400.00	76374
101-648-970.00	EQUIPMENT- MEDICAL EXAMI	TRINITY FLUIDS	FORMALIN	8407	04/30/20	102.70	76350
101-648-970.00	EQUIPMENT- MEDICAL EXAMI	HEALTHCARE WASTE MANA	MEDICAL WASTE DISPOSAL	19233	05/07/20	420.00	76375
			Total For Dept 648 MEDICAL EXAMINER			2,922.70	
Dept 649 MENTAL HEALTH							
101-649-836.00	APPROPRIATIONS	CENTRA WELLNESS NETWO	MONTHLY APPROPRIATION APRIL 2020	948	04/30/20	10,091.92	76325
101-649-836.00	APPROPRIATIONS	CENTRA WELLNESS NETWO	MONTHLY APPROPRIATION MAY 2020	960	05/07/20	10,091.92	76361
			Total For Dept 649 MENTAL HEALTH			20,183.84	
Dept 852 MEDICAL INSURANCE							
101-852-717.00	MEDICAL/DENTAL/VISION IN	CONQUEST, JEFF	RETIREE HEALTH SUPPLEMENT BENEFIT	050120	05/07/20	175.00	76363
101-852-717.00	MEDICAL/DENTAL/VISION IN	KOSIBOSKI, JEFFREY	RETIREE HEALTH SUPPLEMENT BENEFIT	050120	05/07/20	175.00	76382
101-852-717.00	MEDICAL/DENTAL/VISION IN	TUCKER, DAVID	MONTHLY RETIREE HEALTHCARE SUPPLEM	050120	05/07/20	175.00	76400
			Total For Dept 852 MEDICAL INSURANCE			525.00	
Fund 205 TNT OFFICER MILLAGE FUND							
Dept 000							
205-000-840.00	INTELL/INVESTIGATIONS	NUGENT ACE HARDWARE	JAIL REPAIR/INTEL STORAGE	1444-04252020	05/24/20	44.95	76339
205-000-840.00	INTELL/INVESTIGATIONS	TRANSUNION RISK & ALT	INTEL/INVESTIGATION	939561-202004-1	05/15/20	50.00	76399
205-000-840.00	INTELL/INVESTIGATIONS	VISA=TED SCHENDEL	JAIL UNIF/OS/EQUIP/K9FOOD/INTEL	04292020	05/24/20	108.42	76405
205-000-970.00	EQUIPMENT	VISA=TED SCHENDEL	JAIL UNIF/OS/EQUIP/K9FOOD/INTEL	04292020	05/24/20	26.32	76405
			Total For Dept 000			229.69	
Fund 206 SHERIFF'S K-9 FUND							
			Total For Fund 205 TNT OFFICER MILLAGE FUND			229.69	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 206 SHERIFF'S K-9 FUND							
Dept 000	PROJECT EXPENSES	VISA-TED SCHENDEL	JAIL UNIF/OS/EQUIP/K9FOOD/INTEL	04292020	05/24/20	42.99	76405
206-000-967.00			Total For Dept 000			42.99	
			Total For Fund 206 SHERIFF'S K-9 FUND			42.99	
Fund 209 SCHOOL RESOURCE OFFICER							
Dept 000	UNIFORMS	AMAZON CAPITAL SERVIC	UNIFORMS - MILLER	1QRY-9M3J-TJMY	05/25/20	37.46	76317
209-000-751.00			Total For Dept 000			37.46	
			Total For Fund 209 SCHOOL RESOURCE OFFICER			37.46	
Fund 213 JAIL OPERATIONS FUND							
Dept 265 BUILDING & GROUNDS	EQUIP. SERVICES & SUPPLI	KSS ENTERPRISES	TP/PT/DISINFECT	1223183	05/27/20	307.93	76336
213-265-783.00	GARBAGE PICK-UP	AMERICAN WASTE	MAY PICK UP 2020	3669971	05/31/20	100.00	76355
213-265-784.00	JAIL REPAIRS	HURST MECHANICAL	R&R S RT GAS VALVE	S34625	05/23/20	615.00	76334
213-265-935.00	JAIL REPAIRS	NUGENT ACE HARDWARE	JAIL REPAIR/INTEL STORAGE	1444-04252020	05/24/20	31.96	76339
			Total For Dept 265 BUILDING & GROUNDS			1,054.89	
Dept 351 JAIL - CORRECTIONS							
213-351-727.00	OFFICE SUPPLIES	VISA-DAN SMITH	EQUIPMENT	04292020	05/24/20	197.00	76401
213-351-727.00	OFFICE SUPPLIES	VISA-TED SCHENDEL	JAIL UNIF/OS/EQUIP/K9FOOD/INTEL	04292020	05/24/20	222.67	76405
213-351-727.00	OFFICE SUPPLIES	VISA=TROY LAMERSON	OFF SUPP	04292020	05/24/20	94.72	76406
213-351-751.00	UNIFORMS	AMAZON CAPITAL SERVIC	JAIL UNIFORMS - DECIAIRE	1XPJ-H6JG-N94F	05/25/20	269.96	76317
213-351-751.00	UNIFORMS	VISA-TED SCHENDEL	JAIL UNIF/OS/EQUIP/K9FOOD/INTEL	04292020	05/24/20	642.25	76405
213-351-834.00	PRISONER MEDICAL - BENZI	CORRECTIONAL RECOVERY	BAL & CR FEE	100033541	05/09/20	2,983.09	76364
213-351-840.20	EQUIPMENT LEASE - COPIER	TEAM FINANCIAL GROUP, BC	JAIL COPIER CONTRACT	00029723	05/19/20	461.25	76397
213-351-956.00	EMPLOYEE PHYSICALS	MANAGEMENT & BEHAVIOR	EMPLOY PHYS	04172020 MD	05/17/20	875.00	76385
213-351-961.00	TRAINING & SCHOOLS	VISA=DAN SMITH	EQUIPMENT	04292020	05/24/20	132.04	76401
213-351-961.00	COMPUTER EQUIPMENT	I.T. RIGHT	MONTHLY CONTRACTED SERVICE 5/27/20	20163818	05/07/20	908.20	76376
213-351-970.00	EQUIPMENT	VISA-TED SCHENDEL	JAIL UNIF/OS/EQUIP/K9FOOD/INTEL	04292020	05/24/20	394.37	76405
			Total For Dept 351 JAIL - CORRECTIONS			7,180.55	
			Total For Fund 213 JAIL OPERATIONS FUND			8,235.44	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 265 BUILDING & GROUNDS	MAINTENANCE SUPPLIES	MCCARDEL WATER CONDIT	RENTAL MAY 2020/#1182511	69-3188	05/07/20	52.50	76387
214-265-750.00	INTERNET SERVICE	CHARTER COMMUNICATION	ST 3 CABLE, PHONE, INTERNET	4-17-20	04/30/20	515.28	76326
214-265-850.01	INTERNET SERVICE	DIRECT TV	ST 2 TV,	37343003913	04/30/20	162.98	76327
214-265-850.01	INTERNET SERVICE	CENTURYLINK	INTERNET SERVICE	404669354	05/07/20	301.43	76362
			Total For Dept 265 BUILDING & GROUNDS			1,032.19	
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
214-655-727.00	OFFICE SUPPLIES	TEAM FINANCIAL GROUP,	PRINTER LEASE	40019080	04/30/20	198.34	76348
214-655-727.00	OFFICE SUPPLIES	VISA=THOMAS KING	VISA BILL	3-22-20	04/30/20	57.86	76351
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MED SUPPLIES	83601003	04/30/20	14.09	76322
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MED SUPPLIES	83589360	04/30/20	127.14	76322
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MED SUPPLIES	83604388	04/30/20	154.84	76322
214-655-735.00	MEDICAL SUPPLIES	MUNSON MEDICAL CENTER	PHARMACY CHARGES	3-31-20	04/30/20	390.00	76338
214-655-735.00	MEDICAL SUPPLIES	NUGENT ACE HARDWARE	A33 MED SUPPLIES FOR NEGATIVE PRES	169490	04/30/20	86.90	76339
214-655-735.00	MEDICAL SUPPLIES	VISA=THOMAS KING	VISA BILL	3-22-20	04/30/20	343.93	76351
214-655-748.00	GAS, OIL & GREASE	THIRLBY AUTO - ALS/EM	807954, 807977, OIL AND SUPPLIES F	789607	04/30/20	206.84	76349

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
214-655-749.00	VEHICLE REPAIRS	BENZIE TRANSPORTATION	A22 OIL CHANGE	2402	04/30/20	98.60	76320
214-655-749.00	VEHICLE REPAIRS	BENZIE TRANSPORTATION	A33 OIL CHANGE	2401	04/30/20	69.16	76320
214-655-751.00	UNIFORMS	BAY SUPPLY & MARKETIN	EMBROIDERY, IAN DURAND, JACKET	59370	04/30/20	35.00	76319
214-655-751.00	UNIFORMS	BAY SUPPLY & MARKETIN	EMBROIDERY, TIM G. JACKET	59371	04/30/20	21.00	76319
214-655-751.00	UNIFORMS	BAY SUPPLY & MARKETIN	COURTNEY JACKET EMBROIDERY	59372	04/30/20	21.00	76319
214-655-955.10	DUES & REGISTRATIONS	VISA-THOMAS KING	VISA BILL	3-22-20	04/30/20	250.00	76351
214-655-963.00	COMPUTER SUPPORT	I.T. RIGHT	MONTHLY CONTRACTED SERVICE 5/27/20	20163818	05/07/20	87.89	76376
214-655-970.00	EQUIPMENT	STRYKER FLEX FINANCIA	MONITOR PAYMENT	171601	04/30/20	3,945.51	76347
214-655-970.00	EQUIPMENT	VISA-THOMAS KING	VISA BILL	3-22-20	04/30/20	630.76	76351
						6,738.86	
						7,771.05	
Fund 228 SOLID WASTE/RECYCLING FUND							
Dept 000							
228-000-934.00	OTHER REPAIRS/ MAINTENAN	HONOR BUILDING SUPPLY	TRAILER REPAIRS	2004-304566	04/30/20	863.65	76333
228-000-963.00	COMPUTER SUPPORT	I.T. RIGHT	MONTHLY CONTRACTED SERVICE 5/27/20	20163818	05/07/20	29.30	76376
						892.95	
						892.95	
Fund 230 BETSIE VALLEY TRAIL MANAGEMENT FUND							
Dept 000							
230-000-957.30	LANDSCAPE/TRAIL MAINTENA	JOHNSON HILL LAND ETH	BETSIE VALLEY TRAIL SERVICES	4452	05/07/20	1,655.00	76380
						1,655.00	
						1,655.00	
Fund 231 SOIL EROSION (SESSC) FUND							
Dept 723 SOIL EROSION CONTROL							
231-723-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT	PERMITS - APRIL 2020	2044	05/07/20	1,400.00	76356
						1,400.00	
						1,400.00	
Fund 247 ANIMAL CONTROL FUND							
Dept 265 BUILDING & GROUNDS							
247-265-924.00	ELECTRIC & HEATING	DTE ENERGY	GAS BILL FOR MARCH	910020929329	04/30/20	125.85	76328
						125.85	
Dept 430 ANIMAL CONTROL							
247-430-727.00	OFFICE SUPPLIES	VISA-KYLE MAURER	BOOT PURCHASE ACOI/ RENEWAL FOR SP	5941	05/07/20	89.99	76402
247-430-751.00	UNIFORMS	VISA-KYLE MAURER	BOOT PURCHASE ACOI/ RENEWAL FOR SP	5941	05/07/20	134.54	76402
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINAR	16-20C SPAY AND VACC/	291331	04/30/20	131.57	76342
247-430-835.30	LIVESTOCK EXPENSES	ROGER KNAPP	BOARDING AND FEED FOR MARCH	04-2020	04/30/20	527.00	76344
247-430-945.20	DISPOSALS & BURIALS	AMERICAN WASTE	TRASH BILL FOR APRIL	3644653	04/30/20	16.00	76318
247-430-963.00	COMPUTER SUPPORT	I.T. RIGHT	MONTHLY CONTRACTED SERVICE 5/27/20	20163818	05/07/20	87.89	76376
						986.99	
						1,112.84	
Fund 249 BUILDING DEPARTMENT FUND							
Dept 371 BUILDING INSPECTOR							
249-371-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT	PERMITS - APRIL 2020	2044	05/07/20	6,346.00	76356

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 249 BUILDING DEPARTMENT FUND							
Dept 371 BUILDING INSPECTOR							
249-371-963.00	COMPUTER SUPPORT	I.T. RIGHT	MONTHLY CONTRACTED SERVICE 5/27/20 20163818		05/07/20	146.48	76376
			Total For Dept 371 BUILDING INSPECTOR			6,492.48	
Dept 372 PLUMBING INSPECTOR							
249-372-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT	PERMITS - APRIL 2020 2044		05/07/20	3,742.00	76356
			Total For Dept 372 PLUMBING INSPECTOR			3,742.00	
Dept 373 MECHANICAL INSPECTOR							
249-373-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT	PERMITS - APRIL 2020 2044		05/07/20	3,615.00	76356
			Total For Dept 373 MECHANICAL INSPECTOR			3,615.00	
Dept 375 ELECTRICAL INSPECTOR							
249-375-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT	PERMITS - APRIL 2020 2044		05/07/20	4,712.00	76356
			Total For Dept 375 ELECTRICAL INSPECTOR			4,712.00	
			Total For Fund 249 BUILDING DEPARTMENT FUND			18,561.48	
Fund 261 911 EMERGENCY SERVICE FUND							
Dept 325 DISPATCH/COMMUNICATION							
261-325-830.00	911 MAINTENANCE CONTRACT	WESTTEL INTERNATIONAL	911 MONTHLY SERVICE / MAINTENANCE 1446		05/07/20	938.00	76407
261-325-855.00	RADIO MAINTENANCE/EQUIPM	GRAND TRAVERSE MOBILE	BCSO RETEMPLATE AND FIRMWARE UPDAT 53608		04/30/20	2,231.25	76331
261-325-855.00	RADIO MAINTENANCE/EQUIPM	GRAND TRAVERSE MOBILE	BCSO 2020 NEW PV RADIOS AND ACCESS 53633		04/30/20	8,210.00	76331
261-325-961.00	TRAINING & SCHOOLS	PRIORITY DISPATCH	EMD TRAINING COURSE/PPOST/DRAEGER/ SIN254298		04/30/20	1,095.00	76343
261-325-963.00	COMPUTER SUPPORT	I.T. RIGHT	MONTHLY CONTRACTED SERVICE 5/27/20 20163818		05/07/20	322.27	76376
261-325-970.00	EQUIPMENT	GRAND TRAVERSE MOBILE	DOCKING STATION INSTALLATION FOR M 53636		04/30/20	4,230.00	76331
			Total For Dept 325 DISPATCH/COMMUNICATION			17,026.52	
			Total For Fund 261 911 EMERGENCY SERVICE FUND			17,026.52	
Fund 263 LOCAL CORRECTION OFFICER'S TRAINING FUND							
Dept 362 OTHER CORRECTIONS ACTIVITIES							
263-362-961.00	TRAINING & SCHOOLS	VISA=DAN SMITH	EQUIPMENT 04292020		05/24/20	355.77	76401
			Total For Dept 362 OTHER CORRECTIONS ACTIVITIES			355.77	
			Total For Fund 263 LOCAL CORRECTION OFFICER'S TR			355.77	
Fund 276 COMMISSION ON AGING MILLAGE FUND							
Dept 000							
276-000-800.00	CONTRACTED SERVICES	BENZIE SENIOR RESOURC	MONTHLY PYMT FOR CONTRACTED SERVICE 050120		05/07/20	92,325.00	76358
			Total For Dept 000			92,325.00	
			Total For Fund 276 COMMISSION ON AGING MILLAGE F			92,325.00	
Fund 285 POINT BETSIE LIGHTHOUSE FUND							
Dept 806 2019 MCZM GRANT							
285-806-800.00	CONTRACTED SERVICES	FLEIS & VANDENBRINK	DESIGN PLANS/PT BETSIE/EGLE GRANT 55569		04/30/20	3,464.39	76330
			Total For Dept 806 2019 MCZM GRANT			3,464.39	
			Total For Fund 285 POINT BETSIE LIGHTHOUSE FUND			3,464.39	
Fund 292 CHILD CARE FUND							
Dept 000							
292-000-840.95	IN HOME CARE MISC.	SMART START MICHIGAN	TETHER FOR S.L. 512020T		05/07/20	300.00	76395
292-000-850.00	TELEPHONE	CAMERON CLARK	APRIL MILEAGE AND PHONE REIM APRIL		04/30/20	50.00	76323

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 292 CHILD CARE FUND Dept 000							
			Total For Dept 000			350.00	
			Total For Fund 292 CHILD CARE FUND			350.00	
Fund 293 VETERAN'S RELIEF FUND Dept 000							
293-000-727.00	OFFICE SUPPLIES	WELLS FARGO VENDOR FI	MONTHLY COPIER MAINTENANCE FOR VA	509969434	04/30/20	68.03	76352
293-000-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CEN	OFFICE SUPPLIES FOR VETERANS OFFIC	453215-0	05/07/20	10.94	76378
293-000-727.00	OFFICE SUPPLIES	VISA-MICHELLE THOMPSON	DEPOSIT FOR GRAPHICS FOR VA	042720	05/07/20	200.00	76403
293-000-839.10	VETERANS FINANCIAL AID	STEVENS PROPANE	VA ASSISTANCE ACCT# 05315	60400	04/30/20	372.84	76346
			Total For Dept 000			651.81	
			Total For Fund 293 VETERAN'S RELIEF FUND			651.81	
Fund 401 CAPITAL IMPROVEMENT FUND Dept 213 JAIL OPERATIONS							
401-213-967.00	PROJECT EXPENSES-JAIL	ADVANCED SATELLITE CO	PARTIAL BILLING JAIL SERVER REPLAC	47593	04/30/20	4,338.23	76353
			Total For Dept 213 JAIL OPERATIONS			4,338.23	
			Total For Fund 401 CAPITAL IMPROVEMENT FUND			4,338.23	
Fund 516 DELINQUENT TAX REVOLVING FUND Dept 000							
516-000-694.00	CASH OVER/SHORT	JUDITH TWIGG	OVERPAID DELINQUENT TAXES 51-100-0	042720	04/30/20	7.44	76335
516-000-694.00	CASH OVER/SHORT	PETER AND BLISS TURNER	OVERPAID DELINQUENT TAXES 51-010-5	042720	04/30/20	10.08	76340
516-000-694.00	CASH OVER/SHORT	DAVID MORRIS	OVERPAYMENT ON DELINQUENT TAXES	REFUND	05/07/20	106.68	76366
516-000-694.00	CASH OVER/SHORT	DEBRA ANDERSON	OVERPAID ON DELINQUENT TAXES 07-02	050420	05/07/20	657.77	76367
516-000-694.00	CASH OVER/SHORT	DORIS MAGINITY	OVERPAID ON DELINQUENT TAXES 04-50	050420	05/07/20	533.36	76370
516-000-694.00	CASH OVER/SHORT	EVERT SCRUGGS	OVERPAID ON DELINQUENT TAXES 07-01	050420	05/07/20	4.40	76371
516-000-694.00	CASH OVER/SHORT	IRVIN PETTIT	OVERPAID ON DELINQUENT TAXES 06-00	050420	05/07/20	62.32	76377
516-000-694.00	CASH OVER/SHORT	KATHRYN KLEINHENN	OVERPAID DELINQUENT TAXES 08-001-0	050420	05/07/20	6.00	76381
			Total For Dept 000			1,388.05	
			Total For Fund 516 DELINQUENT TAX REVOLVING FUND			1,388.05	
Fund 532 TAX FORECLOSURE FUND Dept 253 COUNTY TREASURER							
532-253-810.00	LEGAL FEES	LUCAS V. MIDDLETON	FORECLOSURE HEARING 2017 AND PRIOR	02142020	05/07/20	1,450.00	76384
			Total For Dept 253 COUNTY TREASURER			1,450.00	
			Total For Fund 532 TAX FORECLOSURE FUND			1,450.00	
Fund 701 GENERAL AGENCY FUND Dept 136 DISTRICT COURT							
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED/COSTS	DP268	04/30/20	250.00	76316
701-136-271.00	RESTITUTIONS PAYABLE	BORAH, JEFF	RESTITUTION PYMT BY THOMAS E SUMME	18-016-FY	04/30/20	20.00	76321
701-136-271.00	RESTITUTIONS PAYABLE	RYKSE, BRAD	RESTITUTION PTMT BY LARRY L BROWN	19-203-FY	04/30/20	50.00	76345
			Total For Dept 136 DISTRICT COURT			320.00	
Dept 141 FRIEND OF THE COURT							
701-141-222.04	DUE MANISTEE - STATUTORY	MANISTEE COUNTY TREAS	STATUTORY FEES FOC	043020	05/07/20	976.11	76386
701-141-222.05	DUE MANISTEE - PROCESSIN	MANISTEE COUNTY TREAS	STATUTORY FEES FOC	043020	05/07/20	151.01	76386
			Total For Dept 141 FRIEND OF THE COURT			1,127.12	
Dept 215 COUNTY CLERK							

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 701 GENERAL AGENCY FUND							
Dept 215 COUNTY CLERK							
701-215-228.05	DUE STATE - NOTARY FEES	MICHIGAN DEPARTMENT OF	NOTARY FEE TRANSMITTAL	APRIL 2020	05/07/20	4.00	76388
701-215-228.37	DUE STATE - CRIME VICTIM	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	APRIL 2020	05/07/20	178.39	76396
701-215-228.42	DUE STATE - STATE COURT	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	APRIL 2020	05/07/20	120.00	76396
701-215-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	APRIL 2020	05/07/20	175.00	76396
701-215-228.57	DUE STATE - STATE JURY	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	APRIL 2020	05/07/20	50.00	76396
701-215-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	APRIL 2020	05/07/20	833.00	76396
701-215-228.59	DUE STATE - JUSTICE SYST	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	APRIL 2020	05/07/20	215.20	76396
701-215-271.00	RESTITUTIONS PAYABLE	KRISTINA EGGMAN	RESTITUTION FROM DONOVAN LEONARD	16-2456-FC	05/07/20	25.00	76383
701-215-271.00	RESTITUTIONS PAYABLE	RICHARD VETTER SR.	RESTITUTION FROM RODERICK BAKER	13-2328-FH	05/07/20	75.00	76392
701-215-299.03	CIRCUIT COURT MISCELLANE	ROBERT RODAL	OVERPAYMENT OF MOTION FEE	17-10745-DO	05/07/20	80.00	76393
Total For Dept 215 COUNTY CLERK						1,755.59	
Total For Fund 701 GENERAL AGENCY FUND						3,202.71	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund Totals:							
			Fund 101 GENERAL FUND			36,393.78	
			Fund 205 TNT OFFICER MILLAGE FUND			229.69	
			Fund 206 SHERIFF'S K-9 FUND			42.99	
			Fund 209 SCHOOL RESOURCE OFFICER			37.46	
			Fund 213 JAIL OPERATIONS FUND			8,235.44	
			Fund 214 EMERGENCY MEDICAL SERVICES			7,771.05	
			Fund 228 SOLID WASTE/RECYCLING FUND			892.95	
			Fund 230 BETSIE VALLEY TRAIL MANAGEM			1,655.00	
			Fund 231 SOIL EROSION (SESSC) FUND			1,400.00	
			Fund 247 ANIMAL CONTROL FUND			1,112.84	
			Fund 249 BUILDING DEPARTMENT FUND			18,561.48	
			Fund 261 911 EMERGENCY SERVICE FUND			17,026.52	
			Fund 263 LOCAL CORRECTION OFFICER'S			355.77	
			Fund 276 COMMISSION ON AGING MILLAGE			92,325.00	
			Fund 285 POINT BETSIE LIGHTHOUSE FUN			3,464.39	
			Fund 292 CHILD CARE FUND			350.00	
			Fund 293 VETERAN'S RELIEF FUND			651.81	
			Fund 401 CAPITAL IMPROVEMENT FUND			4,338.23	
			Fund 516 DELINQUENT TAX REVOLVING FU			1,388.05	
			Fund 532 TAX FORECLOSURE FUND			1,450.00	
			Fund 701 GENERAL AGENCY FUND			3,202.71	

Total For All Funds:

200,885.16

Committee Of The Whole

Committee Appointments

Date: April 30, 2020

To: Benzie County Clerk, Dawn Olney

From: Amy Herczak, 231-342-9225

Re: Renewing Term on Benzie Transportation Authority Board of Directors

Dear, Ms. Olney

I am officially submitting this as a letter wishing to be appointed to the Board of Directors for the Benzie Transportation Authority for another term.



RECEIVED

Correspondence

RESOLUTION

NO:

2020-03-074

LIVINGSTON COUNTY

DATE:

March 18, 2020

2

Resolution to Support “Stepping Up Initiative to Reduce the Number of People with Mental Illness in Jails” – Board of Commissioners

- WHEREAS,** counties routinely provide treatment services to the estimated 2 million people with serious mental illnesses booked into jail each year; and
- WHEREAS,** prevalence rates of serious mental illnesses in jails are three to six times higher than for the general population; and
- WHEREAS,** almost three-quarters of adults with serious mental illnesses in jails have co-occurring substance use disorders; and
- WHEREAS,** adults with mental illnesses tend to stay longer in jail and upon release are at a higher risk of recidivism than people without these disorders; and
- WHEREAS,** county jails spent two to three times more on adults with mental illnesses that require interventions compared to those without these treatment needs; and
- WHEREAS,** without the appropriate treatment and services, people with mental illnesses continue to cycle through the criminal justice system, often resulting in tragic outcomes for these individuals and their families; and
- WHEREAS,** Livingston County and all counties take pride their responsibility to protect and enhance the health, welfare and safety of its residents in efficient and cost-effective ways; and
- WHEREAS,** through *Stepping Up*, the National Association of Counties, the Council of State Governments Justice Center and the American Psychiatric Association Foundation are encouraging public, private and nonprofit partners to reduce the number of people with mental illnesses in jails.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby sign on to the Call to Action to reduce the number of people with mental illnesses in our county jail, commit to sharing lessons learned with other counties in my state and across the country to support a national initiative and encourage all county officials, employees and residents to participate in *Stepping up*. We resolve to utilize the comprehensive resources available through *Stepping Up* to:

Convene or draw on a diverse team of leaders and decision makers from multiple agencies committed to safely reducing the number of people with mental illnesses in jails.

RECEIVED

APR 24 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

- Collect and review prevalence numbers and assess individuals' needs to better identify adults entering jails with mental illnesses and their recidivism risk, and use that baseline information to guide decision making at the system, program, and case levels.
- Examine treatment and service capacity to determine which programs and services are available in the county for people with mental illnesses and co-occurring substance use disorders, and identify state and local policy and funding barriers to minimizing contact with the justice system and providing treatment and supports in the community.
- Implement research-based approaches that advance the plan.
- Create a process to track progress using data and information systems, and to report on successes.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to all Michigan counties, the National Association of Counties, the Michigan Association of Counties, and members of our State and Federal leadership.

#

#

#

MOVED: G. Childs
SECONDED: D. Dolan
CARRIED: Roll Call Vote: Yes (7): G. Childs, C. Griffith W. Green, W. Nakagiri, D. Helzerman, R. Bezotte, and D. Dolan; No (0): None; Absent (1): K. Lawrence

STATE OF MICHIGAN)
) §
 COUNTY OF LIVINGSTON)

I, **ELIZABETH HUNDLEY**, the duly qualified and acting Clerk of the County of Livingston, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the County Board of Commissioners at a regular meeting on the 18th day of March 2020, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 23rd day of April 2020, A.D.



Elizabeth Hundley

ELIZABETH HUNDLEY, LIVINGSTON COUNTY CLERK

3

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
SPECIAL BOARD OF HEALTH MEETING
Wednesday, April 22, 2020 2:00 p.m.
Via Microsoft Teams**

Chairperson Gary Sauer called the meeting to order at 2:06 pm.

Members Present:

Gary Sauer - Benzie County Board of Commissioners
Tony Ansonge - Leelanau County Board of Commissioners
Carolyn Rentenbach – Leelanau County Board of Commissioners
Linda Farrell – Benzie County Board of Commissioners
Dr. Barbara Conley – Leelanau County Member at Large
Dr. Mark Kuiper – Benzie County Member at Large

Members Excused:

Staff Present:

Lisa Peacock – Health Officer
Dr. Joshua Meyerson – Medical Director
Dodie Putney – Director of Administrative Services
Eric Johnston – Director of Environmental Health
Michelle Klein - Director of Personal Health

Guests Present: Ken Talsma, Anderson, Tackman & Company, PLC

Pledge of Allegiance It was agreed to dispense with the pledge of alliance today due to the meeting being held via video conference.

Approval of Minutes:

Motion By: Rentenbach to approve the Regular Board of Health Meeting of January 23, 2020 as presented.

Seconded By: Conley

Roll Call Vote: Sauer-Yea, Rentenbach-Yea, Farrell-Yea, Conley-Yea, Ansonge-Yea, Kuiper-Yea **Motion Carried**

Approval of Minutes:

Motion By: Rentenbach to approve the Special Board of Health Meeting of February 26, 2020, as presented.

Seconded By: Conley

Roll Call Vote: Rentenbach-Yea, Farrell-Yea, Conley-Yea, Ansonge-Yea, Kuiper-Yea, Sauer-Yea. **Motion Carried**

Approval of Minutes:

Motion By: Farrell to approve the Special Board of Health Meeting of March 18, 2020, as presented.

Seconded By: Rentenbach

Roll Call Vote: Farrell-Yea, Conley-Yea, Ansonge-Yea, Kuiper-Yea, Sauer-Yea, Rentenbach-Yea. **Motion Carried**

RECEIVED

APR 29 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Approval of the Agenda:

Motion By: Rentenbach to approve agenda as presented

Seconded By: Conley

Roll Call Vote: Sauer-Yea, Rentenbach-Yea, Farrell-Yea, Conley-Yea, Ansorge-Yea, Kuiper-Yea. **Motion carried**

Public Comment – None

Audit Report: Ken Talsma from Anderson Tackman reviewed the audit report for fiscal year 2018/2019. The audit has been given an unmodified opinion which means that financial statements have been presented, in all material respects, in accordance with the financial reporting framework.

Motion By: Rentenbach to accept the Fiscal Year 2018/2019 audit report as presented.

Seconded By: Conley

Roll Call Vote: Kuiper-Yea, Ansorge-Yea, Conley-Yea, Farrell-Yea, Rentenbach-Yea, Sauer-Yea **Motion Carried.**

Health Officer Update – Lisa Peacock

Lisa Peacock read the below public health statement that she shared on the community partners call earlier in the day in regard to the COVID-19 response of the Benzie-Leelanau District Health Department.

Monday, our Governor stressed the importance of our continued commitment to the stay home stay safe executive order, specifically calling out to Northern Michigan she reiterated that we cannot handle a surge in our local healthcare systems. We cannot stress enough that you can be carrying COVID-19 and not even know it. Individuals can be asymptomatic and infecting others. The stay home stay safe order has significantly reduced the number of physical contacts that our contact tracing team discusses with COVID-19 positive and probable cases.

As of Monday, in Michigan we had 32,000 cases and 2,468 deaths from the disease. It was also reported that 3,237 residents had recovered from the illness. We also saw our first COVID death in a young child in Michigan. Although we are seeing a plateau in cases in some areas of the State, there are also cases continuing to increase in some areas, including areas in rural northern Michigan. These points remind us that this virus is highly contagious, unpredictable and can be deadly in people of all ages. While we are still learning about this novel coronavirus, what we do know is that the most powerful tool that we have in slowing the spread of COVID-19 continues to be social distancing. Our most important goal from the start has been to ensure our health care system has capacity to care for those who need it and so far, this is holding steady in northern Michigan.

Over the past couple of weeks, we have been especially focused on the needs of those living in congregate settings, including long term care facilities. These settings typically serve a vulnerable and high-risk population and often in close quarters, which increases the risk for transmission of a disease such as COVID-19. Across the state there have been outbreaks in congregate living facilities and northern Michigan is no exception. Our health department has established a dedicated team to work with the leadership of these facilities to protect their vulnerable residents as well as their staff. This team is focused on assisting them with important protective measures such as enhanced and timely reporting of cases, PPE supplies and training, as well as prompt support and assistance for testing and critical infection control measures.

MDHHS also announced that starting today, April 21st, testing eligibility criteria has expanded again to include asymptomatic healthcare workers, EMS personnel, first responders, and all essential workers still reporting to work in person with potential

COVID-19 exposure. These individuals are now able to get tested if testing supplies, personnel with appropriate personal protective equipment (PPE), and lab capacity allow. Along with increased testing capacity, this expansion in testing eligibility is an important step that will help identify asymptomatic cases who may be at risk for spreading the virus without knowing it. We are encouraged by the availability of more testing and expedited results because it helps us to quickly implement measures that prevent further spread. The testing data also tells us more about who may be most vulnerable, how many people have recovered, as well as helps us to monitor whether cases are increasing or decreasing. This information will be critical as we move toward re-engagement of our communities. We know that relaxing restrictions too soon could result in a 2nd wave of this pandemic that could set us back and could potentially be even worse than the 1st.

This is precisely why the actions our residents have taken are so important, and we are asking people to continue making the sacrifice. The Governor shared that mapping data has indicated that Michigan has experienced a 35% decrease in mobility under the stay at home order. I know it is not easy. However, there are encouraging signs that it is working to flatten the curve! We know that it is likely the more compliant we can be, the more likely we will be able to enjoy each other's physical presence again soon. We must stay strong together and believe that this is working. The most important protection we can each provide for ourselves, our families and those working hard to battle COVID-19 is to: stay home, stay safe, and save lives!

At this time, it is reported that there are now eight positive cases in Leelanau County and four in Benzie County. The Health Department continues to provide critical services via telehealth and in person when necessary including providing necessary immunizations, Healthy Futures home visits for high-risk newborns with proper screening and PPE, tele-visits with young families and pregnant mothers, and Community Connections is accepting many referrals and reaching out to high risk groups such as isolate seniors. We are working with community partners in both counties to ensure that correct and reliable information is being distributed. Environmental health sanitarians have been working with Northern Michigan Health Services, Inc. on their drive through testing facilities in Leelanau County (M-72). Dr. Meyerson has been working with local medical providers by hosting conference calls to answer their questions and concerns. We have been working with the migrant population and educating the migrants as well as the farmers to provide them education, support and resources. The Health Department is working with long term care and adult foster care facilities by making sure they have the resources needed to keep their residents safe. In addition to keeping the public informed, the Health Department also has weekly employee meetings to keep in touch with them and answer their concerns and questions. The Health Department has media briefings by Peacock and Dr. Meyerson every Tuesday and Thursday at 11:30 am. This has been an important tool to get public health information out in the community and be able to control some information.

Conley questioned the proficiency programs for the labs. All the tests are being used through an emergency use authorization. The concern is that the test be done correctly. Positive tests tend to be pretty specific. The bigger concern would be not the correct swabbing method. The State Bureau of Labs has brought up the whole issue of proficiency and validity. Conley questioned if there has been any modeling of case numbers in Northern Michigan counties vs. modeling for the entire State. She had heard that there were some regional modeling projections being done. Peacock stated that hospitals are using modeling data that is specific to hospitals. Conley commented that the Health Department has been doing a great job at getting out why social distancing is so important. She would like to see the Health Department get the message out to encourage people who are really sick to feel free to go to emergency rooms when needed. Dr. Meyerson did say that is an important point and a message we have been thinking as well. As we move forward and work with our medical partners, we will work to get that message out as well.

Farrell stated she was happy about reporting COVID-19 include those recovered cases but was wondered how those were being reported. Peacock stated that cases are reported as recovered 30 days after the

diagnosis (positive test). Farrell stated that in Benzie County it was reported that a person died suddenly on Monday after having shortness of breath. What is being done about people who are dying with symptoms but have not been tested. Peacock stated that people can be tested after death, but the Health Department will not know unless we are notified. At this time, the Health Department has not been notified of a death related to COVID.

Rentenbach questioned that anyone who is asymptomatic can be tested as capacity allows for critical, infrastructure essential workers. Dr. Meyerson stated that testing on asymptomatic people needs more guidance on who to test, in what situation, how often to test. Currently we do not have the capacity to do widespread asymptomatic testing at this time. It was questioned about antibody testing. Dr. Meyerson stated that antibody testing will be an important part of our recovery efforts. There is still a lot to be figured out yet in that regards. People who have had a confirmed case of COVID, can register with the two area blood donors and if eligible, they can donate plasma to be used in life saving measures. Rentenbach questioned if there was anything that board of health members can do to help with patient contact tracing. Peacock stated that she will keep that in mind. As of right now, it is mostly staffed by nurses and there have been a couple of capable people who have reached out to the Health Department. People are asking that because there has been community contact, can information be release where a positive case has been. This is done on a case by case basis when we cannot identify where the person may have picked up the virus.

Kuiper had a question on enforcement of the Governor's Executive Order and local public health emergency order. He wondered if people could refuse with the case investigation that the Health Department performs. Peacock stated if people refuse to help with the investigation, the Health Department can get a court order to compel participation. It is really important for the public to know that cooperating with the Health Department is in their best interest of public health. The sheriffs and county prosecutors in both counties have been very helpful when asked. Kuiper also stated that heard a message today that there is a need to increase the volume of testing. Peacock agreed and are working with community partners to indeed increase the testing capability.

Accounts Payable

Motion By: Conley to approve accounts payable and pay the bills.

Seconded By: Farrell

Roll Call Vote: Conley-Yea, Rentenbach-Yea, Kuiper-Yea, Sauer-Yea, Ansorge-Yea, Farrell-Yea. **Motion Carried**

March 2020 Financial Statements

Putney stated that a large part of the deficit is due to accrued revenue not being recorded. This is where the expenses are recognized but the revenue is invoiced and comes in at a later time. There will be a significant impact on the budget as a result of the COVID-19 response. We are in the process of shifting expenditures and revenues. We will see a loss of billable services for personal health and depending on the economy, may see losses in environmental health. We are working with the CARES Act to apply for grant funding to help cover some of the response costs as well as applying for a telecommunication grant to purchase tablets for staff to increase our capacity out in the field.

Motion By: Rentenbach to accept the financial statements as presented.

Seconded By: Conley

Roll Call Vote: Farrell-Yea, Ansorge-Yea, Conley-Yea, Sauer-Yea, Rentenbach-Yea, Kuiper-Yea **Motion Carried.**

Revised Freedom of Information Policy

Motion By: Sauer to approve the revised Freedom of Information Policy Resolution 2020-1.

Seconded By: Rentenbach

Discussion: Conley questioned clarification on Page 3, Section 3 (g) on the cost of the public record. Seems to conflict with Page 13, ii (j) of discounted fees. Putney agreed to reach out to attorney Bryan

Graham who wrote the resolution, for some clarification and bring back to the next meeting for approval. Based on the discussion, Sauer withdrew his motion and Rentenbach withdrew her support.

Staff Reports:

Medical Director – Dr. Joshua Meyerson

Dr. Meyerson echoed Lisa's comments and thanked the Board of Health for all the support. Staff is doing amazing work in roles that they normally do. Staff is adapting and finding different ways to provide services that our citizens need.

Personal Health – Michelle Klein

Personal Health Division has been doing a lot of the response which includes cross training staff on duties they normally do not do. There have been over 150 tests; with about 25 pending and 12 positives. There are about 30 contacts we are keeping an eye on which is very time consuming. We continue to support our regular operations and keeping track of our most vulnerable population. We are also trying to support our staff with counseling and coping services. Externally we are meeting with our community partners and coordinating with all of them. The Health Department has been managing a COVID-19 hotline and working with people regarding specific questions and concerns.

Environmental Health – Eric Johnston

Environmental Health Division update.

1. EH Program Status – COVID 19

Since March 19th, our Department has made changes in response to the COVID-19 crisis, the resulting Governor Executive Orders, the guidance by State regulatory agencies, and duties related to BLDHD public health efforts. The following is a timeline of changes made to the EH Department:

March 19th thru March 24th

- Staff travel outside of our district is restricted
- All in-person meetings, conferences, etc. of > 100 individuals are restricted, teleconferencing or on-line meetings are encouraged
- Suspended all routine inspections for public swimming pools, campgrounds, body art facilities, non-community water supply surveys, and nuisance complaints.
- All other routine land use fieldwork can continue to be performed; however, social distancing must be implemented
- All requested meetings should be conducted via phone call or on-line whenever possible. If that is not possible, staff are to ask the client health screening questions and are instructed NOT TO MEET if the client is feeling less than 100%. All meetings are to be kept as brief as possible.
- Land use field staff are to assess their current workload and prioritize those activities that need to be completed and that can be completed with no in person interaction with the public.
- On-site food service inspections will continue, with high-risk facilities being prioritized over lower-risk facilities.
- Both office's service windows are not to be open any more than 1" wide and staff are to speak with clients with the window in that position or closed.
- Any client who is not feeling well are instructed to place their applications in a drop box and to call from their vehicles if they need to speak with someone.
- All staff are to assist with the BLDHD COVID-19 "Flattening the Curve" efforts whenever possible.

March 25th (E.O. 2020-21 issued) to Present

- Both offices are closed for all non-emergency activities but are still accepting applications via email or placed in a drop box. Emergency activities (failed septic systems, out of

water, septage spills, well/septic evaluations for situations where buyer and/or seller may be homeless if sale does not close) are handled on a case by case basis and prioritized by those activities necessary to sustain or protect life.

- All applicants are asked to submit a written explanation as to the reason for their application. This is to assist our department with prioritization.
- A letter and email were sent to all routine EH clients informing them of the status of our office
- Staff is asked to do as much work from home as possible
- Land use field staff are on-call for any emergency work. All application and final report/permit documentation are to be completed electronically whenever possible.
- Staff are instructed to review BLDHD emergency preparedness plans and the FEMA Incident Command Structure
- Staff are to be ready to help with the COVID-19 response at any moment

April 1st to Present

- Routine food establishment inspections are suspended
- Food staff will contact food establishments via phone and have conversations with the person in charge to discuss food safety and COVID-19 restrictions. If the inspector feels that the facility is lacking in food safety knowledge, an in person routine inspection may be completed utilizing social distancing practices.
- Follow up inspections for required corrections are to be completed in the office as much as possible with the facility's person in charge sending pictures of the corrected items. All required in person follow ups will be conducted after COVID-19 restriction are lifted whenever possible.
- All food related complaints will be assessed for their health risk and will be handled by a phone call to the facility's person in charge or a site visit if warranted (two or more persons submit similar complaints)
- An email and letter are sent to all campground owners on April 2nd, informing them of the E.O. 2020-21 restrictions related to campground operations and provided them with the BLDHD COVID-19 Public Health Advisory and links to CDC, MDHHS, and BLDHD COVID-19 educational material.

2. Food Licensing Fees

Currently, 2019 food licenses are due to expire, and the 2020 food license fee is to be paid on April 30th, 2020. If payment of the fee is not received by our office on May 1st (or the payment envelope is date stamped on or before April 30th) we charge a late fee (50% of the license fee). At this time, we have received approximately 40% of the required 2020 food license fees. Due to the COVID-19 crisis, a request to extend the license fee due date has been sent to the Governor's office by the Michigan Department of Agriculture and Rural Development (MDARD). The date of the requested extension has not been shared by MDARD.

Food License Fees:

Motion By: Ansorge to waive the food license late fees until May 31st and at which time the Board will revisit the issue at the next board meeting.

Seconded By: Rentenbach

Roll Call Vote: Ansorge-Yea, Rentenbach-Yea, Sauer-Yea, Farrell-Yea, Kuiper-Yea, Conley-Yea **Motion Carried.**

3. COVID-19 Restriction Complaint Response

All complaints received and which are related to violations of the Governor's COVID-19 Executive Orders are evaluated on a case by case basis and investigated. Valid complaints are address by staff with a phone call to the violator(s) to resolve the complaint prior to escalating enforcement action.

Complaints that cannot be resolved in this manner will be referred to the Sheriff's Department of the respective county, per request of the Benzie and Leelanau Prosecuting Attorney's office.

4. NMHSI Testing Site

As part of my role as COVID-19 Incident Command Team - Planning Chief, I and my Planning Deputy (Xavier Gagne') developed and executed a plan for the Northern Michigan Health Service Inc. (NMHSI) COVID-19 drive thru testing site in Traverse City (M-72). We worked with the medical team of NMHSI to determine the on-site traffic flow pattern, signage, testing area needs, and staff PPE requirements. Xavier took the lead on this effort and put an excellent plan together. He worked with our Emergency Preparedness Coordinator (Chloe Willets), our IC Team – Logistics Chief (Nick Dow), and NMHSI's Logistics Chief to acquire all the items necessary and have the drive thru site ready for testing in one week. The Environmental Health field staff was divided into 3 teams of two, with each team consisting of one staff member from the Leelanau Office and one from the Benzie Office. The team members are stationed at the initial patient screening check point and the exit to prevent traffic issues related to patients entering the wrong way. Each team staffs the drive thru site once every three days. Staff that are not working at the testing site, will cover any emergency calls or permit applications for the team members who are at the testing site. As of April 21, 2020, there have been 61 tests conducted at the site. I commend my entire staff for being so willing to adjust their schedules, their positive attitudes, and the teamwork they have displayed throughout this process. I especially want to thank Xavier Gagne' and Nick Dow for their exemplary efforts to make this testing site a reality and make it function so smoothly.

Administrative – Dodie Putney

Administration's role through this response has been here to support the needs of personal and environmental health.

Public Comment - None

Board Comments -Rentenbach stated that she is super impressed with the coordination and sharing of information. Staff has been great from the top down. Farrell agreed with Rentenbach's comments. Farrell did want to know what other environmental fees District Health Department #4 have waived. Johnston explained there are other late fees for permit and evaluations, but we rarely charge those as we work hard to get compliance.

Adjourn: The meeting adjourned at 4:25 pm

Gary Sauer, Chair

Dodie Putney, Recording Secretary

BERRIEN COUNTY COMMISSIONERS

Mac Elliott, Chair	Bill Chickering
Bob Harrison	Ezra Scott
Michael Majerek	Chris Heugel
Teri Freehling	Don Meeks
Dave Vollrath	Mamie Yarbrough
Jon Hinkelman	Jim Curran



701 MAIN STREET

ST. JOSEPH, MICHIGAN 49085

PHONE: (269) 983-7111, EXT 8095

FAX: (269) 983-5788

April 23, 2020

Governor Gretchen Whitmer
State Capital
110 S. Capitol Avenue
Lansing, MI 48933

Dear Governor Whitmer:

The Berrien County Board of Commissioners recognizes and fully supports the heroic efforts of frontline healthcare workers and first responders as well as workers in the service economy. Likewise, we appreciate the need for appropriate executive orders and policies to mitigate the spread of the COVID-19 virus and promote public safety, while also protecting our state and local economies. Our region is dependent on agriculture and tourism. It is important that we preserve these economic engines and the jobs that are currently locked down. Accordingly, the Berrien County Board respectfully requests modifications to current and future executive orders to remain within the boundaries of Cybersecurity and Infrastructure Security Agency (CISA) guidelines.

Berrien County has 157,000 residents, and as of 3:00 p.m. on April 22, 2020 there were 177 confirmed positive cases out of over 32,000 in the State of Michigan. It is logical to recognize that the virus is significantly more impactful on areas with high population density, and will disproportionately affect people of color and senior citizens with pre-existing illnesses, such as diabetes, hypertension and heart disease. Executive action should not be based on the notion that one rule fits all locations. What is necessary for Southeast Michigan is not proving to be best for Southwest Michigan, the Upper Peninsula and other regions. Local and regional flexibility is now appropriate, along with the ongoing need for responsible behavior including social distancing, good hygiene and personal protective devices for certain business and commercial facilities. Our businesses and jobs are essential to Berrien County and the State of Michigan. If we and the similarly situated counties are held to the same standards as the handful of counties in which COVID-19 is prevalent, there will likely be irreparable damage to our economies and to the entire state.

The Berrien County Health Department is doing an outstanding job of mitigating, communicating, and recommending best practices as we go forward. The Board of Commissioners trusts the local public health officials to continue in their efforts to monitor and promote reasoned advice in connection with a safe re-opening of Berrien County; we likewise trust the vast majority of our business owners and citizens to act responsibly. This Board asks that you revise current Executive Orders to provide regional flexibility concerning the restrictions and prohibitions of occupational and personal activities as identified below, and to ensure a sensible and safe framework that respects the constitutional guarantees of life, liberty and the pursuit of happiness for all citizens of the State of Michigan.

RECEIVED

APR 29 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

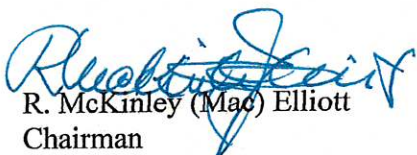
Governor Whitmer, Page 2.

The County Board supports allowing workers in occupations which can successfully mitigate the spread of COVID-19 and socially distance themselves, to be allowed to return to work. This should include manufacturing, production, property maintenance and food services. We believe this can be done in a responsible manner and with due caution. We also urge you to allow citizens to purchase such things as grass seed, house paint and gardening supplies, and to engage in recreational and outdoor activities which common sense should allow.

Those of us in border counties can readily understand why citizens are flocking to Lowes, Meijer, Walmart or Home Depot stores in Toledo, South Bend or Elkhart. They are driving across the state line because it is unreasonable to prohibit the purchase of these items in approximately 75 of the 83 Michigan counties. As you might expect, while those border county residents are purchasing their home improvement supplies in Ohio or Indiana, they are also buying groceries and filling their gas tanks.

In summary, the Berrien County Board of Commissioners urges you to move forward with an objective plan of action for re-opening our economy in conjunction with input from local governments, and with continued attention to public health and safety.

Very truly yours,



R. McKinley (Mac) Elliott
Chairman

Berrien County Board of Commissioners

5

B.M. 4 IRON NE ABUTMENT ELEV. 589.44

RECEIVED

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

LEGAL LEVELS	JAN. 1 - APR. 30	8 NOV. 1 - DEC. 31	599.75
		MAY 1 - OCT. 31	600.25
B.M. N. SIDE BOAT RAMP	ELEV. 601.87		

MAY 04 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617