

BENZIE COUNTY BOARD OF COMMISSIONERS

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

www.benzieco.net

MEETING AGENDA SEPTEMBER 22, 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 – 9/8/2020
 PUBLIC INPUT
 ELECTED OFFICIALS & DEPT HEAD COMMENTS
 ACTION ITEMS – Budget Actions: Adopt 2020-21 Appropriations Act,
 Appendix A – Elected Official Salaries, Appendix B – Appointed Official
 Wages/Salary, Employee Roster; Adopt 4029; Sheriff Dept CESF Grant; EMPG
 FY 2021 Work Agreement; Ikens Easement Request
 COVID-19 –
 COMMISSIONER REPORTS –
 COUNTY ADMINISTRATOR’S REPORT –
 FINANCE – Approval of Bills
 COMMITTEE OF THE WHOLE – 9/8/2020 Consent
 COMMITTEE APPOINTMENTS – BLHD Bd of Appeals; Land Bank
 UNFINISHED BUSINESS
 NEW BUSINESS –

10:00
10:15

 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
September 8, 2020

The Benzie County Board of Commissioners met in a regular session on Tuesday, September 8, 2020 in the Frank F. Walterhouse Board Room, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chair Bob Roelofs.

Present were: Commissioners Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke

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

Agenda:

Motion by Warsecke, seconded by Taylor, to approve the agenda as amended, adding VA Grant Application to Action Items. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

Minutes:

Motion by Nye, seconded by Sauer, to approve the regular session minutes of August 25, 2020 as corrected on page 3 during Comm Sauer's report. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

9:03 a.m. Public Input – None

PUBLIC HEARING – SETTING OF 2020-2021 BUDGET

Motion by Warsecke, seconded by Farrell, to open the public hearing for the 2020-2021 Budget. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

No Public Comments

Motion by Jeannot, seconded by Taylor, to close the public hearing. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS

Chip Johnston, Centra Wellness, stated that he appreciated the board's resolution earlier this year. There is a new director with the State Behavior Health; they are seeing an uptick in opioid use; liquor tax funds – be sure that too many hands are not dipping into the regional dollars.

Tom Longanbach, Equalization Director, reminder that the deadline is December 31 for the county and local units to be under contract for an assessor; all but one unit is in compliance now; to become the assessor, you must be a level 3 or 4 – he is not interested in taking on the role.

Rebecca Hubers, Emergency Manager and Central Dispatch, reported that the health department has put out a bulletin that they are now offering drive-up testing for COVID-19 – Leelanau will be Tuesdays and Benzie will be Wednesdays 9:00 am – 12:00 noon – an appointment is required.

Emergency Management -- After Action Plan Thursday, September 17 at 1:00 pm.

911 – Lori's last day is September 18.

Mobile CAD – 2 jurisdictions with 2 units in each have not paid at this time.

COMMISSIONERS

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September 8, 2020

ACTION ITEMS

CESF Grant Prosecuting Attorney: Motion by Warsecke, seconded by Taylor, to accept the Coronavirus Emergency Supplemental Funding (CESF) Grant Contract between the Michigan State Police and Benzie County Prosecutor's Office as presented, authorizing the chair to sign. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

2020 EMPG Grant Agreement: Motion by Sauer, seconded by Roelofs, to enter into Grant Agreement with the Michigan State Police Emergency Management and Homeland Security Division for the 2020 Emergency Management Performance Grants as presented, authorizing the chair to sign. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

Budget Motion for Administration: Motion by Jeannot, seconded by Warsecke, to authorize the County Administrator to make budget transfers between departments to balance the 2019-2020 budget for all funds. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

BV Trail Amendment with MDNR: Motion by Sauer, seconded by Nye, to adopt the Amendment to Grant Agreement RIF 20-14 between the Michigan Department of Natural Resources and the Betsie Valley Trail Management Council as presented, authorizing the chair to sign. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

FY 2021 County Veteran Service Fund Grant: Motion by Jeannot, seconded by Sauer, to acknowledge that the grant has been submitted under the signature of the chair prior to the meeting with no contest. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

COMMISSIONER REPORTS

Comm Sauer reported that the Road Commission is short one mechanic; September 10 they will hold their annual rodeo picnic; they had no trouble getting salt this year. Maples – Document of Understanding has been signed; Scott Harrison, Chair of DHHS Board, said this will be an asset to all boards, current and future; DHHS continue to work from home. Betsie Valley Trail – poison ivy on the trail will be sprayed. Joyfield & Blaine Townships have received their ballot boxes and will need to be monitored regularly due to weather. Blaine Twp held a public hearing regarding short-term rentals, and they will continue to work on an ordinance and set up a citizen committee. Attended a special meeting of the Benzie Leelanau Health Dept where they bought a mobile tent and trailer to haul it. Attended a MAC webinar regarding Quality of Life for Veterans. Point Betsie Lighthouse – they have reached out to another engineering firm that will offer more options; we would be eligible for Trust Fund grant; one option could be to move the lighthouse.

Comm Warsecke – No report.

Comm Taylor – No report.

Comm Nye reported that she attended the Centra Wellness Executive meeting regarding the budget, NMRE has an increase of 8%, there are no programs to Benzie for the school year. Cole property

COMMISSIONERS

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September 8, 2020

sale is final. 101st State Representative forum will be recorded on September 14 by the Benzie County Chamber for YouTube. Benzonia Village Clerk has given notice to resign – it is an appointed position, so you do not have to be a Village resident.

Comm Farrell provided a written report (attached) and reported that she attended the Human Service Collaborative meeting where they were provided information regarding mobile dental van; its first dental service will be at Betsie Valley School on September 17; Early Head Start has a zero wait list; Best Benzie spoke about a State government program called “Futures for Frontliners” which will provide free Community College for anyone with a high school diploma who has worked on the “frontline” during COVID; Both Benzie Central and Frankfort schools will hold a virtual FAFSA night in October; they were assured that Paul Oliver Hospital is not closing and they will have an increasing role in community health; Benzie Bus sent 500 masks to schools and Paul Oliver. Board of Health special meeting approved the purchase of a mobile tent and trailer to haul, for the Health Dept to be used for drive through COVID testing and immunizations.

Comm Jeannot provided a written report (attached) and spoke regarding the Housing program and Block grants for home repairs for qualified individuals – this needs to have more press to make the residents aware.

Comm Roelofs reported that he attended one virtual meeting with AAA of Northwest Michigan, training for the board of directors; VA Clinic is giving flu shots to Veterans on Fridays 9 a.m. – 12 noon.

COUNTY ADMINISTRATOR’S REPORT – Mitch Deisch

Provided a written report (attached) and stated that the Headlee #2 committee will be meeting today; stated that the weekly zoom meetings with Rep O’Malley has been great.

FINANCE

Bills: Motion by Warsecke, seconded by Jeannot, to approve payment of the bills from August 25, 2020 thru September 8, 2020 in the amount of \$337,039.80, as presented. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

COMMITTEE OF THE WHOLE

Motion by Sauer, seconded by Farrell, to approve items 1 and 2 of the August 25, 2020 Committee of the Whole Consent Calendar as presented. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

COMMITTEE APPOINTMENTS

Benzie-Leelanau Health Dept Board of Appeals: No applications received.

UNFINISHED BUSINESS – None

NEW BUSINESS – None

PRESENTATION OF CORRESPONDENCE

- Leelanau County resolution to Condemn Racism received.

COMMISSIONERS

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September 8, 2020

- Alcona County resolution in Opposition to Continuing COVID Emergency Executive Orders from Lansing received.
- Alcona County resolution Opposing Executive Directive 2020-9 received.
- Little Platte Lake elevation report received for August 2020.
- Crystal Lake elevation report received for August 2020.
- Road Commission minutes of August 27, 2020 received.
- Betsie Valley Trailway Management Council minutes of July 7 and August 4, 2020 received.

Public Input – None

Motion by Taylor, seconded by Nye, to adjourn at 10:36 a.m. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

Bob Roelofs, Chair

Dawn Olney, Benzie County Clerk

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1. Approved the agenda as amended, adding VA Grant Application to Action Items.
2. Approved the regular session minutes of August 25, 2020 as corrected.
3. PUBLIC HEARING – SETTING OF 2020-2021 BUDGET
4. Accepted the Coronavirus Emergency Supplemental Funding (CESF) Grant Contract between the Michigan State Police and Benzie County Prosecutor's Office as presented, authorizing the chair to sign.
5. Approved to enter into Grant Agreement with the Michigan State Police Emergency Management and Homeland Security Division for the 2020 Emergency Management Performance Grants as presented, authorizing the chair to sign.
6. Authorized the County Administrator to make budget transfers between departments to balance the 2019-2020 budget for all funds.
7. Adopted the Amendment to Grant Agreement RIF 20-14 between the Michigan Department of Natural Resources and the Betsie Valley Trail Management Council as presented, authorizing the chair to sign.
8. Acknowledged that the grant has been submitted under the signature of the chair prior to the meeting with no contest.
9. Approved payment of the bills in the amount of \$337,039.80, as presented.
10. Approved items 1 and 2 of the August 25, 2020 Committee of the Whole Consent Calendar as presented.

Art Jeannot
Commissioner Report
September 8, 2020

- Participated in 4 meetings on behalf of the County since our August 25th meeting.
- **8/25 Housing Committee** – Approved approximately \$23k in Community Development Block Grant (CDBG) funding for qualified homeowners in Benzie County. Money used primarily for roof and hot water upgrades.
- **8/27 DHHS/Maples** – Document of Understanding was approved and signed.
- **9/3 Friends of Pointe Betsie** – Gary Sauer and I attended a meeting to discuss the process for shoring up/protecting the lighthouse. We are participating at the BOC Chairs request. An RFP will be developed for hiring an engineering firm. Many decisions are yet to be made to include pursuing short term or long-term solutions.
- **9/3 Lake Township** – There was a lengthy discussion regarding a final bill from the BC Road Commission versus the estimate.
- **Other –**
 - Working with Chair of the EDC/BRA to identify interim leadership for the Broadband Subcommittee. Paula Figura has agreed to fill that role for the near future.
 - I have encouraged Networks Northwest to consider partnering with the Benzie County Chamber and the EDC for the purpose of business retention visits. Networks Northwest is currently seeking an individual to be the business liaison for Benzie County. A proposed partnership may fill that need and at the same time offer revenue opportunity for the Chamber.

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DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

September 8, 2020
Commissioner's Report to the BOC
Linda Farrell
District #3
Frankfort and Crystal Lake Twp.

I have attended 4 meetings on behalf of Benzie County since our last meeting, August 25, 2020.

August 26th -

- Benzie County Human Services Collaborative -
 - Jennifer Kerns, NMHSI presented information about the Betsie Valley Community Center's (BVCC) mobile van. It will provide its first dental service at Betsie Valley School on September 17th. It is COVID safe with high air removal system. It will have Bluetooth capability and can be rented for tele-health visits to dentists, physicians and other healthcare providers.
 - Early Head Start had a zero waitlist and one spot open for remote and in-person learning
 - Best Benzie spoke about a State Government Program called "Futures for Frontliners" which will provide free Community College for anyone with a High School diploma who has worked on the "frontline" during COVID.
Info on NMC website: <https://www.nmc.edu/admissions/futures-for-frontliners.html>
 - Benzie Central and FEAS will hold a virtual FAFSA help nights in October
 - Advise Michigan will provide college advisors at both high schools
 - Stephanie Williams of POH assured everyone that POH will have an increasing role in community health and IS NOT closing
 - Benzie Bus sent 500 disposable masks to schools and POH; They have a new dispatch software, and this month will roll out a new mobile rider app

September 1st -

- Central Wellness Network Community Services and Relations Committee
 - Mental Health First Aid Program
 - Community volunteers learn how to support people in mental health crisis
 - 2 CWN staff have finished Trainer Training
 - Training will start soon in Manistee; eventually in Benzie
 - Perhaps in a year community wide training
 - Jail Services report
- Central Wellness Network Executive Committee -
 - Budget items covered by Commissioner Nye's report
 - BHH update covered by Chip Johnston's report

September 4th -

- Board of Health Special Meeting
 - Approved the purchase of a mobile tent and trailer for hauling for the Health Department to be used for drive through COVID testing and immunizations

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DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Elected Officials And Department Head Report



Benzie County Office of Emergency Management

Emergency Management Activities

September 2020

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

1. **Region 7 Homeland Security Planning Board Meeting**

The Region 7 Homeland Security Planning Board meeting was held via Zoom on September 3. The County received two Microsoft Surface Pro tablets for EOC operations, additionally there are four I-Pads being provided for better connectivity to the State's Damage Assessment programs.

The State of Michigan EOC webinars have been reduced their regular schedule of one time monthly keeping us up to date on State information and other Counties working cohesively under the State of Emergency/Disaster.

2. **CERT Activations**

Most of the summer events that CERT is requested to assist have been cancelled.

11 volunteers attended the CERT Basic Training September 11-13. The class consisted of classroom learning and practical skills learning in disaster medical aid, light search and rescue, and damage assessment.

The volunteers will work together on callouts with Manistee CERT when needed and will train separately to accommodate timing and space needs. Four of the newly trained volunteers are members of the Benzie CERT Team bringing the current roster to 35 volunteers.

3. **EOC COVID-19 Response**

I attended an Eastern Great Lakes Pediatrics Consortium for Disaster Response Virtual table top exercise on September 10 with hospitals and emergency management from Michigan and Ohio

A "mid-action" review of Benzie County's COVID is scheduled for September 17, 2020.

4. **Local Planning Team / Local Emergency Planning Committee**

The LEPC meeting is scheduled for September 21, 2020.

Discussion of Off-Site emergency response plans for Platte River Fish Hatchery and AT&T Beulah were on the agenda.

The LPT meeting is scheduled for September 24, 2020

5. **School Safety Workgroup**

The Benzie County School Safety Workgroup restarted their meeting schedule. The next meeting date is October 19, 2020. COVID response plans and precautions are the main topic of discussion.

School safety drills are still scheduled but further guidance is needed from DOE regarding HOW best to conduct the drills under COVID precautions.

The SRO millage is scheduled to expire December 2021 – ballot considerations need to be addressed in August or November 2021.

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DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



5. Benzie County Lakeshore Erosion / High Water

No new concerns have been brought to the attention of the OEM regarding high water or erosion. M22 road controls are still being managed by MDOT.

The slow-no wake restrictions on Lower Herring will remain in effect until January 2021.

7. Upcoming Events

August 24, 2020 @ 2pm Local Planning Team Meeting
October 1, 2020 @ 10 Region 7 HS Planning Board Meeting
October 14, 2020 6pm Benzie CERT training
October 19, 2020 School Safety Meeting
October 19, 2020 @ 2pm Local Emergency Planning Committee
October 22, 2020 @ 2pm Local Planning Team Meeting



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

Bulletin 8 of 2020
June 9, 2020
Audit Process and Designated Assessor

TO: Assessors and Equalization Directors

FROM: State Tax Commission

SUBJECT: Overview of Audit Process and Designated Assessor under Public Act 660 of 2018

Public Act 660 of 2018 was approved by Governor Snyder on December 28, 2018 and amended the General Property Tax Act to provide a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for substantial compliance with the General Property Tax Act, provides timelines for audits and follow-up audits, and details a process for bringing a local unit into compliance if they remain non-compliant after a follow-up review. The Designated Assessor is an integral part of that process.

Audit Process Overview

The Commission will conduct an audit of assessment practices according to a published schedule. If the assessing district (City, Township or Joint Assessing Authority) is determined to be in substantial compliance, the audit process for that five-year cycle is complete and the assessing district is not required to take any additional action.

If the State Tax Commission determines that an assessing district is not in substantial compliance with the General Property Tax Act, the Commission will provide the assessing district with a notice of noncompliance, including the reasons the assessing district is not in substantial compliance.

The assessing district must either appeal the audit determination by filing a written petition to be developed by the State Tax Commission or they must submit a corrective action plan to be approved by the State Tax Commission. "Corrective action plan" is defined in P.A. 660 of 2018 as "a plan developed by an assessing district that specifically indicates *how* the assessing district will achieve substantial compliance . . . and *when* substantial compliance will be achieved." (Emphasis added). Additional information related to the corrective action plan and petition to challenge the audit results will be provided by the State Tax Commission in separate guidance.

In the event the Commission conducts a follow-up review and the assessing district is not in substantial compliance after the follow-up review, the assessing district has three options:

1. The assessing district may hire a new Michigan Advanced Assessing Officer (MAAO) or Michigan Master Assessor Officer (MMAO),

2. The State Tax Commission assumes jurisdiction over the assessment roll in order to bring the roll into substantial compliance, or,
3. The local unit may move directly to the designated assessor.

Regardless of which option is selected, the Commission will conduct a second follow-up review to determine if the assessment roll is in substantial compliance. If, after the second follow-up review the assessing district continues to be in noncompliance, the local unit will move directly to the Designated Assessor process.

As defined in statute **substantial compliance** “means that any identified deficiencies do not pose a significant risk that the assessing district is unable to perform the assessment function in conformity with the state constitution and state statute.”

As defined in statute **noncompliance** “means that the identified deficiencies, taken together, pose a significant risk that the assessing district is unable to perform the assessing function in conformity with the state constitution and state statute.”

At the December 17, 2019 State Tax Commission meeting, the Commission determined “substantial compliance” to mean that the local unit 1) has properly calculated and appropriately documented Economic Condition Factors; 2) has properly calculated and appropriately documented land value determinations; and 3) less than 1% of the record cards are on override and less than 1% of the record cards reflect flat land values. If any of the requirements associated with those items are not met, the local unit will be considered noncompliant and the notice of noncompliance will be issued.

Once the audit is complete, if an assessing district is notified that it has fallen out of substantial compliance prior to the next audit, the State Tax Commission may require the assessing district to contract with the Designated Assessor to serve as their assessor of record. If the assessing district is notified that it has fallen out of substantial compliance more than four years after the initial finding of substantial compliance, then the regular audit process will be followed.

What is the Designated Assessor?

The Designated Assessor is part of a process to ensure that local units are in compliance with the statutory provisions of the General Property Tax Act, meaning that local units are meeting minimum assessing requirements.

The Designated Assessor is the individual selected and agreed to by the County Board of Commissioners and a majority of the assessing districts within that county, subject to final approval of the State Tax Commission.

The Designated Assessor serves as the assessor of record and assumes all duties and responsibilities as the assessor of record for an assessing district that is determined to be non-compliant with an audit.

The Designated Assessor is not an automatic requirement for Countywide assessing or for the County Equalization Director to take over as the assessor for local units. While the County can be named the Designated Assessor, it is not an automatic designation as the Designated Assessor as this is determined by the approved interlocal agreement.

Who may be the Designated Assessor?

Each Assessing District within each County is required to have an assessor of record with a certification level that meets the valuation requirements set forth by the State Tax Commission. Township and City certification levels are adjusted annually and approved by the STC. The individual who will serve as the county's Designated Assessor must be in good standing and be certified, at least, at the highest level required within the County. If the County contains an Assessing District that requires a Michigan Master Assessing Officer (MMAO), the Designated Assessor must then also be certified at the MMAO level. If the County only contains Assessing Districts that require a Michigan Advanced Assessing Officer (MAAO) certification, or a lower certification, the Designated Assessor may be certified at the level of MAAO. A Michigan Certified Assessing Officer (MCAO) may not serve as the Designated Assessor. As part of the annual certification level process, the Commission will review all MAAO Designated Assessors to ensure compliance with certification level requirements. Additionally, the STC will examine and determine a specific process, on a case by case basis, any specific instance of a MAAO that has been assigned multiple units that may place them beyond the certification requirements of a MAAO.

Notification of Selected Designated Assessor

P.A. 660 of 2018 requires that each county notify the State Tax Commission, no later than December 31, 2020, of the individual that will serve as the county's Designated Assessor. In addition, the county must provide the State Tax Commission with the interlocal agreement executed by the County Board of Commissioners, a majority of the assessing districts within that county, and the proposed Designated Assessor for the county. The interlocal agreement must provide enough detail regarding the assessment responsibilities for the designated assessor. The Commission expects the interlocal agreement will include, but not be limited to, the following:

- Information related to the scope of services being provided by the Designated Assessor, including preparation of assessment rolls, timeline for delivery of documents and execution of forms, attendance at Boards of Review meetings, duties and responsibilities related to property tax appeals, both Small Claims and Entire Tribunal, filed with the Michigan Tax Tribunal, responsibility to meet with local unit officials, and obligations of local unit assessing staff members.
- Duties and responsibilities for each local unit within the County, including providing the Designated Assessor with reasonable access to records, documents and information.
- Details relating to cost and compensation for overseeing and administering the annual assessment and operating the assessing office, including payment terms and cost reimbursement.

Failure to timely notify the State Tax Commission of the county's Designated Assessor will result in the State Tax Commission selecting a Designated Assessor for the county.

If the State Tax Commission determines that an individual named as the Designated Assessor is capable of ensuring that the assessing districts within the county will achieve and maintain substantial

compliance, the Commission shall approve that individual as the County's Designated Assessor. Once approved, the designation will not be revoked for at least five years from the approval date.

If the State Tax Commission is unable to approve the individual identified as the county's Designated Assessor because the Commission determines that the proposed Designated Assessor is not capable of ensuring that the assessing districts will achieve and maintain substantial compliance, the county must submit a new Designated Assessor candidate and accompanying interlocal agreement within sixty days of the Commission's determination. The county will be required to repeat the process until a satisfactory Designated Assessor can be approved. The State Tax Commission will appoint an individual to serve as the county's temporary Designated Assessor during this period.

The State Tax Commission will develop a form to be utilized by the County Equalization Departments to notify the Commission of the proposed Designated Assessor. The Designated Assessor form will be available by August 18, 2020. The form must be submitted to the Commission no later than December 31, 2020.

Designated Assessor Term

Once an assessing district is under contract with a Designated Assessor, the Designated Assessor will remain in place for a minimum of five years. Statute does provide for a local unit to petition the Commission to end the contract after the Designated Assessor has been in place for 3 years.

The Commission shall approve termination of a contract if it is determined that the assessing district can *achieve and maintain* substantial compliance with the General Property Tax Act using a different assessor of record other than the Designated Assessor.

The State Tax Commission may revoke the Designated Assessor and provide for an interim designated assessor if:

1. The Designated Assessor dies or becomes incapacitated
2. The Designated Assessor's employment status materially changes or
3. The Designated Assessor is not capable of ensuring that the assessing district is able to achieve and maintain substantial compliance with MCL 211.10g.

The interim Designated Assessor will remain in place until a new Designated Assessor can be selected following the interlocal agreement process.

If the Designated Assessor is serving as an assessor of record for an assessing district that is found to be in noncompliance, the State Tax Commission will appoint an individual to serve as the county's temporary Designated Assessor. The county will utilize the normal process to select and notify the Commission of the new Designated Assessor.

Designated Assessor Costs

The Designated Assessor is permitted to charge an assessing district for the reasonable costs incurred in serving as the assessing district's assessor of record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office. The assessing district is required to pay these costs in accordance with

the interlocal agreement. The costs and fees agreed to by the county, assessing districts and the Designated Assessor is a local issue and will vary statewide.

The Commission will develop guidelines as required by statute for any local unit to protest charges by the Designated Assessor.

Audit Preparation

While the audit process outlined in P.A. 660 of 2018 will not commence until 2022, assessing districts can prepare for these audits by meeting the requirements of the current Audit of Minimum Assessing Requirements (AMAR) and the “Supervising Preparation of the Assessment Roll”, as those requirements existed on October 1, 2018. Additionally, assessing districts should employ an assessor certified by the State Tax Commission at the proper certification level based on the valuation requirements, adjusted annually, set forth by the State Tax Commission. Additional information about the AMAR, including the AMAR Review Sheet, and certification levels, are available on the State Tax Commission website (www.michigan.gov/statetaxcommission).

Interlocal Agreement and Designated Assessor Contract Checklist

This Interlocal Agreement and Designated Assessor Contract Checklist is provided to serve as a guide to assist counties in complying with the requirements found in the General Property Tax Act of 1893, as amended by Public Act 660 of 2018, and State Tax Commission guidance. The items below are illustrative of the information the State Commission will review and consider in approving a Designated Assessor. These items should not be considered an exhaustive list.

Background Information

- ☐ Name of the county and proposed Designated Assessor
- ☐ Identification of all the assessing districts within the county
- ☐ Current SEV County totals by class, including special act values
- ☐ Total number of parcels, by classification, including special act rolls, within each local unit
- ☐ List of any unique, complex or high value properties within the County
- ☐ Length of the agreement
- ☐ Agreement effective date
- ☐ Place of performance of duties
- ☐ Signature of the Designated Assessor, the majority of County Board of Commissioners, and a majority of Township Supervisor or City Manager within the county

Qualifications of Proposed Designated Assessor

- ☐ Current assessor certification level and number
- ☐ Identification of current employment status and specific assessing or equalization responsibilities
- ☐ Description of prior local unit assessing experience of the proposed Designated Assessor
- ☐ Conflict of interest disclosures

Scope of Services Provided by Designated Assessor

- ☐ Preparation of assessment rolls – satisfaction of Supervising Preparation of Assessment Roll
- ☐ Plan to correct deficiencies found in audit - timeline for delivery of documents and execution of forms
- ☐ Attendance at Boards of Review meetings
- ☐ Duties and responsibilities related to property tax appeals, both Small Claims and Entire Tribunal, appeals filed with the Michigan Tax Tribunal
- ☐ Reporting requirements and responsibility to meet with local unit officials
- ☐ Any and all obligations of local unit assessing staff members
- ☐ Responsibilities of Designated Assessor during the period in which they are not acting as an assessor of record for an assessing district within the county
- ☐ Requirement to remain certified and in good-standing
- ☐ Non-exclusivity of assessing services, if applicable

Duties and Responsibilities for Local Unit Contracting with Designated Assessor

- ☐ Providing the Designated Assessor with reasonable access to records, documents, databases and information
- ☐ Advise Designated Assessor of any applicable policies and procedures including technology, equipment, facility, etc.

Cost and Compensation for Designated Assessor

- ☐ Payment terms and fee structure (i.e., payor, timeline for payment or payments, reimbursement terms if the county pays the retainer upfront, hourly rate, dollar/parcel, amount/assessed value)
- ☐ Payment responsibility (i.e., county or assessing district) for when Designated Assessor acting as assessor of record
- ☐ Retainer or base rate information, if applicable
- ☐ Payment in the event of death or disability of the proposed Designated Assessor
- ☐ Cost reimbursement for when the Designated Assessor is acting as assessor of record
- ☐ Identification of payment of certain costs including appraisal, expert witness or attorney fees related to MTT appeals, and employing additional assessing staff to bring assessing unit into compliance

**BENZIE SENIOR RESOURCES
BOARD OF DIRECTORS MEETING
SEPTEMBER 16, 2020
4:30 P.M.
Zoom Virtual Meeting
Agenda**

Zoom Virtual Meeting

<https://zoom.us/j/93213836156?pwd=azFkazhhcVlrRGxCcXZvcnEwazQxUT09>

Meeting ID: 932 1383 6156

Passcode: 013564

Telephone number to join the meeting: 1-301-715-8592

Call to Order

Prayer of Invocation

Pledge of Allegiance

Roll Call

Approval of the September 16, 2020 Agenda

Approval of Minutes from the previous meeting – August 19, 2020

Public Input – **By Telephone or Zoom Virtual Meeting** (Limit of 3 minutes for individual presentation and 15 minutes for group presentation)

Finance Committee Report - Approval of BSR Financial Statements for August 2020

Information Items

- A. Directors Report – August 2020/September 2020
- B. Program/Services Report – August 2020
- C. Board of Commissioners Update

Action Items

- 1. Approval of the Fiscal Year Budget 2021

New Business

- 1. Fresh Produce Boxes Client Survey Results

Old Business

- 1. Fund Development Committee Update
- 2. Reminder to submit updated Board Member Contact Information Form

Public Comment -By Telephone (Limit of 3 minutes for individual presentation and 15 minutes for group presentation)

Board Round Table Discussion/Evaluation of Meeting

Adjourn

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

**NEXT MEETING – October 21, 2020 @ 4:30 pm
Annual Meeting
By Zoom Virtual Meeting**

RECEIVED

SEP 16 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

BENZIE SENIOR RESOURCES

BOARD OF DIRECTORS

MEETING MINUTES

August 19, 2020

Zoom Virtual Meeting

Call to Order: Ron Dykstra 4:33 p.m

Prayer of Invocation: Al

Pledge of Allegiance: All

Roll Call: Ron Dykstra, Nancy Call, Rosemary Russell, Al Amstrutz, Leo Hughes, Ingrid and Paul Turner, Deb Rogers and Denise Favreau. Also present: Doug Durand, Sabra Boyle and Benzie County Commissioner Sherry Taylor.

Approval of the August 19, 2020 Agenda: Motion by Nancy, supported by Denise. Roll call: Dykstra-Yes; Call-Yes; Russell-Yes; Amstrutz-Yes; Hughes-Yes; I Turner-Yes; P Turner-Yes; Rogers-Yes; and Favreau-Yes. MOTION CARRIED.

Approval of July 15, 2020 Meeting Minutes: Motion by Deb, supported by Al to approve. Roll call: Dykstra-Yes; Call-Yes; Russell-Yes; Amstrutz-Yes; Hughes-Yes; I Turner-Yes P. Turner-Yes; Rogers-Yes; and Favreau-Yes. MOTION CARRIED.

Public Input: No public identified on the conference call.

Finance Committee Report: Deb stated the finance committee met at 3 p.m. An update was given by Doug and the financial statements were reviewed by the board. Motion by Denise, - supported by Al to approve. Roll Call: Dykstra-Yes; Call-Yes; Russell-Yes; Amstrutz-Yes; Hughes-Yes; I. Turner-Yes; P. Turner-Yes; Rogers-Yes; and Favreau-Yes. MOTION CARRIED.

INFORMATION ITEMS:

- A. Directors/Program Reports were submitted to the board by Doug. Update:
 - a. Governor Whitmer has passed a 4 million mask promotion; BSR will receive a 1,000 of these.
 - b. We have raised \$7,740 from the virtual Walk-a-Thon.
 - c. Caregivers Resource Library will kick off Sept. 1st. Libraries in collaboration: Benzonia Public Library, Betsie Valley District Library of Thompsonville and Darcy Library of Beulah.
 - d. Waiting for an approval from Delta Dental Foundation to approve the In-home dental program for the NWMHC \$3,000 pilot project for mobile dental van, Sept 1st.

- e. Medicare Open Enrollment: No face-to-face meetings. Doug is working on a dedicated schedule through mailings and phone calls.
- f. Program Reports: HDM has 201 clients and 765 meals were handed out for the Curbside Service. Both were the highest July.
- B. Board of Commissioners Report: Sherry Taylor
 - a. Special meeting held to go over the budget; \$184,000 short
 - b. The part-time employee in the Clerk's office will move up to full-time when the Clerk retires
 - c. Prosecuting Attorney's caseload is heavy, asking for another prosecuting attorney to help

ACTION ITEMS:

1. Nominating Committee: Al Amstrutz, Leo Hughes, Denise Favreau to nominate slate of officers for Annual meeting. We have a vacancy as president. A call for BOD to solicit more members. Nine currently, would like to have 11. Rosemary's sister Linda is interested. Doug will send a "getting to know you" packet. Nancy may have potential member.
2. Bid Proposal adding automatic door operators: Motion by Deb, supported by Al to approve the Bid proposal for Automatic Door Service to supply and install two automatic door operators for handicapped access onto existing doors and install two wireless actuators per door and electric strikes. Roll call: Dykstra-Yes; Call-Yes; Russell-Yes; Amstrutz-Yes; Hughes-Yes; I. Turner-Yes; P. Turner-Yes; Rogers-Yes; and Favreau-Yes. MOTION CARRIED.

NEW BUSINESS:

1. Update Board Member Contact Info form: Each board member is required to update the form.
2. Fiscal Year 2021 Budget Review Process: Budget was submitted by Doug. Board members will vote on approval at the Sept. 16th meeting.
3. Recap of Benzie County Commission on Aging Millage Vote: Highest support rate Just under 80%.

OLD BUSINESS:

1. Fund Development Committee Update:
 - a. Appeal letter will go in October with a note to family of our clients to make contribution
 - b. When it matters ad ended July

- c. A Carol Bowman picture (one of her paintings) will be on the Christmas Card.
- d. Absentee Ballot Discussion-Dawn is putting something in the newsletter encouraging Seniors to get ballots in on time, check the postage, etc. Absentee ballots will be sent out 40 days prior to the election from County Clerk.
- e. Rosemary will talk to the hospital for stories for Appeals letter. Dawn has photos and stories. All board members were encouraged to present thoughts and/or ideas.

There being no further business to discuss, motion by Nancy, supported by Al to adjourn the meeting. Meeting adjourned at 5:30 p.m.

NEXT MEETING

September 16, 2020

4:30 p.m.

The Gathering Place Senior Center or Conference Call

Honor, MI

Benzie Senior Resources
Executive Directors Report
August 2020 – September 2020

- The Gathering Place will remain closed until further notice. The numbers since August 1st of positive cases show no signs of declining and about 35% of the COVID-19 cases are 60 and older.
- All 200 Senior Project Fresh coupon booklets have been distributed.
- The TGP bathroom doors and the doors going out to the garage are now automated. Staff and volunteers are thrilled over the doors leading out to the garage that can now be held open to move the carts and HDM totes through the doors with ease.
- We received 1,000 masks related to the Governor Whitmer's Free Mask Distribution Program and all of them have been distributed to seniors in Benzie County.
- Medicare Open Enrollment begins on October 15th through December 7th. New phone screening tools have been developed to assist the new process that will be used due to COVID-19 with no in-person contact as outlined by MMAP's Central for the MMAP's Counselors. Everything will be done over the phone and computer. The focus will be on Open Enrollment issues such as; clients needing help comparing their current Prescription Part D or Medicare Advantage Coverage with other options in 2021.
- To encourage others to complete the census questionnaire, staff that answer phone calls are reminding people if they haven't completed their census form, to please call, go online or fill out the form by September 30th.
- Upcoming projects/programs/events: Holiday Christmas Bag Program; Subaru's Share The Love Event, In-Home Care Client Satisfaction Survey, Fall yard clean-up and Snow Removal Program.
- The Caregivers Resource Library is officially open at Betsie Valley District Library, Benzie Shores District Library, Benzonia Public Library and Darcy Library of Beulah. Each library is stocked with reading and DVD training resources. Articles have been done promoting/announcing the program.

Volunteer Report

One new volunteer has gone through the orientation and has begun delivering meals.

Legislative News

Letters sent to Senator Curt VanderWall and Representative Jack O'Malley stressing for no cuts to the Older Michiganians Funding for Fiscal Year 2021. Presented facts related to the increased HDM and other core services provided by BSR to the older adult population in Benzie County.

Program Report for August 2020

Nutritional Programs

Home Delivered Meals

Home Delivered Meals – 5,403 meals were provided to 191 clients in August 2020. This is the 5th month in a row of providing well over 5,000 meals in a month.

Congregate Meals

The Gathering Place is closed. However, 670 meals were served through our curbside takeout service in August 2020. The use of the updated patio was a popular option during the August with social distancing. The extra picnic tables were beneficial for social distancing.

Other Programs/Services

Dining Out Program – 6 customers purchased 20 vouchers in August 2020.

Homemaker Program – 382 service units were provided to 106 clients in August 2020.

Lawn Chore Program – 201 mows were provided in August 2020 for 111 clients.

Guardian Medical Monitoring – Thirty-six clients receive this service at no cost to them. One client is currently on the waiting list.

Benzie Bus Punch Cards – No bus passes were requested in August 2020. This is due to free bus rides still being offered by Benzie Bus and Jessica Carland reported that they have seen an increase in the number of seniors riding the bus.

Information & Assistance - The agency handled 839 calls in August 2020 regarding Information and Assistance for services and questions related to older adults. We have handled more phone calls this year as compared to last year.

MMAPS – Eleven individuals were helped with their Medicare/Medicaid needs in August 2020 by telephone.

Estate Planning – Suspended until further notice

Senior Companion Program – Program is suspended until further notice by Catholic Human Service.

Foot Care – Office Foot Clinic is suspended until further notice. In-home foot care services will be performed only in an emergency and three clients were determined to need this service in August 2020.

Benzie Senior Dental Program – No invoices received for any services provided in August 2020.

Emergency Senior Essential Needs Fund – One client received assistance for plumbing work in their home. We have 2 pending cases.

The Gathering Place Senior Center – The center is closed until further notice.

In-Home Services for August 2020 – We continue to bring on new clients but have gone through a 30-45-day period of having seen a rather large loss of clients due to poor health resulting in placement in LTC and deaths.

Number of Home Health Care Clients

Month	Medicaid Waiver and Care Management	Sliding Scale Fee	Private Pay & Long-Term Care Insurance	Total Clients
October 2019	29	64	4	97
November 2019	27	61	2	90
December 2019	28	62	2	92
January 2020	27	56	1	84

February 2020	28	57	1	86
March 2020	27	57	0	84
April 2020	25	56	0	81
May 2020	22	52	0	74
June 2020	20	55	0	75
July 2020	24	55	0	79
August 2020	24	54	0	78
September 2020				

Client Total Hours

Month	Medicaid Waiver and Care Management	Sliding Scale Fee	Private Pay & Long-Term Care Insurance	Assessments	Total Hours
October 2019	634.5	564.5	23	49	1121
November 2019	569	479	36.5	41	1125.5
December 2019	599.75	431.75	12	44	1087.5
January 2020	737.75	470.25	4	19	1231
February 2020	641.5	441.75	0	18	1101.25
March 2020	606.5	493.25	0	13	1112.75
April 2020	410	275.75	0	29	714.75
May 2020	385.5	255.25	0	25	665.75
June 2020	389.75	275.25	0	40	705
July 2020	427	348.25	0	39	814.25
August 2020	389	327	0	17	733
September 2020					
TOTALS	5790.25	4362	75.5	334	10561.75

Client Total Visits

	RN Assessments	RN Med Management	Personal Care	Respite	Homemaking	Foot Care-in home	Totals
October 2019	49	67	583	66	24	2	791
November 2019	41	56	497	53	27	12	686
December 2019	44	55	448	56	38	6	647
January 2020	19	58	525	57	52	8	719
February 2020	18	59	469	27	55	9	637
March 2020	13	62	491	37	60	5	668
April 2020	29	54	284	9	35	2	413
May 2020	25	53	268	11	29	2	388
June 2020	40	54	285	12	31	4	426
July 2020	39	56	343	18	22	4	482
August 2020	17	44	309	32	36	3	441
September 2020							
TOTALS	344	618	4502	378	409	57	6298

August 2020

Service/Program	Amount saved to clients from the Senior Millage, Grants, Fundraising and Donations to supplement their costs
In-Home Services (Respite, Personal Care, Medication Management & In-Home Footcare)	\$5,056
Lawn Chore – Purchase of vouchers	\$1,846
Homemaker Program – Purchase of vouchers	\$5,376
Benzie Bus Passes	\$0
Office Footcare	\$0
Home Delivered Meals	\$18,262
Congregate Meals	\$5,360
Dining Out	\$40
Grand Total	\$35,940

Respectfully submitted,

Douglas Durand

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
August 2020

	<u>Aug 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · STATE SAVINGS BANK CHECKING	622,990.59
003 · STATE SAVINGS BANK HRA	1,571.56
009 · STATE SAVINGS BANK MM	176,172.48
Total Checking/Savings	<u>800,734.63</u>
Accounts Receivable	
1200 · Accounts Receivable	25,428.51
Total Accounts Receivable	<u>25,428.51</u>
Other Current Assets	
109 · INVENTORY	8,345.03
Total Other Current Assets	<u>8,345.03</u>
Total Current Assets	<u>834,508.17</u>
Fixed Assets	
150 · BUILDING	480,375.70
151 · VEHICLES	169,052.00
152 · EQUIPMENT	100,289.95
157 · LAND IMPROVEMENTS	1,800.00
160 · ACCUMULATED DEPRECIATION	(377,254.50)
Total Fixed Assets	<u>374,263.15</u>
TOTAL ASSETS	<u>1,208,771.32</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	18,989.30
Total Accounts Payable	<u>18,989.30</u>
Other Current Liabilities	
2100 · Payroll Liabilities	7,808.39
Total Other Current Liabilities	<u>7,808.39</u>
Total Current Liabilities	<u>26,797.69</u>
Long Term Liabilities	
250 · MORTGAGE PAYABLE	119,683.79
253 · LEASE PAYABLE	1,193.86
255 · PPP LOAN PAYABLE	184,500.00
260 · NET PENSION LIABILITY	583,889.00
Total Long Term Liabilities	<u>889,266.65</u>
Total Liabilities	<u>916,064.34</u>
Equity	
3900 · FUND BALANCE	117,904.59
Net Income	174,802.39
Total Equity	<u>292,706.98</u>
TOTAL LIABILITIES & EQUITY	<u>1,208,771.32</u>

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
August 2020

	<u>Aug 2020</u>	<u>Budget</u>	<u>\$ Change</u>
ORDINARY INCOME/EXPENSE			
INCOME			
519.03 • TITLE III C2 INCOME	10,346.76	8,558.00	1,788.76
519.05 MIPPA (MMAP)	0.00	100.00	(100.00)
540 • GRANTS	5,000.00	8,750.00	(3,750.00)
561 - HDM WAIVER	989.50	877.00	112.50
642 • CHARGES FOR SERVICES/CONT	130.00	1,904.00	(1,774.00)
642.01 • FEE FOR SERVICE/CHORE	691.00	300.00	391.00
642.02 • FEE FOR SERVICE/HOMEMAKER	2,723.00	3,500.00	(777.00)
642.1 - FEE FOR SLIDING SCALE CLIENTS	3,788.75	5,800.00	(2,011.25)
642.05 - FEE FOR PRIVATE PAY & INS	0.00	1,950.00	(1,950.00)
670 - CLIENT INCOME	9,444.29	11,000.00	(1,555.71)
673 • NEWSLETTER SUB	45.00	30.00	15.00
675 • DONATIONS	10,805.95	9,558.00	1,247.95
676 • MILLAGE	92,325.00	92,325.00	0.00
680 • VOLUNTEER WAGES (IN-KIND).	6,157.00	5,400.00	757.00
677 - FUNDRAISING	6,440.00	15,000.00	(8,560.00)
681 - IN-KIND (non-volunteer)	214.12	500.00	(285.88)
690 - TRIP INCOME	0.00	7,500.00	(7,500.00)
TOTAL INCOME	<u>149,100.37</u>	<u>173,052.00</u>	<u>(23,951.63)</u>
GROSS PROFIT	149,100.37	173,052.00	(23,951.63)
EXPENSE			
700 - ACCOUNTING FEES	0.00	200.00	(200.00)
701 • FFCRA (COVID-19)	368.08	0.00	368.08
705 • SALARY AND WAGES	53,489.41	66,988.00	(13,498.59)
708 • PAYROLL TAX EXPENSE	3,848.78	6,384.00	(2,535.22)
709 • EDUCATION/TRAINING	116.50	70.00	46.50
710 • EVENTS	0.00	194.00	(194.00)
711 • TGPSC ACTIVITIES	6.00	0.00	6.00
717 • DUES/SUBSCRIPTIONS	0.00	150.00	(150.00)
721 • COMPUTER EXPENSES	1,802.48	2,045.00	(242.52)
725 • FRINGE BENEFITS	11,627.57	12,290.00	(662.43)
726 - FUNDRAISING/MARKETING EXP	50.00	2,000.00	(1,950.00)
727 • SUPPLIES	2,155.59	2,100.00	55.59
727.2 • OFFICE EXP	276.81	550.00	(273.19)
727.3 - POSTAGE	750.00	340.00	410.00
727.4 - ADVERTISING	209.89	450.00	(240.11)
740 • FOOD	11,973.63	16,500.00	(4,526.37)
819 • CONTRACTUAL	16,034.50	21,845.00	(5,810.50)
820 • VOLUNTEER WAGES (IN-KIND)	6,157.00	5,400.00	757.00
825 • VOLUNTEER EXPENSES	104.00	465.00	(361.00)
850 • TELEPHONE	423.73	380.00	43.73
861 • TRAVEL/MILEAGE/GAS	1,800.20	3,375.00	(1,574.80)
900 • INTEREST EXPENSE	309.87	430.00	(120.13)

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
August 2020

	Aug 2020	Budget	\$ Change
910 • INSURANCE	3,206.30	2,650.00	556.30
915 • PROJECTS	735.00	795.00	(60.00)
920 • UTILITIES	2,857.59	1,850.00	1,007.59
940 • DEPRECIATION EXPENSE	4,103.94	2,975.00	1,128.94
980 • EQUIPMENT/REPAIRS	1,940.33	2,485.00	(544.67)
980.1 - OUTDOOR MAINTENANCE	274.95	270.00	4.95
981 • HDM VEHICLE MAINT/GAS	622.31	1,330.00	(707.69)
980.2 - INDOOR MAINTENANCE	0.00	180.00	(180.00)
TOTAL EXPENSE	125,244.46	154,691.00	(29,446.54)
NET ORDINARY INCOME	23,855.91	18,361.00	5,494.91
OTHER INCOME/EXPENSES			
OTHER INCOME			
990 • INTEREST/DIVIDEND INCOME	101.09	18.00	83.09
999 - OTHER INCOME	49.58	125.00	(75.42)
TOTAL OTHER INCOME	150.67	143.00	7.67
OTHER EXPENSE			
999.1 • OTHER EXPENSE	0.00	80.00	(80.00)
99999 - LEGAL EXPENSE	112.00	125.00	(13.00)
TOTAL OTHER EXPENSE	112.00	205.00	(93.00)
NET OTHER INCOME	38.67	(62.00)	100.67
NET INCOME	23,894.58	18,299.00	5,595.58

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
August 2020

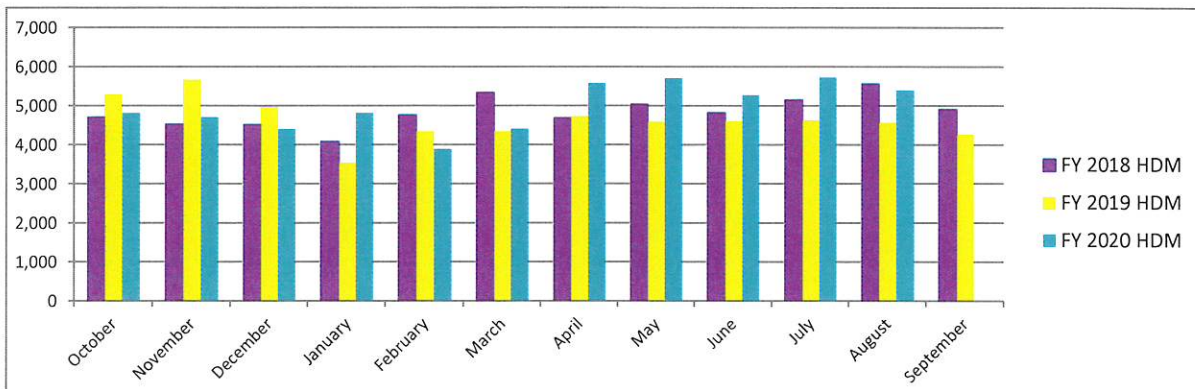
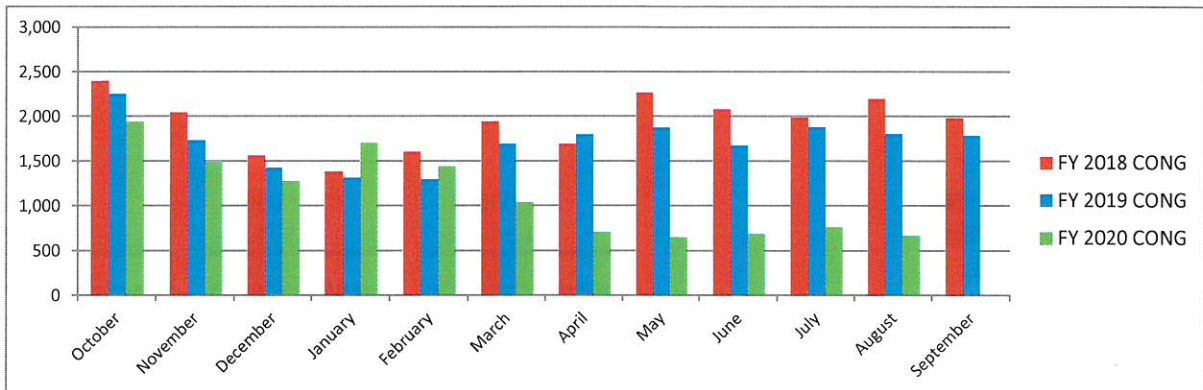
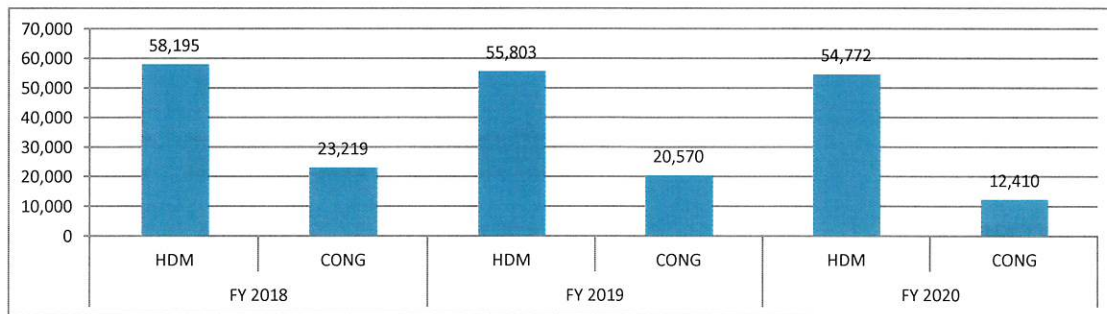
	<u>Oct-Aug 2020</u>	<u>Budget</u>	<u>\$ Change</u>
ORDINARY INCOME/EXPENSE			
INCOME			
519.02 - FFCRA	12,481.00	0.00	12,481.00
519.03 - TITLE III C2 INCOME	95,859.25	94,137.00	1,722.25
519.04 - FEDERAL USDA	51,664.08	56,500.00	(4,835.92)
519.05 MIPPA (MMAP)	2,850.00	2,900.00	(50.00)
540 - GRANTS	119,074.91	96,250.00	22,824.91
561 - HDM WAIVER	8,781.00	9,652.00	(871.00)
642 - CHARGES FOR SERVICES/CONT	8,896.11	20,946.00	(12,049.89)
642.01 - FEE FOR SERVICE/CHORE	12,536.00	10,000.00	2,536.00
642.02 - FEE FOR SERVICE/HOMEMAKER	23,590.00	28,250.00	(4,660.00)
642.03 - FEE FOR SERV/SNOW REMOVAL	12,757.00	22,100.00	(9,343.00)
642.1 - FEE FOR SLIDING SCALE CLIENTS	51,457.00	53,000.00	(1,543.00)
642.05 - FEE FOR PRIVATE PAY & INS	2,147.50	20,020.00	(17,872.50)
670 - CLIENT INCOME	108,456.75	121,000.00	(12,543.25)
673 - NEWSLETTER SUB	425.00	330.00	95.00
675 - DONATIONS	113,982.68	105,140.00	8,842.68
676 - MILLAGE	1,015,575.00	1,015,575.00	0.00
680 - VOLUNTEER WAGES (IN-KIND).	67,672.00	62,550.00	5,122.00
677 - FUNDRAISING	44,276.25	61,500.00	(17,223.75)
681 - IN-KIND (non-volunteer)	2,460.00	5,950.00	(3,490.00)
690 - TRIP INCOME	0.00	39,200.00	(39,200.00)
691 - MISC INCOME-(Sponsorship)	2,510.00	3,875.00	(1,365.00)
TOTAL INCOME	<u>1,757,451.53</u>	<u>1,828,875.00</u>	<u>(71,423.47)</u>
GROSS PROFIT	1,757,451.53	1,828,875.00	(71,423.47)
EXPENSE			
700 - ACCOUNTING FEES	8,555.00	7,300.00	1,255.00
701 - FFCRA EXPENSE COVID-19	10,446.56	0.00	10,446.56
705 - SALARY AND WAGES	731,569.48	803,850.00	(72,280.52)
708 - PAYROLL TAX EXPENSE	58,152.73	76,608.00	(18,455.27)
709 - EDUCATION/TRAINING	1,711.70	6,630.00	(4,918.30)
710 - EVENTS	1,877.58	3,406.00	(1,528.42)
711 - TGPSC ACTIVITIES	913.33	0.00	913.33
715 - CLOTHING ALLOWANCE	1,495.00	750.00	745.00
717 - DUES/SUBSCRIPTIONS	3,485.49	3,200.00	285.49
721 - COMPUTER EXPENSES	22,211.69	22,535.00	(323.31)
725 - FRINGE BENEFITS	94,851.82	144,410.00	(49,558.18)
726 - FUNDRAISING/MARKETING EXP	2,955.79	4,575.00	(1,619.21)
727 - SUPPLIES	31,489.72	25,905.00	5,584.72
727.2 - OFFICE EXP	10,186.51	10,500.00	(313.49)
727.3 - POSTAGE	4,848.76	3,760.00	1,088.76
727.4 - ADVERTISING	4,393.54	4,540.00	(146.46)
740 - FOOD	158,891.43	159,900.00	(1,008.57)
819 - CONTRACTUAL	167,855.58	236,510.00	(68,654.42)

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
August 2020

	Oct-Aug 2020	Budget	\$ Change
820 • VOLUNTEER WAGES (IN-KIND)	67,672.00	62,550.00	5,122.00
825 • VOLUNTEER EXPENSES	6,271.99	11,745.00	(5,473.01)
850 • TELEPHONE	3,696.14	4,195.00	(498.86)
861 • TRAVEL/MILEAGE/GAS	27,874.34	37,125.00	(9,250.66)
900 • INTEREST EXPENSE	4,286.87	4,745.00	(458.13)
910 • INSURANCE	47,092.39	37,550.00	9,542.39
915 • PROJECTS	11,133.77	8,705.00	2,428.77
920 • UTILITIES	22,925.37	24,005.00	(1,079.63)
940 • DEPRECIATION EXPENSE	37,594.86	32,725.00	4,869.86
980 • EQUIPMENT/REPAIRS	18,751.89	27,310.00	(8,558.11)
980.1 - OUTDOOR MAINTENANCE	5,222.54	6,730.00	(1,507.46)
981 • HDM VEHICLE MAINT/GAS	12,992.48	14,655.00	(1,662.52)
980.2 - INDOOR MAINTENANCE	297.06	1,990.00	(1,692.94)
991 - TRIP EXPENSE	0.00	21,800.00	(21,800.00)
TOTAL EXPENSE	1,581,703.41	1,810,209.00	(228,505.59)
NET ORDINARY INCOME	175,748.12	18,666.00	157,082.12
OTHER INCOME/EXPENSES			
OTHER INCOME			
990 • INTEREST/DIVIDEND INCOME	854.84	176.00	678.84
999 - OTHER INCOME	115.25	0.00	115.25
## GAIN ON ASSET	500.00	0.00	500.00
TOTAL OTHER INCOME	1,470.09	176.00	1,294.09
OTHER EXPENSE			
999.1 • OTHER EXPENSE	1,030.56	905.00	125.56
99999 - LEGAL EXPENSE	1,385.26	1,375.00	10.26
TOTAL OTHER EXPENSE	2,415.82	2,280.00	135.82
NET OTHER INCOME	(945.73)	(2,104.00)	1,158.27
NET INCOME	174,802.39	16,562.00	158,240.39

Benzie Senior Resources
HDM/Cong comparison
Units Served 2018-2019-2020

	FY 2018		FY 2019		FY 2020	
	HDM	CONG	HDM	CONG	HDM	CONG
October	4,714	2,405	5,320	2,252	4,814	1,942
November	4,531	2,049	5,690	1,736	4,711	1,500
December	4,527	1,566	4,985	1,424	4,404	1,275
January	4,096	1,388	3,555	1,318	4,812	1,706
February	4,771	1,610	4,369	1,296	3,903	1,445
March	5,351	1,955	4,359	1,694	4,416	1,044
April	4,690	1,698	4,748	1,802	5,582	710
May	5,046	2,271	4,609	1,879	5,711	657
June	4,832	2,084	4,622	1,682	5,281	696
July	5,151	1,995	4,662	1,885	5,735	765
August	5,564	2,205	4,594	1,811	5,403	670
September	4,922	1,993	4,290	1,791		
total meals	58,195	23,219	55,803	20,570	54,772	12,410



Fresh Produce Box Client Survey

During the month of August of 2020, Benzie Senior Resources conducted a short survey with the Fresh Produce Boxes that have been distributed to senior citizens this summer. Below is a list of the questions posed to our seniors and a review of the feedback we received.

Questions & Responses:

1. What has the program meant to you?

Positive: 100%

Sampling of actual responses to this question: *"It has helped me immensely."* *"I really enjoy all the fresh fruit and vegetables."* *"It means I get fresh instead of canned!"* *"Much healthier meals and snacks."* *"Being able to have fresh fruits and vegetables to eat as opposed to canned is a nutritional bonus for me!"* *"Choice of fruits – help with budget."* *"I am eating better because of the fresh fruits and vegetables."* *"I have picked up a lot of hospital bills and had to cut back on food, this helps so much."* *"I received a box of vegetables twice and a box of fruit. I was very glad to be included in the offer."* *"I'm disabled so I'm thankful for the fresh veggie and fruit. It's difficult for me to go the markets."* *"I love this program. We have enjoyed the fruits and veggies."* *"Being a past volunteer and director of a food bank and homebound meals program, I have to say that I now see things in a very clear and different perspective. This program has meant the difference between my 98-year-old mom and myself eating healthy and daily."* *"I am diabetic. It is nice to have fresh fruit and vegetables."* *"It not only gave me fresh produce but gave me reserves for winter."*

2. Would you have been able to have fresh produce at this time without the help of the program?

Yes: 12%

No: 42%

Maybe/Sometimes/Not as much: 46% (22 responses)

Sampling of actual responses to this question: *"I wouldn't have been able to afford some of this great fruit such as apples and oranges!"* *"No! \$16 on Bridge Card doesn't go far. Fresh food is so expensive – potatoes and onions I do buy, the rest is unaffordable."* *"No, wouldn't have had the money to buy as much."* *"No!!! Absolutely not. My mom is diabetic, and the fresh produce is a blessing."* *"I've been able to can some, no waste!!"*

3. Has this program helped you to change the quality of the food you are eating?

Yes: 92%

No: 5%

Maybe: 3%

Sampling of actual responses to this question: *"Yes, I find we eat better when the choice is already here for us."* *"Yes, I am eating less junk foods."* *"Yes, I am eating less frozen foods."* *"Been eating very well now!"* *"Yes, I'm eating more fruit and vegetables than what I am used to."* *"It was a help the times I was able to get the produce."* *"Yes! More fresh fruit is much better than the "canned" (and sugary) fruit!"*

4. Has this program helped you to avoid shopping as much in order to reduce the exposure to COVID?

Yes: 84%

No: 5%

Some: 11%

Sampling of actual responses to this question: *"Yes! Thank you so much!" "Oh, my yes. Still have to shop." "Only go 1 time a month because it's scary. I run and get only what's absolutely needed" "Absolutely!" "It has helped to avoid any exposure." "Yes, I don't go to the store as often and I'm not around people."*

5. When this program ends, how will it change your eating habits?

Positive Change: 28%

Negative Change: 56%

No Change: 16%

Sampling of actual responses to this question: *"I will continue to try to get more fresh veggies and fruit on my shopping list. They make me feel healthier and stronger!" "My meals and snacks will not be near as healthy." "It is most helpful and will be missed." "I won't be buying these fresh vegetables. Maybe a couple things, but store veggies/fruit only last a week! Whatever I bring home has to be eaten within 5-7 days then that's it for the month." "I am sure we will not eat a much fresh produce again." "I hope it doesn't but will try to eat healthier." "I hope it doesn't end because I will probably go back to eating more frozen meals." "I will be eating less healthy and more processed foods." "Would go back to eating more canned and processed foods and less fresh." "I will go without or what I can afford." "We will make do with what is available." "I will miss the fresh and rely on the canned foods again."*

ACTION ITEMS



448 Court Place • Beulah, MI 49617

October 1, 2020

Benzie County Board of Commission
2020/2021 Budget Transmittal Letter

Benzie County Commissioners,

Attached you will find the Benzie County 2020/2021 FY budget. The proposed general fund budget is \$6,900,949 and a total fund budget of approximately \$40,321,060. The total fund budget will not be completely known until the other entities (Benzie County Road Commission, Maples, etc.) finalize their 2020/2021 budgets.

The September 30, 2019 general fund balance was \$2,139,938. Based upon the proposed 2020/2021 fiscal year general fund budget of \$6,900,949, this equates to a tentative 31.00% fund balance.

I submit for your review and final approval a balanced proposed 2020/2021 FY budget, which has been balanced using \$138,679 general fund balance.

For the past two fiscal years we have needed to use general fund balance to supplement and balance the general fund 2020/2021 fiscal year budget. Last year we were required to use \$119,955, while this year we were required to use \$138,679. While there are numerous reasons why general fund balance is required, one issues continues to plague Benzie County is our annual Headlee general fund operating millage rollback.

For the past year, the Board of Commission has been methodically reviewing the need to place a ballot initiative for a headlee general fund operating millage restoration. Significant efforts were made this past year on this effort with the need to continue this concentrated effort on the part of staff and Board of Commissioners to see this restoration effort through.

While the attached proposed budget represents our best judgment for revenue and appropriations based upon existing Commission policies and priorities, ultimately it is responsibility of the Commissioners as the elected representatives of the citizens of Benzie County to review and approve the FY budget.

Warm Regards,

Mitchell D. Deisch, Administrator
Benzie County

RECEIVED

SEP 15 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

BENZIE COUNTY
2020– 2021 GENERAL APPROPRIATION
ACT AND BUDGET

Pursuant to Act 2 PA 1968, as amended, the County must adopt a general appropriation act and budget for the General Fund and all Special Revenue Funds. This general appropriation act and attached budget is adopted to comply with those provisions.

Public Hearing

Pursuant to MCLA 141.412 and .413, notice of a public hearing on the proposed budget was published in the *Benzie County Record Patriot* a newspaper of general circulation on September 2, 2020. The budget is then available for the public review at the Benzie County Government Center for two weeks after the public hearing on the proposed budget was conducted. Said public hearing was held on September 8, 2020.

Chief Administration Officer

The County Administrator is designated as the Chief Administrative Officer, as that term is defined in Act 2 PA 1968, as amended. The Chief Administrative Officer, along with the members of the Committee of the Whole, works in partnership with County Elected Officials, Finance Manager, and Department Heads when developing the budget. Once the budget is approved, the Administrator meets with the Finance Manager and Committee of the Whole as necessary to determine if amendments are needed.

Budget Amendments

In accordance with section 17 of Act 2 PA 1968, as amended, budget amendments shall be presented to the Board of Commissioners at such time as it is determined that there may be expenditures in excess of the appropriation, or revenue shortfalls.

Benzie County Millage Rates

The Benzie County Board of Commissioners, for the purpose of the Truth in Taxation Budgeting Act, does hereby authorize to be levied for the 2020 tax year (FY 2020-21), a total County levy of 8.4660 mills for purposes of operations and authorized debt services, as summarized below:

Benzie County General Operating	3.4334	General government operations
Jail Operation	.8790	Jail operations and maintenance
Emergency Medical Services	.7864	Advanced life support/ambulances
Veterans Services	.0400	Assistance to veterans
Commission on Aging	.8412	Services to aging citizens
Soil Conservation	.1242	Soil conservation services
Animal Control	.0970	Animal control operations
TNT Officer	.0979	TNT Officer
School Resource Officer	.1789	School Resource Officers
Road Commission	.9944	Road operations, repair & equipment
Medical Care Facility	.3586	Medical Care Facility
Medical Care Debt	.6350	MCF debt levy for expansion project; pay bonds through the Building Authority

This represents the total number of 8.4660 mills of ad valorem property taxes to be levied and the purpose for which that millage is to be levied. This complies with the "Truth in Budgeting Act." The total 8.4660 levied mills is lower in the 2020 tax year than the 8.4995 levied mills in the 2019 tax year. In addition, the 2020 tax year millage has also been reduced due to a Headlee rollback.

The Board of Commissioners further resolves to adopt the FY 2020/2021 General Fund Operating Budget at a total of \$6,900,949 and a FY 2020/2021 Supplemental Fund Budget totaling \$33,420,111, for a total fund budget of \$40,321,060.

Level of Adoption and Control

The FY 2020/2021 budget has been prepared at the revenue/expense level, by source and line item, by activity (department) and by function. The adopted budget level is on a fund and activity basis for the General Fund and a fund basis for all other funds, subject to all County policies regarding the expenditure of funds, and the conditions set forth in this resolution. The Administrator and/or Finance Manager shall monitor each department within each fund on a line item basis, with necessary budget amendments (at the activity level) to be submitted to the board as needed.

Budget Basis of Accounting

The FY 2020/2021 Benzie County budgets are hereby adopted on an activity (departmental) basis for the General Fund and on a fund basis for all other funds, as contained in the budget document.

Departmental Appropriations to Other Funds

Departmental appropriations to other funds are to be transferred to those funds on a quarterly basis for the first three quarters of the fiscal year and as needed near the end of the fourth quarter. Additional action by the Board of Commissioners is not required for these transfers.

Adherence to County Policies and Procedures

Funds are appropriated contingent upon compliance with said purchasing procedures and personnel policies adopted by the Board of Commissioners. All County Elected Officials and County Appointed Department Heads shall abide by the purchasing procedures and personnel policies, as adopted and amended by the Board of Commissioners.

Approved Position Roster

The approved employee positions on the Position Roster List contained in the budget by appropriation values shall limit the number of employees who can be employed, and no funds are appropriated for any position or employee not on the Approved Position Roster. Further, there may be a need to increase or decrease various positions within the budget and/or to impose a hiring freeze and/or impose lay-offs due to unforeseen financial changes. Therefore, the Approved Position Roster may be changed from time to time by the Board and/or the Board may impose a hiring freeze. The County Elected Officials and the County Department Heads shall abide by whatever changes are made by the Board, if any, relative to the approved positions and the number of employees stated in the Position Roster.

Authorized Positions

The authorized positions in the Position Roster List contained in each budget by appropriation indicate the authorized maximum number of employees in their respective classifications for that budget. The Board must specifically approve any deviations from this list.

Cost Shared Positions

There are certain positions contained in the Position Roster List that are supported in some part by a grant, cost sharing, childcare reimbursement, or other source of outside funding. These positions are only approved contingent upon the County receiving the budgeted revenues generated by this position. In the event outside funding is not received, or the County is notified that it will not be receiving the expected funding, then said positions shall be considered unfunded and eliminated from the Approved Position Roster List, unless specifically approved by the Board of Commissioners for the position to remain.

Appropriations to Non-County Organizations

Appropriations to Non-County organizations shall be paid in accordance with the provisions of the applicable inter-local agreement or contractual agreement with the organization. Each agreement shall be approved by the Board of Commissioners and be signed by the Board Chairperson. All Non-County organizations that receive appropriations from Benzie County will be subject to the Open Meetings Act and the Freedom of Information Act.

Capital Outlay

Purchases of equipment, furniture, or other fixed assets in excess of \$5,000.00 shall be considered "Capital Outlay" and shall be purchased by the Administrator or their designee. Any purchases of this type are to be added to the accounting records in the General Fixed Assets Account Group. Capital outlays must be in compliance with the Benzie County Purchasing Policy.

Approval of Payroll

Payroll is a claim against the County; however, payroll (including all payroll taxes and deductions) may be paid in accordance with collective bargaining agreements. The Board of Commissioners will approve a salary for elected and non-represented employees along with the various bargaining unit agreements. The County's payroll will be processed in accordance with these approvals.

Approval of Claims Against the County (Accounts Payable)

Pursuant to MCL 46.71, all claims (accounts payable) shall be submitted by the County Administrator or their designee on a "List of Claims for Prior Approval" as required by MCL 46.11(q).

The Committee of the Whole is hereby authorized to approve the payments of all financial claims against the County

Payment of Claims Prior to Approval

In order to take advantage of discounts and avoid finance charges and late fees, or in emergency/time sensitive circumstances or circumstances deemed appropriate, the County Administrator or his/her designee may pay claims prior to the approval of the Board of Commissioners. These payments must be submitted to the Board for approval on a separate

“List of Pre-Paid Claims Prior to Approval” by the County Administrator as required by MCL 46.11(q).1.

Budget Administrator

The County Administrator is hereby appointed “Budget Administrator” pursuant to the Uniform Budget and Accounting Act, MCLA 141.421 et seq., with power to administer such duties in connection with said budget, as may be from time to time, delegated to the Office of Administrator by this Board.

Transfer of Monies

The County Administrator or his/her designee, Elected Officials and Department Heads are authorized to transfer monies (make budget adjustments) from one non-personnel related category to another within their own budget as it is deemed necessary.

Budget Amendments

When the Administrator processes budget amendments under the Administrator authorization, the Administrator will submit all budget amendments to the Board of Commissioners at the next regularly scheduled meeting.

Specific Fund Balance Policy

Annually, each Special Revenue Fund should be evaluated to ascertain if the revenue or fund balances have been restricted by State statute, ordinance, resolution, or contract. If the fund balance has been restricted, the specific fund should retain that restricted or earmarked amount. However, if unrestricted, the entire balance may revert to the General Fund or other funds at year-end except for those funds receiving dedicated millage to finance operations.

Debt Service Fund

The general policy for Debt Service Funds is to maintain all cash and investments in the specific fund until the bonds and interest are paid in full. When the bonds are paid in full and residual remains in the fund, such amounts should be transferred to the public improvement fund or to the fund or funding entity from which the primary source of financing for that project originated.

Capital Projects Fund

Construction funds are restricted for a specific purpose, usually, by contract, resolution, or both. If there is any residual in the fund after completion of the construction, it should be either transferred to retire the debt in the corresponding Debt Service Fund, used to expand the scope of the initial project with Board Approval or returned to the funding entity as provided by contract, agreement, or resolution.

911

The Benzie County Board of Commissioners hereby authorize a 911 Operating Surcharge be assessed to each 911 service user, a monthly surcharge of up to \$3.00 in a monthly billing of landline, wireless and voice over internet (VOIP) service suppliers within the geographical boundaries of Benzie County to cover the cost of 911 Dispatch Service for FY 2020/2021.

Recycling/Solid Waste

The Benzie County Board of Commissioners hereby authorize a per-household fee of \$25.00 to be charged to each residential parcel for the purposes of providing recycling and solid waste reduction services to residents.

Motion made by _____, seconded by _____, to adopt the forgoing resolution and General Appropriations Act. Roll call. Ayes: _____ Nays: _____.

Bob Roelofs, Chairperson
Benzie County Board of Commissioners

I, DAWN OLNEY, Clerk of the Benzie County Board of Commissioners and Clerk of the County of Benzie, do hereby certify that the above Act was duly adopted by the said Board on September 22, 2020.

Dawn Olney, Benzie County Clerk

APPENDIX "A"
ELECTED OFFICIALS
2020/2021 SALARIES

A motion by _____, seconded by _____, to set the salaries of the Benzie County Elected Officials for the Fiscal Year of 2020/2021 (beginning October 1, 2020) as follows:

Commissioners:

Board Chairman	\$ 5,529.00
Vice Chairman	\$ 5,014.00
Board Members	\$ 4,789.00
Circuit Court Judge	\$ 18,290.00
District Court Judge	\$ 18,290.00
Probate Court Judge	\$ 151,438.27
Prosecuting Attorney	\$ 90,917.68
Sheriff	\$ 61,363.86
Clerk	\$ 60,049.40*
Treasurer	\$ 59,749.40*
Register of Deeds	\$ 59,959.40*
Drain Commissioner	\$ 2,400.00
Surveyor	\$ 1,200.00

I, Dawn Olney, Benzie County Clerk, Government Center, Beulah, Michigan, do hereby certify that the foregoing is a true and exact copy of the motion adopted by the Benzie County Board of Commissioners, Government Center, Beulah, Michigan on _____ 2020.

*Includes longevity.

APPENDIX "B"
 APPOINTED OFFICIALS
 2020/2021 FISCAL YEAR WAGES/SALARY
 (Beginning October 1, 2020)

CLASSIFICATION	2019/20 RATE	2020/21 RATE
Administrator	\$77,998	\$79,948
Assistant Prosecutor	\$68,921	\$70,644
Chief Deputy Clerk	\$19.64/+\$1.00 hr/\$830**	\$20.13/+\$1.00 hr/\$860**
Chief Deputy Treasurer	\$19.64 hr./\$680**	\$20.13 hr./\$710**
Chief Deputy Register of Deeds	\$19.64/\$1,070**	\$20.13/\$1,100**
Emergency Operations Manager/911 Director	\$55,355	\$58,123
Equalization Director	\$62,899/\$680	\$64,472/\$710
Emergency Medical Service Coordinator	\$61,506	\$63,044
Undersheriff	\$59,431/\$1,190**	\$60,917
Solid Waste Coordinator	\$39,287	\$40,269
Animal Control Officer	\$17.85hr.	\$18.30hr.

The salaries/wages are compensation for Professional and/or Managerial responsibilities for the respective positions. Time sheets must be submitted in order to receive a paycheck.

**Longevity amounts are assigned by employees hired on or before July 1, 2011.

Employee Roster 2020/2021

Fund	Union	Payroll ID	Title	Incumbent(s)	Hourly Rate	Salary	2.5% increase	Longevity	Total
101-101									Salary
101-101		1766	Commissioner	Sherry Taylor		4,789.00	-		4,789.00
101-101		1775	Commissioner	Evan Warsecke		5,014.00	-		5,014.00
101-101		1776	Commissioner	Gary Sauer		4,789.00	-		4,789.00
101-101		2013	Commissioner	Art Jeannot		4,789.00	-		4,789.00
101-101		2017	Commissioner	Robert Roelofs		5,529.00	-		5,529.00
101-101		2062	Commissioner	Linda Farrell		4,789.00	-		4,789.00
101-101		2069	Commissioner	Rhonda Nye		4,789.00	-		4,789.00
101-136		1933	Probate Court Judge	John Mead		151,438.27	-		151,438.27
101-136		1452	Probate Register/Court Administrator	Kim Nowak		53,465.42	1,336.64	1,190.00	55,992.06
101-136		2026	Magistrate	Walter Armstrong		49,404.69	1,235.12		50,639.81
101-136		1994	District Court Probation Officer	Trisha Draeger		42,511.88	1,062.80		43,574.68
101-136		2014	Court Reporter	Amanda O'Brien		36,073.27	901.83		36,975.10
101-136		2038	District Court Specialist	Kimberly Long-Miller	16.81	34,964.80	874.12		35,838.92
101-136		1731	Register Court Clerk	Lisa Kenner	14.82	30,825.60	770.64		31,596.24
101-172		1995	County Administrator	Mitch Deisch		77,988.00	1,949.70		79,937.70
101-172		2050	Finance Director	Susan Boyd		55,416.91	1,385.42		56,802.33
101-172		1898	Deputy County Administrator	Maridee Cutler	20.21	42,036.80	1,050.92	560.00	43,647.72
205-	FOPLC	2059	TNT Deputy	Stephanie Homan			-		-
101-215		1404	County Clerk	Dawn Olney		58,769.40	1,469.24	1,280.00	61,518.64
101-215		1704	Chief Deputy Clerk	Tammy Bowers	20.64	42,931.20	1,073.28	860.00	44,864.48
101-215	FOPLC	1956	Deputy Clerk	Lucile M. Burns	-	-	-		-
101-215	FOPLC	1967	Deputy Clerk	Kimberly Childs	-	-	-		-
101-215			Deputy Clerk		13.07	13,592.80	-		13,592.80
219-		2019	Airport Administrator (Contractual)	Richard Bayer			-		-
219-		2023	Maintenance (Contractual)				-		-
228-		2046	Recycling Coordinator	Jesse Zylstra		39,286.96	982.17		40,269.13
101-253		1622	County Treasurer	Michelle Thompson		58,769.40	1,469.24	980.00	61,218.64
101-253		1826	Chief Deputy Treasurer	Kelly Long	19.64	40,851.20	1,021.28	710.00	42,582.48
101-253	FOPLC	2047	Deputy Treasurer	Cara Fries	-	-	-		-
101-257		1825	Equalization Director	Thomas Longanbach		62,899.16	1,572.48	710.00	65,181.64
101-257	FOPLC	1909	Field Appraiser	Brianne Lindsay	-	-	-		-
101-257	FOPLC	1944	Secretary	Amy Herczak	-	-	-		-
101-265	FOPLC	1845	Maintenance	Ricky Morris	-	-	-		-
213-	FOPLC	2054	Maintenance	Kenneth Bos	-	-	-		-
101-267		1934	County Prosecutor	Sara Swanson		90,917.68	2,272.94		93,190.62
101-267		1938	Assistant Prosecutor	Jennifer Tang-Anderson		68,921.46	1,723.04		70,644.50
101-267			Assistant Prosecutor						55,000.00
101-267	FOPLC	1931	Victim Advocate	Karen Mallon					-
101-267		2008	Secretary	Kathleen Brow	16.00	33,280.00	832.00		34,112.00

Employee Roster 2020/2021

Fund	Union	Payroll ID	Title	Incumbent(s)	Hourly Rate	Salary	2.5% increase	Longevity	Total
101-267		2022	Child Support Specialist	Sonya Potts	15.10	12,563.20	314.08		Salary
101-268		1461	County Register of Deeds	Amy Bissell		58,769.40	1,469.24	1,190.00	12,877.28
101-268		1533	Chief Deputy Register of Deeds	Paula Eberhart	19.64	40,851.20	1,021.28	1,100.00	61,428.64
101-268	FOPLC	2085	Deputy Register of Deeds	Patricia Plont	-	-	-	-	42,972.48
293		2061	Veterans Coordinator	Karen Korolenko	-	-	-	-	-
101-301		1863	Sheriff	Ted (Edward) Schendel	-	61,363.86	1,534.10	-	-
101-301		1430	Undersheriff	Gregory Hubers		59,431.06	1,485.78	-	62,897.96
101-301	COAM - Road	1595	Lieutenant	Troy Lamerson			-	-	60,916.84
101-301	COAM - Road	1615	Sergeant	Mark T. Ketz - K-9 Pay			-	-	-
101-301	FOPLC	1734	Detective	Cody Kastl			-	-	-
101-301	COAM - Road	1786	Sergeant	Troy Packard			-	-	-
101-301	FOPLC	1873	Deputy	Joseph Send			-	-	-
101-301	FOPLC		Deputy				-	-	-
101-301	FOPLC	1908	Deputy	Geoffrey Miller			-	-	-
101-301	FOPLC	1939	Deputy	James Kosiboski			-	-	-
101-301	FOPLC	1968	Deputy	Matthew Weaver			-	-	-
101-301	FOPLC	1985	Deputy	Mitchell Smith			-	-	-
101-301	FOPLC	1989	Deputy	Kirk Parker			-	-	-
101-301		2048	Administrative Assistant	Suzi Mills	17.31	36,004.80	900.12		36,904.92
101-301	FOPLC	2087	Detective Secretary	Elizabeth McLinden			-		-
101-301	FOPLC	2092	Deputy	Josh Rubin					-
217/220		2064	Seasonal Snow/Marine	Tiffany Wright			-		-
217/220		2077	Seasonal Snow/Marine	Ryan Sass			-		-
216		1307	Seasonal Road Deputy	John Brazaski			-		-
101-333	FOPLC	1755	Deputy	Makowski, Marty			-		-
101-333	FOPLC	1947	Deputy	Marty Blank			-		-
101-426		2083	Emergency Manager Coordinator*	Rebecca Hubers		27,677.70	1,383.89		29,061.59
261-			911 Director*	Rebecca Hubers		27,677.70	1,383.89		29,061.59
261-		1969	911 Dispatcher - Supervisor	Michael Draeger	20.19	41,187.60	1,029.69		42,217.29
261-	POAM - 911	1663	911 Dispatcher	Christa Ketz			-		-
261-	POAM - 911	1914	911 Dispatcher	Dusty Roush			-		-
261-	POAM - 911	1948	911 Dispatcher	Dayton Pfost			-		-
261-	POAM - 911	2043	911 Dispatcher	Donna Stevens			-		-
261-	POAM - 911	2070	911 Dispatcher	Michelle Eichenberg			-		-
261-	POAM - 911	2102	911 Dispatcher	Linda Nemeth					
261-	POAM - 911	2103	911 Dispatcher	Rory Fagan					
261-	POAM - 911		911 Dispatcher	Brandon Brotherton					
213-	COAM - Corr	1792	Jail Administrator	Daniel Smith			-		-
213-	COAM - Corr	1724	Corrections - Sergeant	Korey Kelley			-		-
213-	POAM - Corr	1728	Corrections	Kristie Fortine			-		-

Employee Roster 2020/2021

Fund	Union	Payroll ID	Title	Incumbent(s)	Hourly Rate	Salary	2.5% increase	Longevity	Total
213-	COAM - Corr	1785	Corrections - Sergeant	James Banasiak					Salary
213-	FOPLC	1949	Secretary	Carrissa Pike			-		-
213-	POAM - Corr	2002	Corrections	Louis Johnson			-		-
213-	POAM - Corr	2040	Corrections	Sierra Bates			-		-
213-	POAM - Corr	2055	Corrections	Jeremy Breitner			-		-
213-	POAM - Corr	2068	Corrections	Dalton Cooper			-		-
213-	POAM - Corr	2086	Corrections	Joseph Wilholt			-		-
213-	POAM - Corr	2094	Corrections	Shana Skaggs			-		-
213-	POAM - Corr	2096	Corrections	Amber Beeman			-		-
213-	POAM - Corr	2098	Corrections	Melissa DeClaire			-		-
213-	POAM - Corr	2100	Corrections	Brandon Simpkin			-		-
213-	POAM - Corr	2104	Corrections	Brian Hastings					
247-		2009	Animal Control Officer	Kyle Maurer	17.85	37,128.00	928.20		38,056.20
247-	FOPLC	1901	Animal Control Assistant Officer	Dillon Rosa	-	-	-		-
247-			Secretary						
247-		2080	Kennel Assistant	Breana Russell	13.14	20,104.20	502.61		20,606.81
214-		2025	EMS Interim Director	Thomas King	13.14	5,545.08	138.63		5,683.71
214-		1911	EMT	Jennifer Koscielski P/T		61,506.00	1,537.65		63,043.65
214-		1922	EMT	Elizabeth Merrill P/T		-	-		-
214-		1926	EMT	Laura Miller P/T			-		-
214-		1964	EMT	Douglas Lake P/T			-		-
214-	TPOAM	1986	EMT	Karafa, Courtney F/T			-		-
214-		1993	EMT	Chantelle Jones P/T			-		-
214-	TPOAM	2031	EMT	Ian Durand - F/T			-		-
214-		2051	EMT	Matt Johnson - P/T			-		-
214-		2065	EMT	Daniel Mosholder - P/T			-		-
214-		2074	EMT	Doug Straughen - P/T			-		-
214-		2099	EMT	Marc Orth - P/T			-		-
214-		2101	EMT	Sasha Moore - P/T					
214-	TPOAM	1806	Paramedic	Sam Miller - F/T			-		-
214-	TPOAM	1809	Paramedic	Matthew Durand F/T			-		-
214-	TPOAM	1815	Paramedic	Ryan Leonard - F/T			-		-
214-	TPOAM	1824	Paramedic	Lenny Merrill - F/T			-		-
214-	TPOAM	1847	Paramedic	William Johnson (Earl) F/T			-		-
214-	TPOAM	1877	Paramedic	Kent Adams - F/T			-		-
214-	TPOAM	1885	Paramedic	Calvin Dennis F/T			-		-
214-	TPOAM	1895	Paramedic	Ryan Strom - F/T			-		-
214-	TPOAM	1913	Paramedic	Rose Serzanin - F/T					
214-	TPOAM	1960	Paramedic	Timothy Guenthardt F/T			-		-
214-	TPOAM	1988	Paramedic	Christopher Parrish F/T			-		-

Employee Roster 2020/2021

Fund	Union	Payroll ID	Title	Incumbent(s)	Hourly Rate	Salary	2.5% increase Hrly/Salary	Longevity	Total Salary
214-		2052	Paramedic	Aaron Huber P/T			-		-
214-	TPOAM	2073	Paramedic	Matthew Delzio - F/T			-		-
214-		2090	Paramedic	Nikia Parker - P/T			-		-
214-		2091	Paramedic	Justin Runyon - P/T					
101-275		2016	Drain Commissioner	Edward Hoogterp		2,400.00	-		2,400.00
101-278		1428	County Surveyor	John Smendzuik		1,200.00	-		1,200.00

** Budget approved at 5% increase

2020 Tax Rate Request (This form must be completed and submitted on or before September 30, 2020)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

County	2020 Taxable Value of ALL Properties in the Unit as of 5-26-2020	
BENZIE	1,361,698,213	
Local Government Unit	For LOCAL School Districts: 2020 Taxable Value of Non-Homeside and Non-Qualified Agricultural Properties If a Millage is Levied Against Them	
BENZIE COUNTY		

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

The following tax rates have been authorized for levy on the 2020 tax roll.

(1)	(2)	(3)	(4)	(5)**	(6)	(7)	(8)	(9)	(10)	(11)	(12)	2020 Estimated Max Revenue	2020 Actual Levied Revenue based on columns 10 & 11	2019 Revenue based on L-4029	2019 MAX Allowable Millage	% increase
Source	Purpose of Millage	Date of Election	Original Millage Authorized by Election, Charter, etc.	2019 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	2020 Current Year Millage Reduction Fraction	2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	Sec. 211.34 Truth in Assessing or Equalization Rollback Fraction	Maximum Allowable Millage Levy *	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec. 1	Expiration Date of Millage Authorized			Approximate Max 2019 Revenue		
<u>FIXED</u>	<u>OPER</u>	<u>8/1982</u>	<u>5.2900</u>	<u>3.4479</u>	<u>0.9958</u>	<u>3.4334</u>	<u>1.0000</u>	<u>3.4334</u>			<u>INDEFINITE</u>	<u>\$4,675,254.64</u>	<u>\$4,675,254.64</u>	<u>4,521,721.06</u>	<u>3.4479</u>	<u>3.40%</u>
X-Voted	ALS	8/2016	0.8000	0.7898	0.9958	0.7864	1.0000	0.7864		0.7864	12/2021	\$1,070,839.47	\$1,070,839.47	1,035,776.93	0.7898	3.39%
X-Voted	Annl. Op	8/2017	0.0982	0.0975	0.9958	0.0970	1.0000	0.0970		0.0970	12/2020	\$132,084.73	\$132,084.72	127,865.60	0.0975	3.30%
X-Voted	Cons Dist	08/2018	0.1250	0.1248	0.9958	0.1242	1.0000	0.1242		0.1242	12/2021	\$169,122.92	\$169,122.91	163,667.96	0.1248	3.33%
X-Voted	Jail	8/2015	0.9000	0.8828	0.9958	0.8790	1.0000	0.8790		0.8790	12/2020	\$1,196,932.73	\$1,196,932.72	1,157,741.04	0.8828	3.39%
X-Voted	MCF	8/2017	0.3626	0.3602	0.9958	0.3586	1.0000	0.3586		0.3586	12/2021	\$488,304.98	\$488,304.97	472,381.42	0.3602	3.37%
X-Voted	MCF BOND	11/2010	0.6350	0.6350	N/A	N/A	N/A	0.6350		0.6350	12/2029	\$864,678.37	\$864,678.36	832,765.70	0.6350	3.83%
X-Voted	TNT Op	8/2018	0.0986	0.0984	0.9958	0.0979	1.0000	0.0979		0.0979	12/2021	\$133,310.26	\$133,310.25	131,144.20	0.1000	1.65%
X-Voted	Road Imp	8/2018	1.0000	0.9986	0.9958	0.9944	1.0000	0.9944		0.9944	12/2022	\$1,354,072.70	\$1,354,072.70	1,309,606.03	0.9986	3.40%
X-Voted	COA	8/2020	0.8500	0.8448	0.9958	0.8412	1.0000	0.8412		0.8412	12/2024	\$1,145,460.54	\$1,145,460.53	1,107,906.24	0.8448	3.39%
X-Voted	Res Officer	11/2018	0.1800	0.1797	0.9958	0.1789	1.0000	0.1789		0.1789	12/2021	\$243,607.81	\$243,607.81	235,666.13	0.1797	3.37%
Levy	VETS	9/2020	0.1000	0.1000	N/A	N/A	N/A	0.1000		0.0400	12/2020	\$54,467.93	\$136,169.82	78,686.52	0.0600	73.05%

Prepared by	Telephone Number	Title of Proposer	Date
Thomas N. Longanbach	231-882-0015	Equalization Director	9/22/2020

As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24a, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.121(3).

<input checked="" type="checkbox"/> Clerk <input type="checkbox"/> Secretary	Signature	Type Name	Date
		Dawn Olney	Sept. 22, 2020
<input checked="" type="checkbox"/> Chairperson <input type="checkbox"/> President	Signature	Type Name	Date
		Bob Roelof	Sept. 22, 2020

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

Local School District Use Only. Complete if requesting millage to be levied. See STD Bulletin 2 of 2020 for instructions on completing this section.	
Total school District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial	

\$11,528,137.08 \$11,609,838.90 11,174,928.83 -\$434,910.07

Dawn Olney

From: Gregory Hubers
Sent: Monday, September 14, 2020 10:49 AM
To: Dawn Olney
Subject: CESF GRANT BSCO
Attachments: CESF AWARD_REPORT.pdf; CESF--Award Letter__Benzie County Sheriff.pdf; GRANTS-CESF Grant Contract - Benzie County Sheriff.pdf; Grants-CESF Grant Contract Attachments -Benzie County Sheriff.pdf

Dawn,

Can you please add me to the appropriate slot on the September 22, 2020 BOC for an action item.

MSP has approved the CESF grant for the Benzie County Sheriff's Department. The total sum of this grant being \$47,373.10. I am looking for a motion to accept this grant in whole as written and authorization for the Chair to sign.

Please and thank you!

Greg

Undersheriff Greg T Hubers
Benzie County Sheriff's Office
231-882-4484



STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

GRETCHEN WHITMER
GOVERNOR

COL. JOSEPH M. GASPER
DIRECTOR

September 10, 2020

Bob Roelofs, Board Chair
Benzie County Board of Commissioners
448 Court Place
Beulah, MI 49617

RE: Coronavirus Emergency Supplemental Funding

Dear Mr. Roelofs:

I am pleased to inform you that the Benzie County Sheriff's Office has been selected to receive an award from the Coronavirus Emergency Supplemental Funding (CESF) grant received by the Michigan State Police (MSP), Grants and Community Services Division, from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. The efforts made by your agency to maintain public safety through prevention, preparation, and response during the coronavirus pandemic are valued and appreciated. **The award for your project, pending the finalization of the Grant Agreement (contract), is \$47,373.10.** This funding is specifically for coronavirus-related expenses, as outlined in your application and contract.

It is crucial that you read through the entire contract to be sure you and your financial officer are aware of and able to abide by the grant requirements. Contract requirements will be enforced. Non-compliance of contract requirements may result in grant suspension and/or financial penalties. **The deadline for returning your signed contract is November 30, 2020.** Remember, this is a reimbursement-only grant, and reimbursements will not be approved for previous expenditures until our office receives your signed contract.

If you have any questions or concerns about your award, please contact Ms. Libby Gorton at gortonl1@michigan.gov. We look forward to working with you.

Sincerely,

Ms. Nancy Becker Bennett, Division Director
Grants and Community Services Division

Enclosure



Department of Justice (DOJ)
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

May 15, 2020

Ms. Nancy Bennett
Michigan Department of State Police
7150 Harris Drive
Dimondale, MI 48821

Dear Ms. Bennett:

On behalf of Attorney General William P. Barr, it is my pleasure to inform you that the Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), has approved the application by Michigan Department of State Police for an award under the OJP funding opportunity entitled "BJA FY 20 Coronavirus Emergency Supplemental Funding Program." The approved award amount is \$16,407,017. These funds are for the project entitled BJA FY 20 Coronavirus Emergency Supplemental Funding Program.

The award document, including award conditions, is enclosed. The entire document is to be reviewed carefully before any decision to accept the award. Also, the webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm) is to be consulted prior to an acceptance. Through that "Legal Notices" webpage, OJP sets out -- by funding opportunity -- certain special circumstances that may or will affect the applicability of one or more award requirements. Any such legal notice pertaining to award requirements that is posted through that webpage is incorporated by reference into the award.

Please note that award requirements include not only award conditions, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. Because these requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds), it is vital that all key staff know the award requirements, and receive the award conditions and the assurances and certifications, as well as the application as approved by OJP. (Information on all pertinent award requirements also must be provided to any subrecipient of the award.)

Should Michigan Department of State Police accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Please direct questions regarding this award as follows:

- For program questions, contact Lesley Walker, Program Manager at (202) 307-0863; and
- For financial questions, contact the Customer Service Center of OJP's Office of the Chief Financial Officer at (800) 458-0786, or at ask.ocfo@usdoj.gov.

We look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. Sullivan", is written over a horizontal line.

Katharine T. Sullivan
Principal Deputy Assistant Attorney General

Encl.



Department of Justice (DOJ)
Office of Justice Programs
Office of Civil Rights

Washington, DC 20531

May 15, 2020

Ms. Nancy Bennett
Michigan Department of State Police
7150 Harris Drive
Dimondale, MI 48821

Dear Ms. Bennett:

Congratulations on your recent award. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has been delegated the responsibility for ensuring that recipients of federal financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) are not engaged in discrimination prohibited by law. Several federal civil rights laws, such as Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, require recipients of federal financial assistance to give assurances that they will comply with those laws. In addition to those civil rights laws, many grant program statutes contain nondiscrimination provisions that require compliance with them as a condition of receiving federal financial assistance. For a complete review of these civil rights laws and nondiscrimination requirements, in connection with OJP and other DOJ awards, see <https://ojp.gov/funding/Explore/LegalOverview/CivilRightsRequirements.htm>

Under the delegation of authority, the OCR investigates allegations of discrimination against recipients from individuals, entities, or groups. In addition, the OCR conducts limited compliance reviews and audits based on regulatory criteria. These reviews and audits permit the OCR to evaluate whether recipients of financial assistance from the Department are providing services in a non-discriminatory manner to their service population or have employment practices that meet equal-opportunity standards.

If you are a recipient of grant awards under the Omnibus Crime Control and Safe Streets Act or the Juvenile Justice and Delinquency Prevention Act and your agency is part of a criminal justice system, there are two additional obligations that may apply in connection with the awards: (1) complying with the regulation relating to Equal Employment Opportunity Programs (EEOs); and (2) submitting findings of discrimination to OCR. For additional information regarding the EEO requirement, see 28 CFR Part 42, subpart E, and for additional information regarding requirements when there is an adverse finding, see 28 C.F.R. §§ 42.204(c), .205(c)(5). Please submit information about any adverse finding to the OCR at the above address.

We at the OCR are available to help you and your organization meet the civil rights requirements that are associated with OJP and other DOJ grant funding. If you would like the OCR to assist you in fulfilling your organization's civil rights or nondiscrimination responsibilities as a recipient of federal financial assistance, please do not hesitate to let us know.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael L. Alston".

Michael L. Alston
Director


cc: Grant Manager
Financial Analyst



Department of Justice (DOJ)
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 17

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Michigan Department of State Police 7150 Harris Drive Dimondale, MI 48821		4. AWARD NUMBER: 2020-VD-BX-0434	
		5. PROJECT PERIOD: FROM 01/20/2020 TO 01/31/2022 BUDGET PERIOD: FROM 01/20/2020 TO 01/31/2022	
2a. GRANTEE IRS/VENDOR NO. 386000140		6. AWARD DATE 05/15/2020	7. ACTION Initial
2b. GRANTEE DUNS NO. 805340247		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE BJA FY 20 Coronavirus Emergency Supplemental Funding Program		10. AMOUNT OF THIS AWARD \$ 16,407,017	
		11. TOTAL AWARD \$ 16,407,017	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY20(BJA - CESF) Pub. L. No. 116-136, Div. B; 28 U.S.C. 530C			
14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number) 16.034 - Coronavirus Emergency Supplemental Funding Program			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Katharine T. Sullivan Principal Deputy Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Nancy Bennett Division Director	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	19A. DATE
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X B VD 80 00 00 16407017		21. VVDUGT0538	



Department of Justice (DOJ)
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 2 OF 17

PROJECT NUMBER 2020-VD-BX-0434

AWARD DATE 05/15/2020

SPECIAL CONDITIONS

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in OJP taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.



Department of Justice (DOJ)
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 3 OF 17

PROJECT NUMBER 2020-VD-BX-0434

AWARD DATE 05/15/2020

SPECIAL CONDITIONS

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2020 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2020 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2020 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.



Department of Justice (DOJ)
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 4 OF 17

PROJECT NUMBER 2020-VD-BX-0434

AWARD DATE 05/15/2020

SPECIAL CONDITIONS

5. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2018, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after -- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2018, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

6. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

7. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.



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8. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).



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9. Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or



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any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

10. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

11. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.



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13. Unreasonable restrictions on competition under the award; association with federal government

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by the recipient or by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

1. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.



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14. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

15. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

16. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

17. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

18. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.



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19. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

20. Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

21. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

23. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.



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24. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

25. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2020) The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at <https://ojp.gov/funding/Explore/FY20AppropriationsRestrictions.htm>, and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

26. Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.



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27. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.



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28. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

29. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

30. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

31. Signing Authority

This award must be signed by an authorized official of the applicant State, local, or tribal government, on behalf of that applicant State, unit of local government, or Tribe, unless the applicant designates an organizational unit to apply on its behalf. For example, if designated by a unit of local government, a Police Department or Sheriff's Office (or similar agency) may apply on behalf of the applicant jurisdiction, as long as the department, office, or agency is listed as the organizational unit on the SF-424. In that case, the head of the designated organizational unit (such as a Police Chief or Sheriff) may sign the award. Documentation of the designation by the appropriate governing body must be retained by the grant recipient.

32. The "Emergency Appropriations for Coronavirus Health Response and Agency Operations" law (Public Law 116-136) includes definitions, reporting requirements, and certain other provisions that apply (whether in whole or in part) to this award. In addition, consistent with the CESF Program's purposes, which involve preparing for, preventing, and responding to the coronavirus national emergency, OJP will provide notice of any additional CESF program-specific grants administrative requirements on an award page, accessible at <https://www.ojp.gov/funding/explore/CESF-program-specific-condition>, that is incorporated by reference here.



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33. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

34. FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$25,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

35. Required monitoring of subawards

The recipient must monitor subawards under this award in accordance with all applicable statutes, regulations, award conditions, and the DOJ Grants Financial Guide, and must include the applicable conditions of this award in any subaward. Among other things, the recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of award funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.

36. Use of program income

Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.

37. Justice Information Sharing

Recipients are encouraged to comply any information-sharing projects funded under this award with DOJ's Global Justice Information Sharing Initiative (Global) guidelines. The recipient (and any subrecipient at any tier) is encouraged to conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: https://it.ojp.gov/gsp_grantcondition. The recipient (and any subrecipient at any tier) must document planned approaches to information sharing and describe compliance with the GSP and appropriate privacy policy that protects shared information.

38. Avoidance of duplication of networks

To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity.



Department of Justice (DOJ)
Office of Justice Programs
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**AWARD CONTINUATION
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PROJECT NUMBER 2020-VD-BX-0434

AWARD DATE 05/15/2020

SPECIAL CONDITIONS

39. Compliance with National Environmental Policy Act and related statutes

Upon request, the recipient (and any subrecipient at any tier) must assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these award funds, either directly by the recipient or by a subrecipient. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact BJA. The recipient understands that this condition applies to new activities as set out below, whether or not they are being specifically funded with these award funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party, and the activity needs to be undertaken in order to use these award funds, this condition must first be met. The activities covered by this condition are: a. New construction; b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places; c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size; d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories. The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/ or an Environmental Impact Statement, as directed by BJA. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at [https:// bja.gov/ Funding/ nepa.html](https://bja.gov/Funding/nepa.html), for programs relating to methamphetamine laboratory operations. Application of This Condition to Recipient's Existing Programs or Activities: For any of the recipient's or its subrecipients' existing programs or activities that will be funded by these award funds, the recipient, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

40. Establishment of interest-bearing account

If award funds are being drawn down in advance, the recipient (or a subrecipient, with respect to a subaward) is required to establish an interest-bearing account dedicated specifically to this award. Recipients (and subrecipients) must maintain advance payments of federal awards in interest-bearing accounts, unless regulatory exclusions apply (2 C.F.R. 200.305(b)(8)). The award funds, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Coronavirus Emergency Supplemental Funding (CESF) program. The recipient also agrees to obligate the award funds in the account (including any interest earned) during the period of performance for the award and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to OJP at the time of closeout.

41. Expenditures requiring prior approval

No funds under this award may be expended on individual items costing \$500,000 or more, or to purchase Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA), and/or Unmanned Aerial Vehicles (UAV) without prior written approval from BJA. Prior approval must be obtained post-award, through the submission and approval of a Grant Adjustment Notice (GAN) through OJP's Grant Management System (GMS).



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SPECIAL CONDITIONS

42. Authorization to obligate (federal) award funds to reimburse certain project costs incurred on or after January 20, 2020

The recipient may obligate (federal) award funds only after the recipient makes a valid acceptance of the award. As of the first day of the period of performance for the award (January 20, 2020), however, the recipient may choose to incur project costs using non-federal funds, but any such project costs are incurred at the recipient's risk until, at a minimum-- (1) the recipient makes a valid acceptance of the award, and (2) all applicable withholding conditions are removed by OJP (via a Grant Adjustment Notice). (A withholding condition is a condition in the award document that precludes the recipient from obligating, expending, or drawing down all or a portion of the award funds until the condition is removed.)

Nothing in this condition shall be understood to authorize the recipient (or any subrecipient at any tier) to use award funds to "supplant" State or local funds.

43. Use of funds for DNA testing; upload of DNA profiles

If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS. No profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS.

44. Body armor - compliance with NIJ standards and other requirements

Ballistic-resistant and stab-resistant body armor purchased with award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and is listed on the NIJ Compliant Body Armor Model List (<https://nij.gov/topics/technology/body-armor/Pages/compliant-ballistic-armor.aspx>). In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information can be found here: <https://nij.gov/topics/technology/body-armor/pages/safety-initiative.aspx>.

45. Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <https://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.



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**AWARD CONTINUATION
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46. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.



Department of Justice (DOJ)

Office of Justice Programs

Bureau of Justice Assistance

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Orbin Terry, NEPA Coordinator

Subject: Categorical Exclusion for Michigan Department of State Police

The Coronavirus Emergency Supplemental Funding (CESF) Program allows eligible states, local units of government, and tribes to support a broad range of activities including preventing, preparing for, and responding to the coronavirus.

All recipients of CESF funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a sub-grantee or third party.

BJA's expectation is that none of the following activities will be conducted whether under this federal award or a related third party action:

- (1) New construction
- (2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species
- (3) A renovation that will change the basic prior use of a facility or significantly change its size
- (4) Research and technology whose anticipated and future application could be expected to have an effect on the environment
- (5) Implementation of a program involving the use of chemicals (including the identification, seizure, or closure of clandestine methamphetamine laboratories) other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments.

Consequently, the subject federal action meets the Office of Justice Programs' criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of Title 28 of the Code of Federal Regulations.

If, however, award funds are proposed to be used for any of the enumerated projects or activities above, grant recipients must contact their grant manager, and receive written approval prior to commencing that project or activity.

Questions about this determination may be directed to your grant manager or Orbin Terry, Environmental Coordinator for BJA.



Department of Justice (DOJ)
Office of Justice Programs
Bureau of Justice Assistance

GRANT MANAGER'S MEMORANDUM, PT. I: PROJECT SUMMARY

Grant

PROJECT NUMBER

2020-VD-BX-0434

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This project is supported under FY20(BJA - CESF) Pub. L. No. 116-136, Div. B; 28 U.S.C. 530C

1. STAFF CONTACT (Name & telephone number)

Lesley Walker
(202) 307-0863

2. PROJECT DIRECTOR (Name, address & telephone number)

Nancy Bennett
GCSD Director
7150 Harris Drive
PO Box 30634
Lansing, MI 48909-2108
(517) 284-3208

3a. TITLE OF THE PROGRAM

BJA FY 20 Coronavirus Emergency Supplemental Funding Program

3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)

4. TITLE OF PROJECT

BJA FY 20 Coronavirus Emergency Supplemental Funding Program

5. NAME & ADDRESS OF GRANTEE

Michigan Department of State Police
7150 Harris Drive
Dimondale, MI 48821

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 01/20/2020 TO: 01/31/2022

8. BUDGET PERIOD

FROM: 01/20/2020 TO: 01/31/2022

9. AMOUNT OF AWARD

\$ 16,407,017

10. DATE OF AWARD

05/15/2020

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

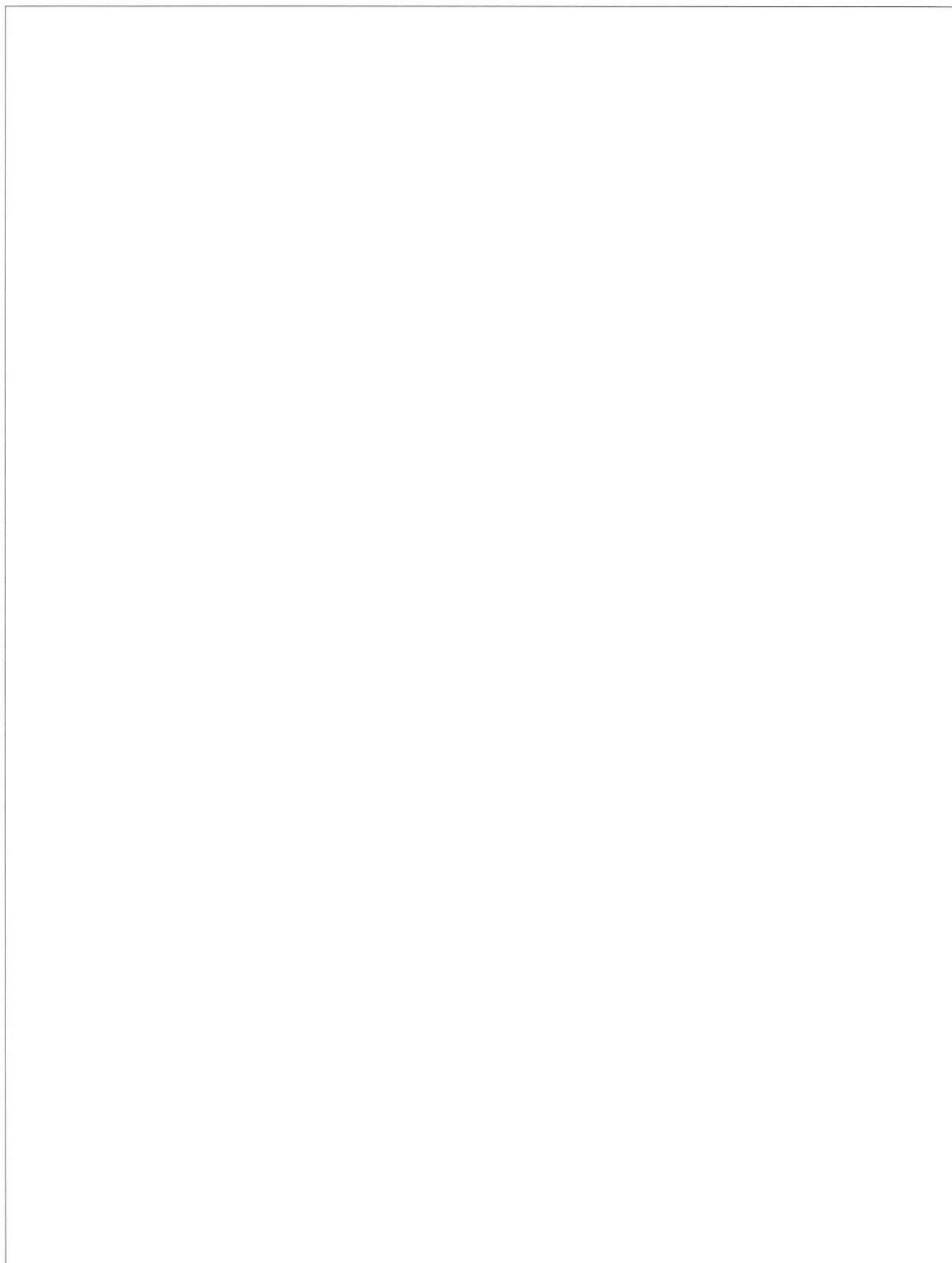
13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Coronavirus Emergency Supplemental Funding (CESF) Program allows States, U.S. Territories, the District of Columbia, units of local government, and federally recognized tribal governments to support a broad range of activities to prevent, prepare for, and respond to the coronavirus. Funded projects or initiatives may include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most impacted areas), and addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.

NCA/NCF



CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF) GRANT CONTRACT

Grant Agreement

hereinafter referred to as the "Agreement"

between

Michigan State Police

hereinafter referred to as the "Department"

and

Benzie County Sheriff's Office

505 S. Michigan Avenue

Beulah, MI, 49617

Federal I.D. #: 38-6004838

hereinafter referred to as the "Contractor"
for

MSP Project Number: CESF-208-2020

I. Period of Agreement:

This Agreement shall commence on **3/01/2020** and continue through **09/30/2021**.

This Agreement is in full force and effect for the period specified.

II. Funding Source and Agreement Amount:

This Agreement is designated as a subrecipient relationship with the following stipulations:

- A. Including federal funds and required local match, the total amount of this Agreement is \$47,373.10
- B. The Department, under the terms of this Agreement, will provide federal pass-through funding not to exceed \$47,373.10.
- C. The Catalog of Federal Domestic Assistance (CFDA) number is 16.034.
- D. The CFDA Title is Coronavirus Emergency Supplemental Funding (CESF).
- E. The federal agency name is U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.
- F. The federal grant award number is 2020-VD-BX-0434.
- G. The federal program title is FY 20 Coronavirus Emergency Supplemental Funding Program.

III. Grant Summary:

The Benzie County Sheriff's Office has followed the recommended safety guidelines and state Executive Orders to prevent the spread of the coronavirus. The Office has increased cleaning and disinfecting of common space, encouraged remote work when possible, and required employees to wear masks when interacting with the public.

IV. Program Budget:

The agreed upon Program Budget for this Agreement is referenced herein as Attachment 1, which is part of this Agreement through reference. Any change to the Program Budget, by either the Contractor or Department, requires a formal Amendment submitted to the Department.

Budget deviation allowances are not permitted.

V. Amendments:

Any change proposed by the Contractor which would affect the Department funding of any project, in whole or in part, must be submitted in writing to the Department for approval immediately upon determining the need for such change. Changes made to this Agreement are only valid if accepted by both the Contractor and the Department.

VI. Contractor Responsibilities:

The Contractor, in accordance with the general purposes and objectives of this Agreement, will:

A. Publication Rights:

1. The Contractor shall give recognition to the Department in any and all publications, papers and presentations arising from the program (including from subcontractors) herein by placing the following disclaimer on any and all publications, papers and presentations:

This project is supported by Michigan's FY 20 Coronavirus Emergency Supplemental Funding Program # 2020-VD-BX-0434, awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice (DOJ), and administered by the Michigan State Police (MSP). Points of view or opinions contained within this document do not necessarily represent the official position or policies of the DOJ or the MSP.

2. The Department shall, in return, give recognition to the Contractor when applicable.
3. Where activities supported by this Agreement produce books, films, or other such copyrightable materials issued by the Contractor, the Contractor may copyright such but shall acknowledge that the Department reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, and use such materials and to authorize others to reproduce and use such materials. This cannot include service recipient information or personal identification data.
4. Any copyrighted materials or modifications bearing acknowledgment of the Department's name must be approved by the Department prior to reproduction and use of such materials.

B. Reporting Responsibilities:

Failure to comply with any reporting responsibilities identified in this Agreement may result in withholding grant payment(s) or the cancellation of grant award. The Contractor's lack of compliance will also be taken into account when considering future grant applications to, and awards from, the Department.

C. Uniform Crime Report (UCR):

The Contractor, and all of its subcontractors, must comply with 1968 PA 319, as amended. This law requires county sheriff's departments, as well as city, village, and township police departments to submit monthly UCR data to the Department.

D. Financial Reporting Requirements:

Financial reporting requirements shall be followed as defined within this section.

1. **Reimbursement Method/Mechanism:**

- a. All Contractors must register as a vendor to receive State of Michigan payments as Electronic Funds Transfers (EFT)/Direct Deposits. Vendor registration information is available on the State of Michigan SIGMA Vendor Self Service (VSS) website located at <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>.
- b. This Agreement is reimbursement only. The Contractor must document that expenditures have been paid by local sources before requesting reimbursement from the Department.
- c. Reimbursement from the Department is based upon the understanding that Department funds will be paid up to the total Department allocation as agreed upon in the approved Budget. Department funds are the first source after the application of fees and earmarked sources unless a specific local match condition exists.
- d. Should the Contractor discover an error in a previous reimbursement request, the Contractor shall immediately notify the Department and refund to the Department any funds not authorized for use under this Agreement and any payments or funds advanced to the Contractor in excess of allowable reimbursable expenses.

2. **Financial Status Report (FSR) Submission:**

Once the Agreement has been signed and accepted, regardless of when this occurs, the Contractor is responsible for preparing and submitting an FSR for each quarter of the Agreement period. The various FSRs are outlined below:

- a. **FSR:**
FSRs must be prepared and submitted to the Department no later than 20 days after the close of each reporting period. An example is found in Attachment 2, which is part of this agreement through reference. Each reporting period's reimbursement request may only contain expenses from that reporting period. Reimbursement requests that include more than one reporting period's expenditures may not be granted and will be returned to the Contractor for explanation and/or correction and re-submission.
- b. **Obligation Report:**
An Obligation Report, based on annual guidelines, is a one-time FSR and must be submitted by the specified due date. In this report, the Contractor will provide to the Department an estimate of total expenditures for the date-specific Agreement period. The information from this report will be used to record the Department's year-end accounts payables and receivables for this Agreement.
- c. **Final FSR:**
A Final FSR is due 20 days following the end of the fiscal year or Agreement period specified. Final FSRs not received from the Contractor by the due date may result in the loss of funding requested on the Obligation Report and/or a potential reduction in the subsequent year's award, if/when applicable.

3. **Unobligated Funds:**

Any unobligated balance of funds held by the Contractor at the end of the Agreement period will be returned to the Department or treated in accordance with instructions provided by the Department.

4. **Program Income:**

The DOJ regulations allow Contractors to keep funds (program income) derived from grant activities, so long as these funds are used for the same purposes as the grant project. In the absence of such regulations, these funds would be required to be returned to the DOJ.

Program income means the gross income earned by the Contractor during the Agreement period as a direct result of the grant project.

All income generated as a direct result of a Department-funded project shall be deemed program income.

Program income may be used to further program objectives under this Agreement or may be refunded to the Department. Program income must be used for the purposes of, and under the conditions applicable to, the award specified in this Agreement. Program income may only be used for allowable program costs.

Asset forfeiture and treatment/lab fees are the most prominent program income derived from grant activity. The DOJ regulations require that program income be held in the custody of a governmental entity, with reporting on those funds to the State Administrative Agency (the Department).

When applicable, Program Income Reports (GCSD-208B) are to be filed quarterly with Contractor's FSR.

Any program not earning program income must fill out and submit to the Department a Program Income Waiver Report (GCSD-208A) within 30 days of the acceptance of this Agreement.

5. **Audits:**

This section applies to Contractors designated as subrecipients. Contractors designated as vendors are exempt from the provisions of this section.

a. **Single Audit:**

Contractors that expend \$750,000 or more in federal funds in a fiscal year after December 26, 2014, must submit a Single Audit prepared consistent with the Single Audit Act Amendments of 1996, and Office of Management and Budget (OMB) Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," as revised or 2 C.F.R. 200.501. Contractors must also submit a Corrective Action Plan for any audit findings that impact Department-funded programs and a management letter (if issued) with a response.

b. **Financial Statement Audit:**

Contractors exempt from the Single Audit requirements that receive \$500,000 or more **in total funding** from the Department in state and federal grant funding must submit to the Department a Financial Statement Audit prepared in accordance with generally accepted auditing standards (GAAS). Contractors exempt from the Single Audit requirements that receive less than \$500,000 of total Department grant funding must submit to the Department a Financial Statement Audit prepared in accordance with GAAS if the audit includes disclosures that may negatively impact Department-funded programs including, but not limited to fraud, financial statement misstatements, and violations of contract and grant provisions.

c. **Due Date and Submission Information:**

The required audit and any other required submissions (e.g., Corrective Action Plan and management letter with a response), must be submitted to the Department within nine months after the end of the Contractor's fiscal year to:

Michigan Department of State Police
Grants and Community Services Division
Attn: Grants Coordination Unit
P.O. Box 30634
Lansing, Michigan 48909-0634

d. **Penalty:**

i. **Delinquent Single Audit or Financial Statement Audit:**

If the Contractor does not submit the required Single Audit reporting package, management letter (if issued) with a response, and Corrective Action Plan; or the Financial Statement Audit and management letter (if issued) with a response within nine months after the end of the Contractor's fiscal year and an extension has not been approved by the cognizant or oversight agency for audit, the Department may withhold from the current funding an amount equal to five percent of the audit year's grant funding (not to exceed \$200,000) until

the required filing is received by the Department. The Department may retain the amount withheld if the Contractor is more than 120 days delinquent in meeting the filing requirements and an extension has not been approved by the cognizant or oversight agency for audit. The Department may terminate the current grant if the Contractor is more than 180 days delinquent in meeting the filing requirements and an extension has not been approved by the cognizant or oversight agency for audit.

ii. **Delinquent Audit Status Notification Letter:**

Failure to submit the Audit Status Notification Letter, when required, may result in withholding from the current funding an amount equal to one percent of the audit year's grant funding until the Audit Status Notification Letter is received.

e. **Other Audits:**

The Department or federal agencies may also conduct or arrange for "agreed upon procedures" or additional audits to meet their needs.

E. **Equipment Purchases and Title:**

Any Contractor equipment purchases supported in whole or in part through this Agreement must be listed in an Equipment Inventory Schedule (attachment 5). Equipment means tangible, non-expendable, personal property having useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Title to items having a unit acquisition cost of less than \$5,000 shall vest with the Contractor upon acquisition. The Department reserves the right to retain or transfer the title to all items of equipment having a unit acquisition cost of \$5,000 or more, to the extent that the Department's proportionate interest in such equipment supports such retention or transfer of title.

All purchases supported in whole or in part through this Agreement must use procurement procedures that conform to the Contractor's local requirements.

F. **Record Maintenance/Retention:**

Maintain adequate program and fiscal records and files, including source documentation to support program activities and all expenditures made under the terms of this Agreement, as required. Assure that all terms of this Agreement will be appropriately adhered to and that records and detailed documentation for the project or program identified in this Agreement will be maintained (may be off site) for a period of not less than four years from the date of grant closure, the date of submission of the Final FSR, or until litigation and audit findings have been resolved. All retention record guidelines set by the local jurisdiction (Contractor) must be adhered to if they require additional years beyond retention guidelines stated herein.

G. **Authorized Access:**

Permit upon reasonable notification and at reasonable times, access by authorized representatives of the Department, Program Evaluators (contracted by the Department), Federal Grantor Agency, Comptroller General of the United States and State Auditor General, or any of their duly authorized representatives, to records, files, and documentation related to this Agreement, to the extent authorized by applicable state or federal law, rule, or regulation.

The Department may conduct on-site monitoring visit(s) and/or grant audit(s) any time during the grant period. All grant records and personnel must be made available during any visit, including subcontractors, if requested.

The Department may request that a funded program be evaluated by an outside evaluation team contracted by the Department. Contractors shall work cooperatively with the evaluation team in such a manner that the program be able to be fully reviewed and assessed.

H. **Subcontractor/Vendor Monitoring:**

The Contractor must ensure that each of its subcontractors comply with the Single Audit Act of 1984, as amended, 31 U.S.C. 7501 *et seq.* requirements and must issue management decisions on audit findings

of their subcontractors as required by OMB Circular A-133. The Contractor is responsible for reviewing all single audit adverse findings and ensuring that corrective actions are implemented. The Contractor will ensure subcontractors forward all single audits covering grant funds administered through the Department to the Contractor.

The Contractor must ensure that subcontractors are expending grant funds appropriately as approved and as specified through this Agreement and must conduct monitoring activities to ensure compliance with all associated laws, regulations, and provisions as well as ensure that performance goals are achieved. The Contractor must ensure compliance for for-profit subcontractors as required by OMB Circular A-133, Section 210(e). The Contractor must ensure that transactions with vendors comply with laws, regulations, and provisions of contracts or grant agreements in compliance with OMB Circular A-133, Section 210(f).

1. **Subcontracts:**

Assure for any subcontracted service, activity, or product:

- a. That the Contractor will submit copies of all executed subcontracts within 60 days of the execution of this Agreement. Subcontracts should cover all personnel contained in the "contractual" line item within the grant budget. Each listed agency shall have its own subcontract signed by the Contractor and an employee of the subcontracted agency that is authorized to enter into legally binding contracts for the entity receiving funds. The failure to submit these documents to the Department within 60 days may result in withholding future payment or other penalties, as determined by the Department.
- b. That a written subcontract is executed by all affected parties prior to the initiation of any new subcontract activity. Exceptions to this policy may be granted by the Department upon written request within 30 days of execution of this Agreement.
- c. That any executed subcontract to this Agreement shall require the subcontractor to comply with all applicable terms and conditions of this Agreement, including all Certifications and Assurances referenced in this Agreement.
- d. That, in the event of a conflict between this Agreement and the provisions of the subcontract, the provisions of this Agreement shall prevail. A conflict between this Agreement and a subcontract, however, shall not be deemed to exist where the subcontract:
 - i. Contains additional non-conflicting provisions not set forth in this Agreement;
 - ii. Restates provisions of this Agreement to afford the Contractor the same or substantially the same rights and privileges as the Department; or,
 - iii. Requires the subcontractor to perform duties and/or services in less time than that afforded the Contractor in this Agreement.
- e. That the subcontract does not affect the Contractor's accountability to the Department for the subcontracted activity.
- f. That any billing or request for reimbursement for subcontract costs is supported by a valid subcontract and adequate source documentation on costs and services. All subcontractors must submit requests for reimbursement to the Contractor in a timely manner such that the Contractor can include these requests on the proper reporting period FSR. **Subcontractors must be paid within 30 days of receipt of invoice by the subcontractor.**

I. **Notification of Modifications:**

The Contractor must provide timely notification to the Department, in writing, of any action by its governing board or any other funding source that would require or result in significant modification in the provision of services, funding, or compliance with operational procedures.

J. **Software Compliance:**

The Contractor must ensure software compliance and compatibility with the Department's data systems for services provided under this Agreement including, but not limited to: stored data, databases and interfaces for the production of work products, and reports. All required data under this Agreement shall be provided in an accurate and timely manner without interruption, failure, or errors due to the inaccuracy of the Contractor's business operations for processing date/time data.

K. Notification of Criminal or Administrative Investigations/Charges:

If any employee of the Contractor associated with this grant project becomes aware of a criminal or administrative investigation or charge that directly or indirectly involves grant funds referenced in this Agreement, the Contractor shall immediately notify the Department's contract manager in writing that such an investigation is ongoing or that a charge has been issued.

VII. Department Responsibilities:

The Department, in accordance with the general purposes, objectives, and terms and conditions of this Agreement, will provide reimbursement based upon appropriate reports, records, and documentation maintained by the Contractor.

VIII. Department Contract Manager/Administrator of the Agreement:

The individual acting on behalf of the Department in administering this Agreement as the Contract Manager is:

Ms. Nancy Becker Bennett, Division Director
Michigan State Police
Grants and Community Services Division
P.O. Box 30634
Lansing, MI 48909-0634

Telephone: (517) 898-9496
Email: beckern@michigan.gov

IX. Agreement Suspension/Termination:

The Department and/or the Contractor may suspend and/or terminate this Agreement without further liability or penalty to the Department for any of the following reasons:

- A. This Agreement may be suspended by the Department if any of the terms of this Agreement are not adhered to. Suspension requires immediate action by the Contractor to comply with the terms of this Agreement; otherwise, termination by the Department may occur.
- B. Failure of the Contractor to make satisfactory progress toward the project completion.
- C. Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- D. Filing false certification in this Agreement or other report or document.
- E. This Agreement may be terminated by either party by giving 15 days written notice to the other party. Such written notice will provide valid, legal reasons for termination along with the effective date.
- F. This Agreement may be terminated immediately if the Contractor, an official of the Contractor, or an owner is convicted of any activity referenced in Section VI, M, of this Agreement during the term of this Agreement or any extension thereof.

X. Final Reporting Upon Termination:

Should this Agreement be terminated by either party, within 30 days after the termination, the Contractor shall provide the Department with all financial, performance, and other reports required as a condition of this Agreement. The Department will make payments to the Contractor for allowable reimbursable costs not covered by previous payments or other state or federal programs. The Contractor shall immediately refund to the Department any funds not authorized for use and any payments or funds advanced to the Contractor in excess of allowable reimbursable

expenditures.

XI. Severability:

If any provision of this Agreement or any provision of any document attached to or incorporated by reference is waived or held to be invalid, such waiver or invalidity shall not affect other provisions of this Agreement.

XII. Liability:

- A. To the extent allowed by law, all liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Contractor in the performance of this Agreement shall be the responsibility of the Contractor, and not the responsibility of the Department, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Contractor, any subcontractor, or anyone directly or indirectly employed by the Contractor, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the Contractor or its employees by statute or court decisions.
- B. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by the Department in the performance of this Agreement shall be the responsibility of the Department, and not the responsibility of the Contractor, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any Department employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity by the state of Michigan, its agencies (the Department), or employees as provided by statute or court decisions.
- C. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Contractor and the Department in fulfillment of their responsibilities under this Agreement, such liability, loss, or damage shall be borne by the Contractor and the Department in relation to each party's responsibilities under these joint activities, provided that nothing herein shall be construed as a waiver of any governmental immunity by the Contractor, the state of Michigan, its agencies (the Department), or their employees, respectively, as provided by statute or court decisions.

XIII. Special Conditions:

- A. This Agreement is valid upon approval and execution by the Department.
- B. This Agreement is conditionally approved subject to and contingent upon the availability of funds.
- C. The Department will not assume any responsibility or liability for costs incurred by the Contractor prior to the full execution of this Agreement.
- D. All special conditions placed on the Department by the Department of Justice federal grant award document for grant 2020-VD-BX-0434 are agreed to by the Contractor. A copy of award 2020-VD-BX-0434 is included as an attachment for reference.
- E. The Contractor agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.

XIV. Certifications and Assurances:

These Certifications and Assurances are applicable to the Contractor and all subcontractors of the Contractor. It is the Contractor's responsibility to ensure that subcontractors are adhering to the Certifications and Assurances. Failure to do so may result in termination of grant funding or other remedies.

A. Certifications:

Contractors should refer to the regulations cited below to determine the certification to which they are required to attest. Acceptance of this Agreement provides for compliance with certification requirements under 28 C.F.R. Part 69, "New Restrictions on Lobbying," 28 C.F.R. Part 67, "Government-wide Debarment and Suspension (Non-procurement)," and 28 C.F.R. Part 83, "Government-wide Requirements for Drug-Free Workplace (Grants)."

B. Lobbying:

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 C.F.R. Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 C.F.R. Part 69, the Contractor certifies that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and,
3. The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

C. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient):

Pursuant to Executive Order 12549 (Debarment and Suspension), and implemented at 2 C.F.R. Part 2867, for prospective participants in primary covered transactions, as defined at 28 C.F.R. Part 2867, Section 2867.20(a):

1. The Contractor certifies that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Have not within a two-year period preceding this application been convicted of a felony criminal violation under any federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Department and U.S. Government in this case.

- d. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
- e. Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

D. Federal Taxes:

If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at ojpcompliancereporting@usdoj.gov, and after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Department and U.S. Government in this case.

E. Drug-Free Workplace:

1. As required by the Drug-Free Workplace Act of 1988, and implemented at 28 C.F.R. Part 83, Subpart F, as defined at 28 C.F.R. Sections 83.620 and 83.650 the Contractor certifies that it will provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
 - b. Establishing an ongoing drug-free awareness program to inform employees about:
 - i. The dangers of drug abuse in the workplace;
 - ii. The Contractor's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and,
 - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - c. Making it a requirement that each employee who will be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) of this section.
 - d. Notifying the employee in the statement required by paragraph (a) of this section that, as a condition of employment under the grant, the employee will:
 - i. Abide by the terms of the statement; and,
 - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
 - e. Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d) (ii) of this section from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to:

Department of Justice
Office of Justice Programs
Attn: Control Desk
810 7th Street, N.W.
Washington, D.C. 20531

Notice shall include the identification number(s) of each affected grant.

- f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(ii) of this section, with respect to any employee who is so convicted:
 - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,
 - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (a), (b), (c), (d), (e), and (f) above.

F. Standard Assurances:

The Contractor hereby assures and certifies compliance with all applicable federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Executive Order 12372 (Intergovernmental Review of Federal Programs); and, 28 C.F.R. Parts 66 or 70 (administrative requirements for grants and cooperative agreements). The Contractor also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the Government Accountability Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. Parts 18, 22, 23, 30, 35, 38, 42, 61 and 63, and the award term in 2 C.F.R. § 175.15(b).
4. It will assist the awarding agency, if necessary, in assuring compliance with section 106 of the National Historic Preservation Act of 1966, 16 U.S.C. § 470, Executive Order 11593 (Protection and Enhancement of the Cultural Environment), the Archeological and Historical Preservation Act of 1974, 16 U.S.C. § 469 a-1 *et seq.*, and the National Environmental Policy Act of 1969, 42 U.S.C. § 4321.
5. It will comply with Executive Order 13279 (Equal Protection of the Laws for Faith-Based and Community Organizations), Executive Order 13559 (Fundamental Principles and Policymaking Criteria for Partnerships With Faith-based and Other Neighborhood Organizations), and the DOJ regulations on the Equal Treatment for Faith-Based Organizations, 28 C.F.R. Part 38, which prohibits recipients from using DOJ financial assistance on inherently or explicitly religious activities and from discriminating in the delivery of services on the basis of religion. Programs and activities must be carefully structured to ensure that DOJ financial assistance is not being used for literature, classes, meetings, counseling sessions, or other activities that support twelve-step programs, which are considered to be religious in nature. The twelve-step programs must take place at a separate time or location from the activities supported with DOJ financial assistance and the participation of beneficiaries in twelve-step programs is strictly voluntary. It must make clear to any and all vendors and program participants that twelve-step programming is separate and distinct from DOJ-funded activities. It must also ensure that participants are not compelled to participate in twelve-step programs and cannot penalize a participant who chooses not to participate in a twelve-step program. It must ensure that employees fully funded by the DOJ are not involved with twelve-step programs whereby they are instructing or indoctrinating clients on the twelve steps. Employees of the Contractor or subcontractor shall clearly document the number

of hours spent on secular activities associated with the DOJ-funded program and ensure that time spent on twelve-step programs is completely separate from time spent on permissible secular activities. In addition, at least one secular program must be provided as an alternative to twelve-step programming.

6. It will provide meaningful access to grant-funded programs and activities to Limited English Proficient (LEP) persons in accordance with Title VI of the Civil Rights Act of 1964 and the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. § 3789d. For a detailed discussion of the requirement to provide meaningful access to LEP persons, refer to the guidance issued by the DOJ on this matter entitled, "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons," 67 FR 4155-01 (June 18, 2002).

It will comply and require any and all subcontractors to comply with any applicable statutorily-imposed nondiscrimination requirements, including the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. § 3789d; the Victims of Crime Act of 1984, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. § 5672(b); the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*; the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart C; the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D; Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G; Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132); the DOJ implementing regulations at 28 C.F.R. Part 35; the Rehabilitation Act of 1973, 29 U.S.C. § 794; the Americans with Disabilities Act of 1990, 42 U.S.C. § 12131-34; Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681, 1683, 1685-86; and, the Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-07; The DOJ regulations on the Equal Treatment for Faith-Based Organizations, 28 C.F.R. Part 38; The Michigan Elliott-Larsen Civil Rights Act, MCL 37.2101 *et seq.*; and the Michigan Persons With Disabilities Civil Rights Act, MCL 37.1101 *et seq.*

a. **Notification:**

It may not discriminate in employment on the basis of race, color, national origin, religion, sex, and disability and may not discriminate in the delivery of services or benefits on the basis of race, color, national origin, religion, sex, disability, and age. These laws also prohibit retaliation against an individual for taking action or participating in action to secure rights protected by these laws. It shall notify all clients, customers, program participants, or consumers of the types of prohibited discrimination, as well as the complaint procedures, in writing. Notification may include placing posters in an area that may be easily viewed by all and/or providing a paper copy to each of the listed types of individuals. It shall forward all discrimination complaints to the Department as described in the complaint procedures in Attachment 7. Subcontractors, clients, customers, program participants, or consumers may also report complaints to the Office of Justice Programs (OJP)/Office for Civil Rights (OCR) or the Michigan Department of Civil Rights (MDCR) directly, as outlined in Attachment 7, but the Contractor shall notify the Department of the complaint as soon as the complaint is known. In the event that a Federal or State court, or Federal or State Administrative Agency, makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Contractor or subcontractor, the Contractor shall forward a copy of the finding to the OJP/OCR and the Department.

b. **Training:**

Any and all DOJ-funded employees of the Contractor and subcontractors shall receive periodic training at least once every contract year regarding the responsibility of the entities to comply with applicable federal civil rights laws as a recipient of federal funds. The Department shall provide the Contractor with access to training developed by the OJP/OCR, which may be found at <https://www.ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm>. The DOJ-funded employees of the Contractor shall complete the required training within 90 days of the start date of this Agreement and certify that the required training has been completed by signing the OCR Compliance Training Form. New employees shall complete the required training and provide a

signed OCR Compliance Training Form to the Department within 90 days of the date of hire.

c. **Monitoring:**

The Department shall ensure that the Contractor is complying with all applicable civil rights laws and procedures by completing the Federal Civil Rights Compliance Checklist, see Attachment 8, with the Contractor during site monitoring visits and desk audits.

7. It shall determine if an Equal Employment Opportunity Plan (EEOP) is required, pursuant to 28 C.F.R. 42.301 *et seq.* If the Contractor is not required to formulate an EEOP, a certification form shall be sent to the OJP/OCR and the Office of Personnel Management (OPM) indicating that an EEOP is not required. If the Contractor is required to develop an EEOP, but is not required to submit the EEOP to the OCR, a certification form shall be sent to the OCR and the Department certifying that an EEOP is on file which meets the applicable requirements. If the Contractor is awarded a grant of \$500,000 or more, and has 50 or more employees, a copy of the EEOP shall be submitted to the OJP/OCR and OPM. Non-profit organizations, Indian Tribes, and medical and educational institutions are exempt from the EEOP requirement, but are required to submit a certification form to the OCR to claim the exemption (a copy of the form shall be submitted to the OPM). Additional information about the EEOP requirements may be found at <https://www.ojp.gov/about/ocr/eeop.htm>.
8. If the Contractor is a governmental entity:
 - a. It will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, 42 U.S.C. § 4601 *et seq.*, which governs the treatment of persons displaced as a result of federal and federally-assisted programs; and,
 - b. It will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-26, which limit certain political activities of state or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

G. **Non-Supplanting:**

It is imperative that the Contractor understand that the nonsupplanting requirement mandates that grant funds may be used only to supplement (increase) a Contractor's budget, and may not supplant (replace) state, local, or tribal funds that a Contractor, inclusive of any subcontractors, otherwise would have spent on positions and/or any other items approved in the Grant Budget if it had not received a grant award.

This means that if your agency plans to:

1. Hire new positions (including filling existing vacancies that are no longer funded in your agency's budget), it must hire these additional positions on or after the official grant award start date, above its current budgeted (funded) level of positions.
2. Rehire personnel who have already been laid off (at the time of application) as a result of state, local, or tribal budget cuts, it must rehire the personnel on or after the official grant award start date, and maintain documentation showing the date(s) that the positions were laid off and rehired.
3. Maintain personnel who are (at the time of application) currently scheduled to be laid off on a future date as a result of state, local, or tribal budget cuts, it must continue to fund the personnel with its own funds from the grant award start date until the date of the scheduled lay-off and maintain documentation showing the date(s) and reason(s) for the lay-off. For example, if the grant award start date is July 1 and the lay-off is scheduled for October 1, then the grant funds may not be used to fund the officers until October 1, the date of the scheduled layoff.

Please note that as long as your agency can document the date that the lay-off(s) would occur if the grant funds were not available, it may transfer the personnel to the grant funding on or immediately

after the date of the lay-off without formally completing the administrative steps associated with a lay-off for each individual personnel.

4. Documentation that may be used to prove that scheduled lay-offs are occurring for local economic reasons that are unrelated to the availability of grant funds may include (but are not limited to) council or departmental meeting minutes, memoranda, notices, or orders discussing the lay-offs; notices provided to the individual personnel regarding the date(s) of the layoffs; and/or budget documents ordering departmental and/or jurisdiction-wide budget cuts. These records must be maintained with your agency's grant records.

H. Hatch Political Activity Act and Intergovernmental Personnel Act:

The Contractor will comply with the Hatch Act of 1939, 5 U.S.C. 1501-08, and the Intergovernmental Personnel Act of 1970, as amended by Title VI of the Civil Service Reform Act of 1978, 42 U.S.C. 4728. Federal funds cannot be used for partisan political purposes of any kind by any person or organization involved in the administration of federally-assisted programs.

I. Health Insurance Portability and Accountability Act of 1996:

To the extent that the Health Insurance Portability and Accountability Act (HIPAA) of 1996 is pertinent to the services that the Contractor provides to the Department under this Agreement, the Contractor assures that it is in compliance with the HIPAA requirements including the following:

1. The Contractor must not share any protected health data and information provided by the Department that falls within the HIPAA requirements except to a subcontractor, as appropriate under this Agreement.
2. The Contractor must require the subcontractor not to share any protected health data and information from the Department that falls under the HIPAA requirements in the terms and conditions of the subcontract.
3. The Contractor must only use the protected health data and information for the purposes of this Agreement.
4. The Contractor must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to the protected health data and information by the Contractor's employees.
5. The Contractor must have a policy and procedure to report to the Department unauthorized use or disclosure of protected health data and information that falls under the HIPAA requirements of which the Contractor becomes aware.
6. Failure to comply with any of these contractual requirements may result in the termination of this Agreement in accordance with Section XI, Agreement Suspension/Termination, above.
7. In accordance with the HIPAA requirements, the Contractor is liable for any claim, loss, or damage relating to unauthorized use or disclosure of protected health data and information received by the Contractor from the Department or any other source.

XV. Unallowable Expenses and Activities:

- Costs in applying for this grant (e.g., consultants, grant writers).
- Any expenses incurred prior to the date of this Agreement.
- Any administrative costs not directly related to the administration of this Agreement.
- Indirect cost rates or indirect administrative expenses (only direct costs permitted).

- Personnel, including law enforcement officers, not connected to the project to which this Agreement refers.
- Hazard pay.
- Lobbying or advocacy for particular legislative or administrative reform.
- Fundraising and any salaries or expenses associated with it.
- Legal fees.
- All travel including first class or out-of-state travel, unless prior approval by the Department is received.
- Promotional items, unless prior approval by the Department is received.
- One-time events, prizes, or entertainment (e.g., tours, excursions, amusement parks, sporting events), unless prior approval by the Department is received.
- Honorariums.
- Contributions and donations.
- Management or administrative training or conferences, unless prior approval by the Department is received.
- Management studies or research and development (costs related to evaluation are permitted).
- Fines and penalties.
- Losses from uncollectible bad debts.
- Purchases of land.
- Memberships and agency dues, unless a specific requirement of the project, unless prior approval by the Department is received.
- Compensation to federal employees.
- Military-type equipment such as armored vehicles, explosive devices, and other items typically associated with the military arsenal.
- Purchasing of vehicles, vessels, or aircraft, including unmanned aerial systems, commonly referred to as UAS or drones.
- New construction.
- Service contracts and training beyond the expiration of this Agreement.
- Informant fees, rewards, or buy money.
- Expert witness fees.
- Canines and horses, including any food and/or supplies relating to the upkeep of such animals.
- Livescan devices for applicant prints including any related supplies.
- Weapons, including tasers and any supplies for weapons.
- Food, refreshments, and snacks.

Note: No funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (e.g., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained. Such an exception would require prior approval from the Department and the DOJ. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

XVI. Conditions on Expenses:

Costs must be reasonable and necessary. If required by the local jurisdiction, costs must be sustained by competitive bids. All contracts and subcontracts require prior approval by the Department. If detailed information is not included as part of the application process, the Contractor must submit a request seeking approval once the subcontractors are identified.

Individual consultant fees are limited to \$650 (excluding travel, lodging, and meal costs) per day, which includes legal, medical, psychological, and accountant consultants. If the rate will exceed \$650 for an eight-hour day, prior written approval is required from the Department. Compensation for individual consultant services is to be responsible and consistent with that paid for similar services in the marketplace.

XVII. Conflict of Interest:

The Contractor and the Department are subject to the provisions of 1968 PA 317, as amended, MCL 15.321 *et seq.*, and 1973 PA 196, as amended, MCL 15.341 *et seq.*

XVIII. State of Michigan Agreement:

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

XIX. Compliance with Applicable Laws:

The Contractor will comply with applicable federal and state laws, guidelines, rules, and regulations in carrying out the terms of this Agreement. The Contractor will also comply with all applicable general administrative requirements such as OMB Circulars covering cost principles, grant/agreement principles, and audits in carrying out the terms of this Agreement.

XX. Special Certification:

The individual electronically accepting this Agreement certifies by his/her acceptance that he/she is authorized to sign this Agreement on behalf of the Contractor.

XXI. Contractor Signature:

The Authorized Official's signature below represents the Contractor's legal acceptance of the terms of this Agreement, including Certifications and Assurances.

Name of Contractor's Authorized Official	Signature of Contractor's Authorized Official	Date
Name of Department's Authorized Official	Signature of Department's Authorized Official	Date
Ms. Nancy Becker Bennett		

**PROGRAM BUDGET
CESF-208-2020**

Benzie County Sheriff's Office – \$47,373.10

The proposed project covers a 19-month period from March 1, 2020 to September 30, 2021.

Benzie County Sheriff's Office Overtime Expenses--\$7,652.03

- Deputy Overtime ($\$41.333 \times 80 = \$3,306.62$)
- Road Sergeant Overtime ($\$54.318 \times 80 = \$4,345.41$)

Benzie County Sheriff's Office Supplies and Materials Expenses--\$39,621.07

- Panasonic FZ-55CA60CVM laptops ($\$2,933 \times 5 = \$14,665$)
- Printek Fieldpro 541 ticket printer ($\$735 \times 12 = \$8,820$)
- VP5430F2 portable radios ($\$1,499.20 \times 4 = \$5,996.80$)
- Apple Iphone device accessories ($\$67.49 \times 12 = \809.88)
- Dell USB flash drive ($\$19.99 \times 12 = \239.88)
- Seagate portable hard drive ($\$89.99 \times 5 = \449.95)
- Freight cost for laptop shipping (\$162)
- MPSCS radio activation fee ($\$250 \times 4 = \$1,000$)
- Verizon cellular phone & service through September ($\$479.88 \times 12 = \$5,758.56$)
- VPM licenses ($\$343.80 \times 5 = \$1,719$)

Benzie County Sheriff's Office Contractual Expenses--\$100

- Portable radio programming ($\$25 \times 4 = \100)

FY20 CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF) GRANT
FINANCIAL STATUS REPORT (FSR)

I. Applicant's Information			
1. Agency Name		2. Grant Number	
3. Address	4. City	5. State	6. ZIP Code
II. Financial Status Report (Due 20 days After the end of each quarter)			
7. Reporting Period			
March 1, 2020 – September 30, 2020			
October 1, 2020 – December 31, 2020			
January 1, 2021 – March 31, 2021			
April 1, 2021 – June 30, 2021			
July 1, 2021 – September 30, 2021			
III. Expenditure Detail (Must Attach Payment Documents such as Invoice(s) and Canceled Check(s))			
8. Expense Category	9. Expense Description	10. Total Expenditure Incurred for Period	11. Total Expenditure Incurred to Date
A. Overtime		\$	\$
B. Supplies/Materials		\$	\$
C. Equipment		\$	\$
D. Other		\$	\$
E. Contractual		\$	\$
12. Total Amount Incurred this Period		\$	
13. Total Cumulative Amount Incurred to Date			\$
IV. Reimbursement Request			
14. Amount Requested for Reimbursement		\$	
This is my final report.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
V. Certification			
I certify all statements in this report, including all requested supplemental information, are true, complete, and accurate to the best of my knowledge. I understand failure to submit any required reports may result in the termination of the grant. I understand this grant may be terminated if the Michigan State Police concludes I am not in compliance with the conditions and provisions required by the contract covering this grant or have falsified any information. By way of signature, I agree with all the conditions of this grant program.			
Agency's Authorized Official or Financial Officer Signature		Date	
Printed Name of Authorized Official or Financial Officer		Title of Authorized Official or Financial Officer	
For MSP Use Only			
Reviewed By:	Date:	Approved By:	Date:
Date sent to finance for payment:		Date received confirmation of payment:	

STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE

DATE: August 13, 2013

TO: Department Members

FROM: Nancy Becker Bennett, Director, Grants and Community Services Division (GCSD)

SUBJECT: Discrimination Complaint Procedures for Federal Grant-Funded Projects

I. Purpose

As a condition for receiving funding from the U.S. Department of Justice (DOJ), all recipients and subrecipients of such funding must comply with applicable federal civil rights laws. This document will establish written procedures for MSP employees and DOJ-funded grant subrecipients to follow if a complaint alleging discrimination is received from clients, customers, program participants, or consumers of a MSP subrecipient implementing funding from the DOJ.

II. Policy

Recipients and subrecipients of DOJ funding may not discriminate in employment on the basis of race, color, national origin, religion, sex, and disability. They also may not discriminate in the delivery of services or benefits on the basis of race, color, national origin, religion, sex, disability, and age. The MSP will notify subrecipients of their required compliance with the following statutes and regulations through the interagency agreement:

■ The Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975, (42 U.S.C. §§ 6101-07), Ex. Order 13279 (equal organizations); and 28 C.F.R. Part 38 (U.S. Department of Justice Equal Treatment for Faith-Based Organizations).

■ 28 CFR 42.301 et seq, which requires recipients determine if it is required to formulate an Equal Employment Opportunity Plan (EEOP). If the recipient is not required to formulate an EEOP, it will submit a certification form to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR), and the Office of Personnel Management (OPM) indicating that it is not required to develop an EEOP. If the recipient is required to develop an EEOP, but is not required to submit the EEOP to the OCR, it will submit a certification form to the OCR and the MSP certifying that it has an EEOP on file which meets the applicable requirements. If the recipient is awarded a grant of \$500,000 or more and has fifty or more employees, it will submit a copy of its EEOP to the OCR and OPM. Non-profit organizations, Indian Tribes, and medical and educational institutions are exempt from the EEOP

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requirement, but are required to submit a certification form to the OCR to claim the exemption (a copy of the form should also be submitted to the OPM).

■ Title VI of the Civil Rights Act of 1964 and the Omnibus Crime Control and Safe Streets Act of 1968m, which require subrecipients to provide meaningful access to programs and activities to Limited English Proficient (LEP) persons.

■ The Michigan Elliott-Larsen Civil Rights Act, MCL 37.2101 et. Seq, which prohibits discriminatory practices, policies, and customs in the exercise of those rights based upon religion, race, color, national origin, age, sex, height, weight, familial status, or marital status in Michigan.

■ The Michigan Persons With Disabilities Civil Rights Act, Act 220 of 1976, which defines the civil rights of persons with disabilities; to prohibit discriminatory practices, policies, and customs in the exercise of those rights; to prescribe penalties and to provide remedies; and to provide for the promulgation of rules.

These laws also prohibit agencies from retaliating against an individual for taking action or participating in action to secure rights protected by these laws.

In the event that a Federal or State court, or Federal or State Administrative Agency, makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a Contractor, subcontractor or vendor, they will forward a copy of the finding will be forwarded to the Office for Civil Rights, Office of Justice Programs and the Department.

The MSP will notify its own employees of their required compliance with the preceding civil rights statutes and regulations through an Official Order.

III. Definitions

Contract means any Government contract or subcontract or any federally assisted construction contract or subcontract.

Complainant is a party that makes a complaint or files a formal charge.

Discrimination means treating an individual or a group of individuals adversely because of protected class status; or using a test, standard, or employment practice that has the effect if illegally excluding or screening in or out of a protected class.

MSP Employee is an individual providing services for and paid by the State of Michigan/Michigan State Police, including independent contractors, union and non-union employees, managers and supervisors, enlisted members and civilians.

Recipient is the entity which receives a monetary award from the DOJ.

Subcontract means any agreement or arrangement between a contractor and any person (in which the parties do not stand in the relationship of an employer and an employee):

1. For the purchase, sale or use of personal property or nonpersonal services which in whole or in part, is necessary to the performance of any one or more contracts; or
2. Under which any portion of the contractor's obligation under any one or more contracts is performed, undertaken or assumed.

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Subcontractor is any person holding a subcontract, and, for the purposes of this definition, any person who has held a subcontract subject to the order. The term "first-tier subcontractor" refers to a subcontractor holding a subcontract with a prime contractor.

Subrecipient is the entity that receives a monetary award from the DOJ recipient.

Subrecipient Employee is an individual or subcontractor being paid using DOJ grant funds.

IV. Complaint Procedures

The following are MSP's procedures for accepting and responding to discrimination complaints from subrecipient employees, clients, customers, program participants, or consumers of a MSP subrecipient implementing funding from the DOJ:

1. All discrimination complaints associated with DOJ grants shall be submitted to the Grants and Community Services Division (GCSD) by mail, telephone or e-mail to:

Michigan State Police
Grants and Community Services Division
333 S. Grand Ave.
Lansing, MI 48909
(517) 373-2960
MSP-CJGrants@michigan.gov

2. The GCSD Director will send the complainant a letter within 10 days from the date it was received to acknowledge receipt of the complaint, notify the complainant that it has been submitted to the Michigan Department of Civil Rights, and inform the complainant that he or she may also file a complaint directly with the federal Office for Civil Rights (OCR) at:

Office of Justice Programs
Office for Civil Rights
810 7th Street NW
Washington, DC 20531
(202) 307-0690
Fax: (202) 616-9865
TTY: (202) 307-2027

3. Within 10 days of the receipt of the complaint, the GCSD Director will send an email to the DOJ subrecipient to notify the agency that a complaint against has been filed against it.
4. The GCSD Director will forward the complaint to the Inspector of the MSP Office of Human Resources (OHR) immediately upon receipt of the complaint. The OHR Inspector or his or her designee will serve as the coordinator for all complaints regarding civil rights violations and will immediately forward the complaint to the Michigan Department of Civil Rights by emailing MDCRServiceCenter@michigan.gov. If MDCR informs the MSP that it does not have jurisdiction to investigate the complaint, the OHR Inspector will forward the complaint to the OCR for investigation.

The preceding complaint procedures are an attachment to the subrecipient contracts for all DOJ grants awarded by the MSP. Subrecipients must notify all clients, customers, program participants, or consumers of the types of prohibited discrimination, as well as the complaint procedures, in writing.

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Notification may include placing posters in an area that may be easily viewed by all and/or providing a paper copy to each of the listed types of individuals. Subrecipients must forward all discrimination complaints to the MSP as described in the complaint procedures. Subcontractors, clients, customers, program participants or consumers may also report complaints to the Office of Justice Programs/Office for Civil Rights or the Michigan Department of Civil Rights directly, but the MSP must be notified of the complaint by the subrecipient as soon as the complaint is known.

The MSP will ensure that all subrecipients are in compliance with the identified statutes and regulations by reviewing subrecipient procedures during site visits and other subrecipient monitoring activities.

5. The MSP, in cooperation with MDCR and OCR, will review and complete complaint investigations within 120-days. Complainants will receive written notification of the completion of the investigation and any associated findings within 10-days of the completion of the investigation. If the complexity of the investigation precludes this 120 day timeline from being met, the MSP shall notify the complainant in writing when it becomes aware that the investigation will not meet the 120 day timeline. This correspondence shall include a new timeline with an estimated completion date.

V. Training

All DOJ-funded MSP employees and subrecipients will receive periodic training at least once every contract year regarding their responsibility to comply with applicable federal civil rights in their capacity as a recipient of federal funds. Additionally, training will include review of these complaint procedures, including the employee's responsibility to refer discrimination complaints from clients, customers, program participants, or consumers to the appropriate MSP contact. The GCSD will provide DOJ-grant subrecipients and DOJ-funded MSP employees with access to OCR training modules, found on OCR's website, <http://www.ojp.usdoj.gov/about/ocr/assistance.htm>. Subrecipients will be required to certify they have completed this training during the first quarter of each grant cycle as part of their grant award agreement with the MSP.

These procedures and training requirements will also be disseminated to MSP employees via departmental memorandum and posted on the MSP intranet website. New employees will receive a copy of the procedures and access to the DHS training program during initial job training from any supervisor managing DOJ-funded employees.

VI. Monitoring

The GCSD has implemented a two-part process to ensure and monitor sub-recipients compliance with civil rights laws. Applicants must annually complete and submit to the GCSD the Civil Rights Compliance Questionnaire. Additionally, MSP grant advisors will complete the Civil Rights Compliance Questionnaire with applicants during on-site monitoring visits.

VII. Policy Dissemination

This policy shall be distributed to all MSP employees via a department-wide memorandum contingent upon final OCR approval. Additionally, the policy will be distributed via MSP's grant award agreement with DOJ-funded subrecipients as part of the standard grant award package.

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FEDERAL CIVIL RIGHTS COMPLIANCE CHECKLIST

1. If the sub recipient is required to prepare an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R. §§ 42.301-.308, does the sub recipient have an EEOP on file for review?

☐ Yes ☐ No

If yes, on what date did the sub recipient prepare the EEOP?

2. Has the sub recipient submitted an EEOP Short Form to the Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), if required by 28 C.F.R. §§ 42.301-.308? If the sub recipient is not required to submit an EEOP Short Form to the OCR, has it submitted a certification form to the OCR claiming a partial or complete exemption from the EEOP requirements?

☐ Yes- submitted an EEOP Short Form

☐ Yes- submitted a certification

☐ No

If the sub recipient prepared an EEOP Short Form, on what date did the sub recipient prepare it?

3. How does the sub recipient notify program participants and beneficiaries that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services (e.g. posters, inclusion in brochures or other program materials, etc.)?

4. How does the sub recipient notify employees that it does not discriminate on the basis of race, color, national origin, religion, sex, and disability in employment practices (e.g. posters, dissemination of relevant orders or policies, inclusion in recruitment materials, etc.)?

Comments:

5. Does the sub recipient have written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the sub recipient with the [State Administering Agency] or the OCR?

☐ Yes ☐ No

If yes, an explanation of these policies and procedures:

6. If the sub recipient has 50 or more employees and receives DOJ funding of \$25,000 or more: has the sub recipient taken the following actions:
- a. Adopted grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Section 504 of the Rehabilitation Act of 1973, found at 28 C.F.R. Part 42, Subpart G, which prohibit discrimination on the basis of a disability in employment practices and the delivery of services.
- ☐ Yes ☐ No
- b. Designated a person to coordinate compliance with the prohibitions against disability discrimination contained in 28 C.F.R. Part 42, Subpart1 G.

☐ Yes ☐ No

- c. Notified participants, beneficiaries, employees, applicants, and others that the sub recipient does not discriminate on the basis of disability.

☐ Yes ☐ No

Comments:

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7. If the sub recipient operates an education program or activity, has the sub recipient taken the following actions:

- a. Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education Amendments of 1972, found at 28 C.F.R. Part 54, which prohibit discrimination on the basis of sex.

☐ Yes ☐ No

- b. Designated a person to coordinate compliance with the prohibitions against sex discrimination contained in 28 C.F.R. Part 54.

☐ Yes ☐ No

- c. Notified applicants for admission and employment, employees, students, parents, and others that the sub recipient does not discriminate on the basis of sex in its educational programs or activities.

☐ Yes ☐ No

Comments:

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8. Has the sub recipient complied with the requirement to submit to the OCR any findings of discrimination against the sub recipient issued by a federal or state agency or federal or state administrative agency on the grounds of race, color, religion, national origin, or sex?

☐ Yes ☐ No

Comments:

9. What steps has the sub recipient taken to provide meaningful access to its programs and activities to persons who have limited English proficiency (LEP)?

Comments, including an indication of whether the sub recipient has developed a written policy on providing language access services to LEP persons:

10. Does the sub recipient conduct any training for its employees on the requirements under federal civil rights laws?

☐ Yes ☐ No

Comments:

11. If the sub recipient conducts religious activities as part of its programs or services, does the sub recipient do the following?

a. Provide services to everyone regardless of religion or religious belief.

☐ Yes ☐ No

- b. Ensure that it does not use federal funds to conduct inherently religious activities, such as prayer, religious instruction, or proselytization, and that such activities are kept separate in time or place from federally-funded activities.

☐ Yes ☐ No

- c. Ensure that participation in religious activities is voluntary for beneficiaries of federally-funded programs.

☐ Yes ☐ No

Comments:

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EQUIPMENT INVENTORY REPORT

AUTHORITY: 2CFR 200.313; COMPLIANCE: Mandatory; records must be maintained by the subrecipient and be made available for monitoring or review purposes.

I. Grant Information				
1. Grant Award Name	2. Grant Award Year	3. Subrecipient Name		

II. Grant Purchased Equipment				
Equipment Item 1				
4. Equipment Description	5. Equipment ID Number	6. Equipment Source	7. Title Holder	
8. Acquisition Date	9. Equipment Cost	10. Equipment Location		11. Equipment Use
12. Equipment Condition	13. Disposition	14. Disposal Sale Price	15. Disposal Date	16. Federal Participation
Equipment Item 2				
4. Equipment Description	5. Equipment ID Number	6. Equipment Source	7. Title Holder	
8. Acquisition Date	9. Equipment Cost	10. Equipment Location		11. Equipment Use
12. Equipment Condition	13. Disposition	14. Disposal Sale Price	15. Disposal Date	16. Federal Participation
Equipment Item 3				
4. Equipment Description	5. Equipment ID Number	6. Equipment Source	7. Title Holder	
8. Acquisition Date	9. Equipment Cost	10. Equipment Location		11. Equipment Use
12. Equipment Condition	13. Disposition	14. Disposal Sale Price	15. Disposal Date	16. Federal Participation
Equipment Item 4				
4. Equipment Description	5. Equipment ID Number	6. Equipment Source	7. Title Holder	
8. Acquisition Date	9. Equipment Cost	10. Equipment Location		11. Equipment Use
12. Equipment Condition	13. Disposition	14. Disposal Sale Price	15. Disposal Date	16. Federal Participation
Equipment Item 5				
4. Equipment Description	5. Equipment ID Number	6. Equipment Source	7. Title Holder	
8. Acquisition Date	9. Equipment Cost	10. Equipment Location		11. Equipment Use
12. Equipment Condition	13. Disposition	14. Disposal Sale Price	15. Disposal Date	16. Federal Participation
Equipment Item 6				

4. Equipment Description		5. Equipment ID Number		6. Equipment Source	7. Title Holder
8. Acquisition Date	9. Equipment Cost	10. Equipment Location			11. Equipment Use
12. Equipment Condition	13. Disposition	14. Disposal Sale Price	15. Disposal Date	16. Federal Participation	

III. Signature and Certification

I certify the information provided is accurate and all equipment has been physically inspected within the last two years in accordance with state and federal regulations.

_____ 17. Signature of Authorized Agent	_____ Date
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Equipment Inventory Report Instructions

Pursuant to Title 2 Code of Federal Regulations Part 200.313, each item of equipment must be accounted for if acquired in whole or in part with federal funds awarded through the Michigan State Police, Grants and Community Services Division. This information must be maintained by the subrecipient and be available for monitoring and review purposes. Please Note: All equipment with a cost of \$5,000 or more per unit is required to be physically inventoried at least once every two years by the subrecipient.

Note: See the DOJ Financial Guide, Section 3.7 Property Standards in Post Award Requirements for special conditions which apply to the ownership, use, and disposition of equipment acquired with Edward Byrne Memorial Justice Assistance Grant Program Funds.

1. Grant Award Name: Enter the grant award name as it appears on the grant agreement.
2. Grant Award Year: Enter the grant award year as it appears on the grant agreement.
3. Subrecipient's Name: Enter the subrecipient's name as it appears on the grant agreement.
4. Equipment Description: Give a brief description of the equipment (abbreviate, if necessary).
5. Equipment ID Number: Enter the serial number or other identification (ID) number. Subrecipient can enter his or her own inventory control number in this section as well. The objective is to assign a number that can be clearly traced from this form to the equipment item.
6. Equipment Source: Enter the name of the vendor from whom the equipment was purchased.
7. Title Holder: If the title is owned by the subrecipient, enter the subrecipient's name. If other than the subrecipient, list the owner of record.
8. Acquisition Date: Provide the month, date, and year the equipment was acquired.
9. Equipment Cost: Enter the invoice unit price of the equipment including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired.

10. Equipment Location: If same address as subrecipient, indicate "same as subrecipient." If other than the subrecipient, identify the site where the equipment is located.
11. Equipment Use: Indicate the use for which the equipment was purchased.
12. Equipment Condition: Indicate whether the equipment is in "new," "excellent," "good," "fair," or "poor" condition.
13. Disposition: Enter the disposition of the property (i.e., damaged, lost, stolen, misplaced, sold, on loan) at the time of the last physical inventory or when knowledge of such is available.
14. Disposal Sale Price: If equipment has been sold, please enter the sale price.
15. Disposal Date: Please provide the month, date, and year of the disposal of equipment.
16. Federal Participation: Enter the percentage of federal funds used to purchase the equipment.
17. Signature of Authorized Agent: This form must be signed and dated by an authorized agent with first-hand knowledge of the facts presented. By signing this form, the authorized agent certifies: "the information provided is accurate and all equipment has been physically inspected within the last two years in accordance with federal program requirements, grant agreement, and applicable state and federal regulations."

This information must be maintained by the subrecipient and be available for monitoring and review purposes. Document transfer of property on Form ADM-404 Intra-agency Equipment Transfer and Change Notice.



Memorandum

To: Bob Roelofs, Chairman of the Benzie County Board of Commissioners
From: Rebecca Hubers, Emergency Management Coordinator
Date: September 9, 2020
Subject: Authorization to Sign the Emergency Management Performance Grant (EMPG) Work Agreement Fiscal year 2021

RECEIVED

SEP 15 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

GRANT PROCESS

The approval of the **2021 Work Agreement** is required prior to the beginning of the First EMPG Quarter (October 1).

The work agreement puts MSP EMHSD on notice that we will be applying for funding for our Emergency Management Position as well as putting the County on notice as to the performance requirements for funding.

Every quarter throughout the year I submit reports to the District Emergency Management Coordinator for the Michigan State Police. They review the progress of compliance and approve the document going forward.

Toward the end of the performance period we receive a **Grant Agreement** which outlines specifically what funding is expected. Benzie County was awarded \$13,736 under the FY 2020 EMPG. This is the document that specifically requests reimbursement for the wages and benefits of the Local Emergency Management Coordinator position paid during the performance period. The 2020 EMPG Grant Agreement was approved, signed and submitted on September 8, 2020.

In January or February we have received supplemental funding under this program of 3% to 5% of the Emergency Management Coordinators wages and benefits because of unused dollars. These dollars come from programs that requested funding but did not follow through. FEMA will pay up to 50% of a position's wages and benefits.

ANNUAL WORK AGREEMENT

The annual Work Agreement is a document for the local emergency management programs to ensure that Michigan has a consistent, measurable, and effective emergency management system. Objectives are determined yearly based on Emergency Management (EM) priorities nationally and within the state. Listed below are the 13 requirements that we must meet in order to receive funding of the grant funding for the Emergency Management position.

(1) ADMINISTRATION & FINANCE

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction promulgates laws, ordinances, resolutions, policies and procedures to carry out emergency financial and administrative responsibilities. The EMPG funded emergency manager shall provide a copy of their job description(s) that incorporate their Emergency Management (EM) activities. EM activities of the EMC and other response personnel shall be identified in the EM ordinance, resolution, and county plans.

Goal: Verify that the jurisdiction has submitted the quarterly EMPG reports and financial documentation with original signatures.

(2) LAWS AND AUTHORITIES

The Emergency Management Program (EMP) shall comply with the Michigan Emergency Management Act (P.A. 390 of 1976 as amended) and applicable laws, regulations, and have a local Emergency Management (EM) resolution.

Goal: Verify attendance at quarterly district emergency management meetings and other meetings related to emergency management, which may assist in the execution of emergency management activities within the jurisdiction.

(3) HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONSEQUENCE ANALYSIS

The jurisdiction shall continually identify natural and human-caused hazards that potentially impact the jurisdiction. The jurisdiction shall also assess the risk and vulnerability of people, property, the environment, and its own operations from these hazards. The jurisdiction should also conduct a consequence analysis for vulnerable hazards to consider the impact on the public, responders, continuity of operations that include the delivery of services; property, facilities, and, infrastructure; the environment; the economic condition of the jurisdiction and public confidence in the jurisdictions governance.

Goal: Identify risk/vulnerability assessments that are completed in each jurisdiction.

(4) HAZARD MITIGATION

The Emergency Management Coordinator (EMC) should participate in activities to eliminate hazards or mitigate the effects of hazards that cannot be reasonably prevented. If the jurisdiction intends to receive mitigation funds, then the EMC shall ensure that the jurisdiction's hazard mitigation (HM) plan is developed and updated every five years.

Goal: Document the progress of hazard mitigation plan updates, completion of hazard mitigation plan objectives, and the dissemination of hazard mitigation grant information announcements and notices.

(5) PREVENTION

The Emergency Management Program (EMP) has a strategy among disciplines to coordinate prevention activities, to monitor the identified threats and hazards, and adjust the level of prevention activity commensurate with the risk, and has procedures for exchanging information between internal and external stakeholders to prevent incidents.

Goal: Identify prevention training attended and potential training needs. Identify how jurisdictions are gathering and disseminating information to and from the Michigan Intelligence Operation Center (MIOC) and Critical Infrastructure and Key Resources (CIKR) sectors, and identify other methods used to deter or prevent hazards.

(6) OPERATIONAL PLANNING

The Emergency Management Coordinator (EMC) shall ensure the jurisdiction is compliant with P.A. 390 of 1976, as amended, by maintaining a current Emergency Operation Plan (EOP) or Emergency Action Guidelines (EAG) that meets the criteria in the MSP/EMHSD Publication (Pub) 201a. The EMC shall verify that each jurisdiction whose population exceeds 10,000 also complies with P.A. 390 of 1976, as amended, by maintaining an emergency support plan. The local emergency manager must verify that the EOP (or EAG), and supplemental emergency support plans are updated every four years. The EMC will ensure that the jurisdiction's current Chief Elected Official (CEO) has signed the updated/revised EOP, EAG, and emergency support plans.

Goal: Document attendance of planning meetings, verify status of Emergency Operation Plans (EOP)/Emergency Action Guidelines (EAG), annexes, and supplemental plans, report new or updated SARA Title III plan, and emergency management participation with schools.

(7) INCIDENT MANAGEMENT

The Emergency Management Program (EMP) shall comply with Homeland Security Presidential Directive/HSGP-5, and Executive Directive 2005-09 by formally adopting the National Incident Management System (NIMS) to provide for efficient and effective emergency response operations amongst multiple agencies and jurisdictions. The program shall establish a means of interfacing on-scene incident management with the jurisdiction's Emergency Operations Center (EOC).

Goal: Verify that the jurisdiction maintains an EOC call list, including the CEO, performs a call out drill, and conducts an EOC orientation session. Ensure that the local jurisdiction is compliant with the National Incident Management System (NIMS).

(8) RESOURCE MANAGEMENT, LOGISTICS & MUTUAL AID

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction is compliant with the NIMS resource management requirements including; identification, location, acquisition, storage, maintenance, distribution, and accounting for services and materials, to address hazards identified in the jurisdiction. The jurisdiction shall use the Michigan Critical Incident Management System (MI CIMS) to manage their NIMS-typed resources. The EMC should also develop Mutual Aid Agreements (MAA) and promote memberships in the Michigan Emergency Management Assistance Compact (MEMAC) to address resource shortfalls and reduce resource gaps in the jurisdiction.

Goal: Ensure that Mutual Aid Agreements (MAAs) are developed and maintained, MEMAC is promoted, and that the jurisdiction's NIMS typed resources are current in the Michigan Critical Incident Management System (MI CIMS).

(9) COMMUNICATIONS & WARNING

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction communicates both internally and externally with all Emergency Management Program (EMP) stakeholders and emergency personnel. The local emergency manager shall disseminate disaster related information, and emergency alerts and warnings to response personnel, EOC

staff, state and federal government officials, and the public. The system should be interoperable with other communication systems.

Goal: Verify that the jurisdiction has a primary and secondary warning system, and that they participate in radio tests, MI CIMS drills, and are actively involved in exercising additional communication methods.

(10) OPERATIONS AND PROCEDURES & FACILITIES

The Emergency Management Coordinator (EMC) shall develop procedures that reflect operational priorities including life, safety, health, property protection, environmental protection, restoration of essential utilities, and restoration of essential functions and coordination among all levels of government. Procedures shall also be developed to guide situation and Damage Assessment (DA), situation reporting, and incident action planning. The Emergency Management Program (EMP) shall have a primary facility Emergency Operations Center (EOC) capable of coordinating and supporting response and recovery operations. The EOC shall have activation, operation, and deactivation procedures that are updated regularly.

Goal: Verify that procedures for Requesting a Governor's Emergency or Disaster Declaration and State Assistance are up to date in the jurisdiction's plans and that they were reviewed by public officials. Ensure that the jurisdiction maintains EOC procedures and provides an updated copy to the DC.

(11) TRAINING

The Emergency Management Coordinator (EMC) shall develop procedures that reflect operational priorities including life, safety, health, property protection, environmental protection, restoration of essential utilities, and restoration of essential functions and coordination among all levels of government. Procedures shall also be developed to guide situation and Damage Assessment (DA), situation reporting, and incident action planning. The Emergency Management Program (EMP) shall have a primary facility Emergency Operations Center (EOC) capable of coordinating and supporting response and recovery operations. The EOC shall have activation, operation, and deactivation procedures that are updated regularly.

Goal: Verify that jurisdictions are submitting Quarterly Training Reports (QTR), and are receiving necessary Damage Assessment (DA) and MI CIMS trainings. Verify that the jurisdiction is aware of and promotes additional emergency management related trainings.

(12) EXERCISES, EVALUATIONS & CORRECTIVE ACTIONS

The Emergency Management Program (EMP) shall have a documented exercise program that regularly tests the skills, abilities, and experience of emergency personnel, as well as plans, policies, procedures, equipment, and facilities. Exercises will comply with local, state and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP). The local emergency manager shall track all exercises on the Quarterly Training and Exercise Reporting Worksheet (EMD-065) including the type, hazards, grant funding, and number of participants, and submit this form.

All EMPG funded personnel receiving funding for any portion of their salary, benefits, or other expenditures must participate in no fewer than three exercises in the 12-month fiscal

year grant period. Participation includes roles as exercise director, player, evaluator, controller, and assisting as a player in a simulation cell. Observation of an exercise will not count as participation.

One of the exercises must be conducted within the funded jurisdiction and test the local program Emergency Operations Plan (EOP). By authority conferred on the director of the department of State Police by Section 19 of 1976 PA 390, as amended, MCL 30.419) Per R 30.51 (Admin Code) each program shall have "(D) An exercise that tests the emergency operations plan at least once each fiscal year (October 1 to September 30)."

At least one After Action Report and Improvement Plan (AAR/IP) for an exercise which tests the local jurisdiction or programs EOP must be submitted to EMHSD each fiscal year via the District Coordinator.

Effort shall be made to submit the AAR/IP within 90 days of the exercise conclusion. It is requested that all AAR/IPs be submitted to EMHSD for tracking purposes.

Goal: Document participation by EMPG funded personnel in exercises using HSEEP guidance and the submittal of After Action Reports (AAR). Verify that the jurisdiction has submitted Quarterly Exercise Reports (QER), updated their Improvement Plans (IPs) and training plans, as well as the multi-year training and exercise plan. Verify receipt and distribution of scheduled drill days.


(13) CRISIS COMMUNICATIONS, PUBLIC EDUCATION & INFORMATION

The Emergency Management Program (EMP) provides preparedness information and education to the public concerning threats to life, safety, and property. These activities include information about specific threats, appropriate preparedness measures, actions to mitigate the threats, including protective actions, updating the public website, and promoting hazard awareness weeks and campaigns such as "Do 1 Thing."

Goal: Document efforts to educate the public about preparedness activities and report the jurisdiction's Citizen Corps activities.

RECOMMENDATION

It is my recommendation that the Board of Commissioners authorize the Chair of the BOC and the Emergency Management Coordinator to sign on behalf of Benzie County **the 2021 Work Agreement** with the Michigan State Police – Emergency Management and Homeland Security Division.

EMHSD-31 Michigan State Police Emergency Management and Homeland Security Division	Benzie County Emergency Management Fiscal Year 2021 Emergency Management Performance Grant (EMPG) Work Agreement/Quarterly Report				<input checked="" type="checkbox"/> Initial Work Agreement
<input type="checkbox"/> 1st Quarter SIGNATURE OF CHIEF ELECTED OFFICIAL	<input type="checkbox"/> 2nd Quarter DATE	<input type="checkbox"/> 3rd Quarter SIGNATURE OF EMERGENCY MANAGEMENT COORDINATOR	<input type="checkbox"/> 4th Quarter DATE		
SIGNATURE OF EMERGENCY MGMT. PROGRAM MANAGER 	DATE 9/18/2020	SIGNATURE OF DISTRICT COORDINATOR	DATE		

Purpose

This survey functions as the 2021 EMPG work agreement/quarterly report. The objectives of this work agreement are based upon standards identified in the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) Publication 206 - Local Emergency Management Program Standards Workbook. Activities for each objective have been determined by a group of local and state emergency management subject matter experts who maintain a baseline set of standards for emergency management programs in the state of Michigan. Survey responses will assist in the assessment of emergency management programs, determine how EMPG funds are utilized and help validate the importance of these emergency management activities to all levels of government.

(1) ADMINISTRATION AND FINANCE

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction promulgates laws, ordinances, resolutions, policies and procedures to carry out emergency financial and administrative responsibilities. The EMPG funded emergency manager shall provide a copy of their job description(s) that incorporate their Emergency Management (EM) activities. EM activities of the EMC and other response personnel shall be identified in the EM ordinance, resolution, and county plans.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely, and that current quarterly EMPG reports and financial documentation, with signatures, will be submitted by 1/20/21.	EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No

Commissioner Reports

County Administrator Report



448 Court Place • Beulah, MI 49617

Memo To: Board of Commission

From: Mitchell D. Deisch, Administrator *M Deisch*

Date: September 16, 2020

Subject: Administrator's Update 9/22/2020 BOC Meeting

1. **Ikens Easement Request** – I received an update from Attorney Dick Figura who is representing the County on the preparation of the easement documents that will ultimately be presented to the BOC. Mr. Figura has reached out to the MDNR regarding obtaining approval to grant the easement, based upon their having a conservation easement across County property at the Railroad Point Natural Area. Initial contact has been made with the MDNR, but we await their final response. It is still my goal to discuss this easement request with the Benzie County Parks and Recreation Committee at their Monday September 28, 2020 meeting.

Commissioner Roelofs has requested that I place this easement request on the 9/22/2020 COTW meeting for further conversation.
2. **POAM Grievance #20-242 Update** – At a previous meeting, I was appointed by the BOC to represent Benzie County at the step 3 POAM grievance hearing. This meeting was held on 9/10/2020 with Undersheriff Hubers and Sheriff Schendel representing the Sheriff Office. After considerable consideration and careful review of all the documents and comments made at the 9/10/20 meeting, I agreed with the conclusion of the Sheriff Office and upheld their decision. The next step is for the POAM Union to decide if they want to file for binding arbitration or not. I will keep the BOC up to date on the grievance.
3. **MOU COAM 4th Union Member** – During the 20/21 budget process the Sheriff Office approached the BOC about allowing a 4th member (Detective Sergeant) into the COAM Road Command union. Currently there are 2 Sergeants and 1 Lieutenant in the COAM Road Command union. The suggestion was made to draft a MOU that would temporarily allow for the 4th member of the union, that would sunset upon the retirement of a current member of the union. The cost to the County would be approximately \$5,000 +/- based upon the 12.5% wage differential included in the COAM Road Command CBA. I will start working on this MOU soon and plan on presenting it to the COAM union and COTW at a meeting in October 2020.
4. **BLDHD Weekly Statements** – Attached is the September 10, 2020 Weekly Statement put out by BLDHD Health Officer Lisa Peacock.

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SEP 16 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

5. **Executive Order 181** – Governor Whitmer signed EO 181 Amendment to the Safe Start order on September 11, 2020. EO 181 states, "Subsection (d) is added to section 8 of the Safe Start Order 176, providing: In Region 6 and 8, an indoor social gathering or indoor organized event among persons not part of the same household is permitted provided that the gathering or event does not exceed 10 people and complies with social distancing requirements of subsection 6 (a)(1) of this order"

Previous EO 176 Section 8 b. 2. identified that in Region 6 and 8 that we were able to hold indoor organized events (Board of Commission and COTW meetings) as follows: Limit the number of people in the venue to 25% of its maximum capacity or to 250 whichever is smaller. The fire capacity of the BOC room is 122 people, thus 25% of this would be approximately 30 individuals.

I discussed this matter with Corporate Counsel Matt Nordfjord, CST. It was CST interpretation of EO 176 and EO-181 based upon previous guidance provided by the State of Michigan, that BOC/COTW meetings are essential governmental functions and those individuals that are required to be present to conduct county businesses (Commissioners, Elected Officials, Administration and Department Heads), virtually or in person are also deemed essential and do not count toward the maximum of 10 persons being present. CST counsel to Benzie County is that the 10-person maximum identified in EO 181 was for the public who attend a BOC/COTW meeting. MAC concurs with CST's interpretation of EO 176 and EO 181.

Public Health Weekly Statement

Lisa Peacock, Health Officer

Health Department of Northwest Michigan and Benzie Leelanau District Health Department

August brought a busy month for northern Michigan with a big jump up in cases in many counties. This week the mystartmap.info website is reporting a 3.4% positivity rate and 41.9 cases/million/day across the state and a 2.4% positivity rate and 24.6 cases/million/day across the Traverse City Region. There continues to be a good deal of variability across counties in the region in these statistics but with smaller numbers it is difficult to gauge trends by individual county. Overall, the Traverse City Region has seen 3 peaks so far during the pandemic, the first in April, the 2nd in early July, and the 3rd toward the latter part of August. Interesting to note is that each peak was slightly higher than the last. These statistics are important to monitor to determine the overall risk level across the region – the collective numbers equalize the highs and lows in individual counties and help us to see the collective risk.

We have expressed many times that we expect to see increases in cases. It is apparent that there is widespread community transmission of COVID-19 across the entire region and that close contact between people results in increased risk. There are over 200 outbreaks being investigated by local health departments in Michigan and health departments in our region are investigating 11 of them. Outbreaks in our area are distributed across several categories including restaurants, healthcare facilities, and social gatherings. An outbreak is defined for this purpose of reporting as two or more cases linked together by time and place in individuals that do not reside in the same household. This information contributes to our knowledge of risks and allows us to target our messaging and other efforts at mitigation toward the types of activities that result in increased risk of transmission.

Last week, Governor Whitmer issued new Executive Orders as well as guidance regarding participation in contact sports. Executive Order 2020-176 is the newest version of the Safe Start order which rescinded all previous versions and also allowed for the opening of gyms and fitness centers across the state. Executive Order 2020-175 contains the updated Safeguards for Michigan Workers and includes specific guidance for these entities. Gyms and fitness facilities have been open in Region 6 & 8 for several months and are now subject to some additional requirements and clarifications under this new order including masking at all times except when swimming. The guidance issued for the resumption of athletics across the state contains several recommendations for mitigation measures as well as caution for sports that include high risk for close contact. It is important to approach these newly allowed activities with caution as over 30 outbreaks in Michigan have been associated with sports teams and athletic facilities. To provide additional clarity around the masking requirements for athletics, the Governor also issued Executive Order 2020-180 this week which clarifies that masks must be worn to participate in contact sports. When community transmission is high as indicated by

increasing cases and positivity rates then all of us are at increased risk when in close contact with others.

There have recently been some reports by community members of concerns about individuals diagnosed with COVID encountering shaming and even bullying. This is so concerning to us as it is not only undeserved – no one wishes to contract a communicable disease that requires them to isolate and their close contacts to quarantine – but also increases the risk that people with symptoms or exposures won't get tested or won't readily share information in our case investigations. We know that COVID fatigue is real and that many people present with mild symptoms or no symptoms at all which can lead to questions about whether limiting contact with others is necessary. However, we only need to remember that last week we lost 5 community members across the region to remind us that despite the mild presentation in many, this disease still makes its way to the vulnerable. It is important for us all to help each other hang in there through kindness and understanding of what someone else's experience might be like.

Finally, we have been instructed by the state and national health agencies to begin preparing for mass distribution of the COVID vaccine. We are aware that the top vaccine candidates are in Phase 3 clinical trials and may become available in late fall or early winter. We have been told to have our plans prepared in November at the earliest. We do not know that it will actually happen by then or how it will be prioritized but it is certainly encouraging to see the signs of progress. We are scaling up staffing and supplies as well as reviewing potential sites and partnerships to build capacity for this work. Every time we hold a community testing facility it gives us a little more practice for those immunization clinics! We will be partnering with the National Guard again next week to bring high-volume community testing to the Emmet County Fairgrounds on Monday 9/14 and to the Otsego County Fairgrounds on Tuesday 9/15 from 10-3 on both days. No appointment or order will be needed for this testing.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
OFFICE OF THE GOVERNOR
LANSING

GARLIN GILCHRIST II
LT. GOVERNOR

EXECUTIVE ORDER

No. 2020-181

SENATE JOURNAL
SEP 14 2020 AM 8:

Amendment to the Safe Start order

In order to limit the spread of COVID-19 in indoor spaces, this order clarifies that indoor social gatherings and organized events among persons not part of the same household remain limited to 10 people or fewer statewide.

Acting under the Michigan Constitution of 1963 and Michigan law, I find it reasonable and necessary, for the reasons outlined above, to order:

1. Subsection (d) is added to Section 8 of the Safe Start order (Executive Order 2020-176), providing: (In Regions 6 and 8, an indoor social gathering or indoor organized event among persons not part of the same household is permitted provided that the gathering or event does not exceed 10 people and complies with the social distancing requirement of subsection 6(a)(1) of this order.)

Given under my hand and the Great Seal of the State of Michigan.

Date: September 11, 2020

Time: 5:45 pm

GRETCHEN WHITMER
GOVERNOR

By the Governor:

SECRETARY OF STATE

Finance Report

BILLS TO BE APPROVED SEPTEMBER 22, 2020

Motion to approve Vouchers in the amount of:

\$	84,011.83	General Fund (101)
\$	16,297.57	Jail Fund (213)
\$	10,074.91	Ambulance Fund & ALS (214)
\$	21,314.84	Funds 105-238
\$	1,214.85	ACO Fund (247)
\$	29,281.48	Building (249)
\$	2,825.30	Dispatch 911 Fund (261)
\$	9,187.97	Funds 239-292
\$	54,500.21	Funds 293-640
\$	15,484.23	701 Fund
\$	2,026.14	Trust and Agency Funds & MSU Trust and Agency Fund (702-771)
<hr/>		
\$	246,219.33	

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SEP 17 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Payables September 10, 2020 to September 17, 2020

[illegible]

206-K-9 Fund
207-Sheriff Reserve's
208-Dive Team
209-Resource Officer
210-Benzie Kids
211-D.A.R.E. Fund
215-FOC

230-BVTMC
232-Planning/Zoning
235-CBDG
238-EDC
245-Remonumentation
256-Reg of Deeds
262-911-Training

269-Law Library
270-Platte River Bridge
271-Housing Grant
276-Council on Aging
285-Pt. Betsie Lighthouse
292-Child Care Fund
293-Soldiers Relief Fund

310-Gov't Ctr Addition-Debt
315-Benzie Leelanau Health
321-Jail Bond
371-Jail Bldg Debt Millage
425-Equipment Replace

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 101 BOARD OF COMMISSIONERS							
101-101-900.00	PRINTING & PUBLISHING	PIONEER GROUP	BOC AND COMMITTEE PUBLICATION	43100200	09/10/20	207.05	77817
			Total For Dept 101 BOARD OF COMMISSIONERS			207.05	
Dept 131 CIRCUIT COURT							
101-131-702.00	CIR CT JUDGE	MANISTEE COUNTY - ADM	SHARED EXPENSES - AUGUST	083120	09/10/20	1,524.13	77803
101-131-702.03	CIR CT ADMIN SAL	MANISTEE COUNTY - ADM	SHARED EXPENSES - AUGUST	083120	09/10/20	1,880.55	77803
101-131-704.00	WAGES-COURT REPORTER	MANISTEE COUNTY - ADM	SHARED EXPENSES - AUGUST	083120	09/10/20	1,817.51	77803
101-131-704.01	WAGES - ADR CLERK	MANISTEE COUNTY - ADM	SHARED EXPENSES - AUGUST	083120	09/10/20	1,415.70	77803
101-131-704.02	WAGES-CLERICAL ASSISTANT	MANISTEE COUNTY - ADM	SHARED EXPENSES - AUGUST	083120	09/10/20	1,053.00	77803
101-131-712.00	WAGES - RESEARCH ATTORNEY	MANISTEE COUNTY - ADM	SHARED EXPENSES - AUGUST	083120	09/10/20	1,760.62	77803
101-131-725.00	COST OF FRINGE BENEFITS	MANISTEE COUNTY - ADM	SHARED EXPENSES - AUGUST	083120	09/10/20	4,743.30	77803
101-131-810.00	LEGAL FEES	MATTICE, GABRIEL	COURT APPOINTED ATTORNEY	080720	09/17/20	2,812.29	77899
101-131-810.00	LEGAL FEES	SPILLAN, JOHN	COURT APPOINTED ATTORNEY	083120	09/17/20	662.50	77917
101-131-813.00	PROBATION EXPENSES	JACKPINE BUSINESS CEN	APPOINTMENT BOOK	456670-1	09/17/20	30.99	77885
101-131-860.00	TRAVEL	QUAGLIA, VINCENT	MILEAGE & MEALS REIMBURSEMENT	090820	09/17/20	185.04	77911
101-131-962.00	JIS RELATED COSTS	MANISTEE COUNTY - ADM	SHARED EXPENSES - AUGUST	083120	09/10/20	638.08	77803
101-131-967.00	PROJECT EXPENSES - DRUG	FELICE J. KELLEY-WARE	DRUG COURT COORDINATOR WEEK ENDING	090420	09/10/20	307.80	77779
101-131-967.00	PROJECT EXPENSES - DRUG	FELICE J. KELLEY-WARE	DRUG COURT COORDINATOR WEEK ENDING	091120	09/17/20	307.80	77878
			Total For Dept 131 CIRCUIT COURT			19,139.31	
Dept 136 DISTRICT COURT							
101-136-702.00	SALARY - ELECTED OFFICIAL	MANISTEE COUNTY - ADM	SHARED EXPENSES - AUGUST	083120	09/10/20	263.55	77803
101-136-727.00	OFFICE SUPPLIES	MCCARDEL WATER CONDIT	SEPT RENTAL / DEL FEE / WATER	1150781	09/10/20	31.00	77806
101-136-727.00	OFFICE SUPPLIES	OFFICE DEPOT	SUPPLIES (CALS/MARKERS/PENS/TONER/	121704559001	09/17/20	400.40	77907
101-136-727.00	OFFICE SUPPLIES	TARGET INFORMATION MA	ADVICE OF RIGHTS FORMS	289470	09/17/20	68.44	77921
101-136-804.00	RECORDING SERVICES	BUSINESS INFORMATION	DCR KIT/CASE FOR REMOTE RECORDING	80092	09/17/20	1,882.81	77860
101-136-805.10	PROBATE CT APPOINTED AT	JOHNSON, BRIAN	NICOLANTI	DP454	09/17/20	55.00	77889
101-136-805.10	PROBATE CT APPOINTED AT	KEHR, LINDA MOOREY	B TOMS / J VANDERLIND	DP455	09/17/20	400.00	77892
101-136-860.00	TRAVEL	DRAEGER, TRISHA	SMART MOBILE DEVICE-TRAVERSE CITY,	DP446	09/17/20	28.18	77875
101-136-963.00	COMPUTER SUPPORT	BUSINESS INFORMATION	INSTALL/TRAINING/SUPPORT REMOTE RE	80092-2	09/17/20	571.25	77861
101-136-970.00	EQUIPMENT	BUSINESS INFORMATION	DCR KIT/CASE FOR REMOTE RECORDING	80092	09/17/20	1,067.19	77860
			Total For Dept 136 DISTRICT COURT			4,767.82	
Dept 142 JUVENILE DIVISION							
101-142-704.01	SALARY-DIRECTOR OF YOUTH	MANISTEE COUNTY - ADM	SHARED EXPENSES - AUGUST	083120	09/10/20	2,225.33	77803
101-142-930.00	EQUIPMENT REPAIR	WELLS FARGO FINANCIAL	COPIER LEASE	5011794150	09/17/20	154.90	77933
			Total For Dept 142 JUVENILE DIVISION			2,380.23	
Dept 172 ADMINISTRATOR							
101-172-900.00	PRINTING & PUBLISHING	TRAVERSE CITY RECORD	NOTICE FOR AUDIT RFP	550190	09/10/20	88.10	77838
			Total For Dept 172 ADMINISTRATOR			88.10	
Dept 215 COUNTY CLERK							
101-215-807.00	JURY BOARD FEES	BOWERS, JEAN	JURY BOARD PER DIEM	9/14/2020	09/17/20	35.00	77858
101-215-807.00	JURY BOARD FEES	BOWERS, JEAN	JURY BOARD MILEAGE	9/14/2020	09/17/20	1.16	77858
101-215-807.00	JURY BOARD FEES	MICK, JANICE	JURY BOARD PER DIEM	9/14/2020	09/17/20	35.00	77904
101-215-807.00	JURY BOARD FEES	MICK, JANICE	JURY BOARD MILEAGE	9/14/2020	09/17/20	8.12	77904
101-215-807.00	JURY BOARD FEES	SHRAKE, ELIZABETH	JURY BOARD PER DIEM	9/14/2020	09/17/20	35.00	77916
101-215-807.00	JURY BOARD FEES	SHRAKE, ELIZABETH	JURY BOARD MILEAGE	9/14/2020	09/17/20	4.06	77916
101-215-963.00	COMPUTER SUPPORT	CHERRY LAN LLC	QUARTERLY MAINTENANCE AGREEMENT	2020-OCT	09/10/20	600.00	77766
101-215-970.20	EQUIPMENT - CAPITAL	CHERRY LAN LLC	1945 TO 1969 FILE CONVERSION FROM	3/11/2019	09/10/20	2,400.00	77765
101-215-970.20	EQUIPMENT - CAPITAL	I. T. RIGHT	SERVER UPGRADE LICENSE	20165310	09/10/20	898.00	77792
101-215-970.20	EQUIPMENT - CAPITAL	TEAM FINANCIAL GROUP,	CONTRACT PAYMENT - COPIER	40027957	09/17/20	120.97	77922

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 215 COUNTY CLERK							
Dept 253 COUNTY TREASURER							
101-253-727.00	OFFICE SUPPLIES	BENZIE COUNTY ROAD CO	50 BENZIE COUNTY MAPS	1355	09/10/20	4,137.31	
101-253-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CEN	HP PRINTER TONER	456841-0	09/10/20	100.00	77756
101-253-727.00	OFFICE SUPPLIES	VISA=MICHELLE THOMPSON	FLAG PAPER FOR CLOSING NOTICES	0902202	09/10/20	193.99	77794
101-253-860.00	TRAVEL	THOMPSON, MICHELLE	MILEAGE FOR AUGUST 2020	08312020	09/10/20	25.98	77842
101-253-900.00	PRINTING & PUBLISHING	PIONEER GROUP	PUBLISHING FOR AUDIT BIDS	43100328	09/10/20	28.06	77832
						38.70	77816
			Total For Dept 253 COUNTY TREASURER			386.73	
Dept 261 MSU EXTENSION							
101-261-730.00	POSTAGE	BENZIE COUNTY CLERK	MSU POSTAGE	083120	09/10/20	3.00	77753
			Total For Dept 261 MSU EXTENSION			3.00	
Dept 262 ELECTIONS							
101-262-721.00	PER DIEM	DEANN MOSHER	RECOUNT TEAM PER DIEM AND MILEAGE	8/31/2020	09/10/20	88.00	77773
101-262-721.00	PER DIEM	DIANA HELLER	RECOUNT TEAM PER DIEM AND MILEAGE	8/31/2020	09/10/20	88.00	77774
101-262-721.00	PER DIEM	DOLORES PUTNEY	RECOUNT TEAM PER DIEM AND MILEAGE	8/31/2020	09/10/20	88.00	77775
101-262-721.00	PER DIEM	JONI HENNARD	RECOUNT TEAM PER DIEM AND MILEAGE	8/31/2020	09/10/20	88.00	77796
101-262-721.00	PER DIEM	KIM KIDDER	RECOUNT TEAM PER DIEM AND MILEAGE	8/31/2020	09/10/20	88.00	77798
101-262-721.00	PER DIEM	MARY GOETHALS	RECOUNT TEAM PER DIEM AND MILEAGE	8/31/2020	09/10/20	88.00	77804
101-262-721.00	PER DIEM	MELANIE TAYLOR	RECOUNT TEAM PER DIEM AND MILEAGE	8/31/2020	09/10/20	88.00	77807
101-262-721.00	PER DIEM	OLNEY, DAWN	RECOUNT TEAM PER DIEM AND MILEAGE	8/31/2020	09/10/20	88.00	77815
101-262-721.00	PER DIEM	SUE SULLIVAN	RECOUNT TEAM PER DIEM AND MILEAGE	08/31/2020	09/10/20	70.00	77815
101-262-727.00	OFFICE SUPPLIES - BALLOT	ELECTION SOURCE	TABULATOR CODING FOR PRECINCT	20-53378	09/10/20	56.00	77828
101-262-727.00	OFFICE SUPPLIES - BALLOT	MICHIGAN ELECTION RES	BALLOT MARKING INSTRUCTIONS	C1086	09/17/20	4,380.00	77777
101-262-860.00	TRAVEL	DEANN MOSHER	RECOUNT TEAM PER DIEM AND MILEAGE	8/31/2020	09/10/20	166.54	77902
101-262-860.00	TRAVEL	DIANA HELLER	RECOUNT TEAM PER DIEM AND MILEAGE	8/31/2020	09/10/20	17.75	77773
101-262-860.00	TRAVEL	DOLORES PUTNEY	RECOUNT TEAM PER DIEM AND MILEAGE	8/31/2020	09/10/20	1.86	77774
101-262-860.00	TRAVEL	JONI HENNARD	RECOUNT TEAM PER DIEM AND MILEAGE	8/31/2020	09/10/20	9.98	77775
101-262-860.00	TRAVEL	KIM KIDDER	RECOUNT TEAM PER DIEM AND MILEAGE	8/31/2020	09/10/20	8.93	77796
101-262-860.00	TRAVEL	MARY GOETHALS	RECOUNT TEAM PER DIEM AND MILEAGE	8/31/2020	09/10/20	7.89	77798
101-262-860.00	TRAVEL	MELANIE TAYLOR	RECOUNT TEAM PER DIEM AND MILEAGE	8/31/2020	09/10/20	9.16	77804
101-262-860.00	TRAVEL	SUE SULLIVAN	RECOUNT TEAM PER DIEM AND MILEAGE	8/31/2020	09/10/20	12.99	77807
			Total For Dept 262 ELECTIONS			6.96	77828
						5,364.06	
Dept 265 BUILDING & GROUNDS							
101-265-749.00	VEHICLE REPAIRS	WATSON BENZIE LLC	BRAKE REPAIR - DODGE 2500	161568	09/17/20	1,384.72	77930
101-265-750.00	MAINTENANCE SUPPLIES	KSS ENTERPRISES	TOWELS/LINERS	1250534/1251748	09/10/20	269.07	77799
101-265-750.00	MAINTENANCE SUPPLIES	KSS ENTERPRISES	CLOROX/SANITIZER	1216837-3	09/17/20	73.58	77896
101-265-750.00	MAINTENANCE SUPPLIES	KSS ENTERPRISES	KNIVES	1252059	09/17/20	55.86	77896
101-265-800.00	CONTRACTED SERVICES	GOTTSCALK CLEANING S	JANITORIAL SERVICES - AUGUST	973	09/10/20	3,580.00	77783
101-265-821.00	GARBAGE DISPOSAL	AMERICAN WASTE	WASTE DISPOSAL SEPT	384770	09/10/20	190.00	77749
101-265-850.00	TELEPHONE	CENTURYLINK	800 NUMBERS	150371604	09/17/20	75.46	77862
101-265-850.00	TELEPHONE	TELNET WORLDWIDE	GOVERNMENT CENTER PRI	202957	09/17/20	586.11	77923
101-265-924.00	ELECTRIC	CONSUMERS ENERGY	ELECTRIC-GARAGE	203142251778	09/17/20	30.84	77870
101-265-924.00	ELECTRIC	CONSUMERS ENERGY	448 COURT PL - SEPT	206968496751	09/17/20	5,071.91	77870
101-265-930.00	EQUIPMENT REPAIR	HURST MECHANICAL	BACKFLOW PREVENTER TEST	7595616	09/10/20	151.16	77790
101-265-935.00	BUILDING REPAIRS	TREETOP TREE SERVICE	TREE REMOVAL - ANIMAL CONTROL	162	09/17/20	2,200.00	77925
			Total For Dept 265 BUILDING & GROUNDS			13,668.71	
Dept 266 LEGAL & CONTRACTED SERVICES							
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY,	LEGAL FEES - COSTS	51684	09/17/20	97.95	77867
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY,	CORPORATE COUNSEL RETAINER	51683	09/17/20	1,250.00	77867

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 266 LEGAL & CONTRACTED SERVICES							
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY,	LEGAL FEES - DAUNT	51674	09/17/20	464.72	77867
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY,	LABOR RETAINER	51685	09/17/20	1,833.34	77867
101-266-815.20	ADMINISTRATION FEES - MA	MANISTEE COUNTY - ADM	SHARED EXPENSES - AUGUST	083120	09/10/20	1,166.67	77803
Total For Dept 266 LEGAL & CONTRACTED SERVICES						4,812.68	
Dept 285 CENTRAL SERVICES							
101-285-730.00	POSTAGE	RESERVE ACCOUNT	POSTAGE FOR METER	46789160	09/17/20	2,500.00	77912
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	PROSECUTOR COPIER	40023293	09/10/20	122.00	77830
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	ADMINISTRATION COPIER	40020703	09/10/20	106.80	77830
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	EQUALIZATION COPIER	40020522	09/10/20	279.35	77830
Total For Dept 285 CENTRAL SERVICES						3,008.15	
Dept 286 TECHNOLOGY SUPPORT							
101-286-963.00	COMPUTER SUPPORT	I.T. RIGHT	MONTHLY CONTRACT SERVICE SEPT 2020	20165199	09/10/20	1,669.92	77791
Total For Dept 286 TECHNOLOGY SUPPORT						1,669.92	
Dept 301 SHERIFF							
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVIC	OFF SUPPLIES	1K9F-VVQY-KTFD	10/02/20	26.99	77748
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVIC	OFF SUPP	1YQQ-7LJ7-J39L	09/14/20	11.99	77850
101-301-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	AUGUST 2020 FUEL	1345	09/15/20	1,902.13	77756
101-301-749.00	VEHICLE REPAIRS	GRAND TRAVERSE MOBILE	K9 VEHICLE VIDEO & REMOTE DOOR INS	54319	10/08/20	652.50	77784
101-301-749.00	VEHICLE REPAIRS	HEIGES BODY SHOP	20-1 REPAIR OF DENT FROM KICK	8010277	09/25/20	446.80	77882
101-301-749.00	VEHICLE REPAIRS	HEIGES PERFORMANCE, I	18-3 BRAKES - FRONT PAR	013318	09/22/20	419.22	77883
101-301-751.00	UNIFORMS	AMAZON CAPITAL SERVIC	BOOTS - BLANK	1RW-CKRR-467P	10/02/20	114.95	77748
101-301-800.00	CONTRACTED SERVICES	I.T. RIGHT	MONTHLY CONTRACT SERVICE SEPT 2020	20165199	09/10/20	498.05	77791
101-301-800.00	CONTRACTED SERVICES	MICHIGAN STATE POLICE	VEN 3RD Q 2020	551-567028	12/09/20	387.00	77903
101-301-956.00	EMPLOYEE PHYSICALS	MANAGEMENT & BEHAVIOR	PRE EMPLOY PSYCH - RYAN	08282020 RYAN	09/15/20	875.00	77802
101-301-961.00	TRAINING & SCHOOLS	KNRCONTROL, LLC	PACKARD PPCT/HFS RE-CERT	CANTON110	09/20/20	350.00	77893
Total For Dept 301 SHERIFF						5,684.63	
Dept 333 SECONDARY ROAD PATROL							
101-333-725.00	FRINGE BENEFITS	44 NORTH	EMPLOYEE FLEX, HRA & COBRA FOR SEP	202277	09/17/20	22.90	77844
101-333-725.00	FRINGE BENEFITS	44 NORTH	EMPLOYEE VISION COVERAGE FOR SEPTE	202277	09/17/20	25.88	77844
101-333-725.00	FRINGE BENEFITS	DEARBORN LIFE INSURAN	SHORT TERM/LONG TERM, LIFE, AD & D	OCTOBER 2020	09/17/20	43.67	77873
101-333-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	AUGUST 2020 FUEL	1345	09/15/20	148.44	77756
Total For Dept 333 SECONDARY ROAD PATROL						240.89	
Dept 334 ZERO TOLERANCE, BAILIFF							
101-334-729.10	SUPPLIES - CHEMICAL	PREMIER BIOTECH, INC.	7 PN ORAL TOX KITS	2158664	10/11/20	776.25	77910
Total For Dept 334 ZERO TOLERANCE, BAILIFF						776.25	
Dept 426 EMERGENCY MANAGEMENT							
101-426-725.00	FRINGE BENEFITS	44 NORTH	EMPLOYEE FLEX, HRA & COBRA FOR SEP	202277	09/17/20	9.20	77844
101-426-725.00	FRINGE BENEFITS	44 NORTH	EMPLOYEE VISION COVERAGE FOR SEPTE	202277	09/17/20	7.22	77844
101-426-725.00	FRINGE BENEFITS	DEARBORN LIFE INSURAN	SHORT TERM/LONG TERM, LIFE, AD & D	OCTOBER 2020	09/17/20	23.12	77873
101-426-727.00	OFFICE SUPPLIES	COAST TO COAST SOLUTI	WALL CALENDAR EMERGENCY MANAGEMENT	IVC0097440	09/17/20	191.43	77865
101-426-860.00	TRAVEL	HUBERS, REBECCA	MILAGE REIMBURSE FOR JULY AND AUGU	9-9-2020	09/10/20	246.10	77789
Total For Dept 426 EMERGENCY MANAGEMENT						477.07	
Dept 648 MEDICAL EXAMINER							
101-648-800.00	CONTRACTED SERVICES	MANISTEE COUNTY - ADM	SHARED EXPENSES - AUGUST	083120	09/10/20	2,005.39	77803
101-648-970.00	EQUIPMENT- MEDICAL EXAMI	HEALTHCARE WASTE MANA	MEDICAL WASTE DISPOSAL	32332	09/10/20	420.00	77785
Total For Dept 648 MEDICAL EXAMINER						2,425.39	

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Fund 101 GENERAL FUND							
Dept 649 MENTAL HEALTH	APPROPRIATIONS						
101-649-836.00		CENTRA WELLNESS NETWO	MONTHLY APPROPRIATIONS - SEPT	1027	09/10/20	10,091.88	77764
			Total For Dept 649 MENTAL HEALTH			10,091.88	
Dept 851 INSURANCE & BONDS							
101-851-725.06	LIFE INSURANCE	DEARBORN LIFE INSURAN	SHORT TERM/LONG TERM, LIFE, AD & D OCTOBER 2020		09/17/20	224.45	77873
			Total For Dept 851 INSURANCE & BONDS			224.45	
Dept 852 MEDICAL INSURANCE							
101-852-717.00	MEDICAL/DENTAL/VISION IN	44 NORTH	EMPLOYEE VISION COVERAGE FOR SEPTE 202277		09/17/20	883.95	77844
101-852-717.01	MEDICAL INSURANCE TO MAN	MANISTEE COUNTY - ADM	SHARED EXPENSES - AUGUST 083120		09/10/20	1,401.93	77803
101-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN LIFE INSURAN	SHORT TERM/LONG TERM, LIFE, AD & D OCTOBER 2020		09/17/20	1,200.91	77873
101-852-800.00	CONTRACTED SERVICES - CA	44 NORTH	EMPLOYEE FLEX, HRA & COBRA FOR SEP 202277		09/17/20	927.00	77844
101-852-874.00	MEDICAL INSURANCE - RET	44 NORTH	EMPLOYEE VISION COVERAGE FOR SEPTE 202277		09/17/20	44.41	77844
			Total For Dept 852 MEDICAL INSURANCE			4,458.20	
			Total For Fund 101 GENERAL FUND			84,011.83	
Fund 205 TNT OFFICER MILLAGE FUND							
Dept 000							
205-000-725.00	FRINGE BENEFITS	44 NORTH	EMPLOYEE FLEX, HRA & COBRA FOR SEP 202277		09/17/20	22.90	77844
205-000-725.00	FRINGE BENEFITS	44 NORTH	EMPLOYEE VISION COVERAGE FOR SEPTE 202277		09/17/20	25.88	77844
205-000-725.00	FRINGE BENEFITS	DEARBORN LIFE INSURAN	SHORT TERM/LONG TERM, LIFE, AD & D OCTOBER 2020		09/17/20	44.84	77873
205-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	AUGUST 2020 FUEL 1345		09/15/20	200.92	77756
205-000-853.00	CELLULAR PHONES-TNT	AMAZON CAPITAL SERVIC	TNT PHONE CASE 1GRL-PVYL-4KRN		10/11/20	21.99	77850
			Total For Dept 000			316.53	
			Total For Fund 205 TNT OFFICER MILLAGE FUND			316.53	
Fund 209 SCHOOL RESOURCE OFFICER							
Dept 000							
209-000-725.00	FRINGE BENEFITS	44 NORTH	EMPLOYEE FLEX, HRA & COBRA FOR SEP 202277		09/17/20	18.40	77844
209-000-725.00	FRINGE BENEFITS	44 NORTH	EMPLOYEE VISION COVERAGE FOR SEPTE 202277		09/17/20	9.99	77844
209-000-725.00	FRINGE BENEFITS	DEARBORN LIFE INSURAN	SHORT TERM/LONG TERM, LIFE, AD & D OCTOBER 2020		09/17/20	44.86	77873
209-000-729.00	PHOTOS AND SUPPLIES	AMAZON CAPITAL SERVIC	INK 1GYK-4HPM-YLWF		10/16/20	157.45	77850
209-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	AUGUST 2020 FUEL 1345		09/15/20	257.64	77756
			Total For Dept 000			488.34	
			Total For Fund 209 SCHOOL RESOURCE OFFICER			488.34	
Fund 213 JAIL OPERATIONS FUND							
Dept 265 BUILDING & GROUNDS							
213-265-783.00	EQUIP. SERVICES & SUPPLI	KSS ENTERPRISES	WIPES 1231803-1		10/03/20	324.00	77799
213-265-783.00	EQUIP. SERVICES & SUPPLI	METROPOLITAN COMPOUN	DRAIN CLEANER JAIL 0012939-IN		09/15/20	555.90	77808
213-265-784.00	GARBAGE PICK-UP	AMERICAN WASTE	SEPTEMBER PICK UP 3848961		09/20/20	100.00	77749
213-265-924.00	ELECTRIC	CONSUMERS ENERGY	ELECTRIC 206968496963 AU		10/02/20	3,059.79	77870
213-265-935.00	JAIL REPAIRS	STATE OF MICHIGAN	BOILER INSPECTION X2 BLR445838		09/20/20	250.00	77823
213-265-935.00	JAIL REPAIRS	BLUEWATER ELECTRIC LL	09312020 SERVICE 1009		09/28/20	325.00	77855
213-265-935.00	JAIL REPAIRS	BLUEWATER ELECTRIC LL	EXHST HOOD/AC SPRINK SYS 1007		10/13/20	560.00	77856
213-265-935.00	JAIL REPAIRS	HURST MECHANICAL	BOOKING RM AC/ 1st VISIT 7600496		10/04/20	493.47	77884
213-265-935.00	JAIL REPAIRS	HURST MECHANICAL	FAN CYCLE SWITCH BOOKING ROOM 7654826		10/14/20	417.62	77884
			Total For Dept 265 BUILDING & GROUNDS			6,085.78	
Dept 351 JAIL - CORRECTIONS							
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPP 07/26 TO 0829 2020 100873		09/29/20	8,155.94	77763

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Fund 213 JAIL OPERATIONS FUND							
Dept 351 JAIL - CORRECTIONS							
213-351-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	AUGUST 2020 FUEL	1345	09/15/20	21.35	77756
213-351-834.00	PRISONER MEDICAL - BENZI	FASPSYCH, LLC	08192020 OV MANOL	083120117	09/14/20	175.00	77778
213-351-963.00	COMPUTER EQUIPMENT	I.T. RIGHT	MONTHLY CONTRACT SERVICE SEPT 2020	20165199	09/10/20	908.20	77791
			Total For Dept 351 JAIL - CORRECTIONS			9,260.49	
Dept 851 INSURANCE & BONDS							
213-851-725.06	LIFE INSURANCE	DEARBORN LIFE INSURAN	SHORT TERM/LONG TERM, LIFE, AD & D OCTOBER 2020		09/17/20	71.25	77873
			Total For Dept 851 INSURANCE & BONDS			71.25	
Dept 852 MEDICAL INSURANCE							
213-852-717.00	MEDICAL/DENTAL/VISION IN	44 NORTH	EMPLOYEE VISION COVERAGE FOR SEPTE 202277		09/17/20	139.03	77844
213-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN LIFE INSURAN	SHORT TERM/LONG TERM, LIFE, AD & D OCTOBER 2020		09/17/20	511.62	77873
213-852-800.00	CONTRACTED SERVICES - CA	44 NORTH	EMPLOYEE FLEX, HRA & COBRA FOR SEP 202277		09/17/20	229.40	77844
			Total For Dept 852 MEDICAL INSURANCE			880.05	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 265 BUILDING & GROUNDS						16,297.57	
214-265-750.00	MAINTENANCE SUPPLIES	FRANKFORT HARDWARE	036635 ST3 TOILET REPAIR AND ST 3	036878	09/10/20	70.68	77780
214-265-750.00	MAINTENANCE SUPPLIES	MCCARDEL WATER CONDIT	ST WATER CONDITIONER	9-1-20	09/10/20	177.45	77805
214-265-850.01	INTERNET SERVICE	CHARTER COMMUNICATION	CHARTER BILL FOR ST 3	9-18-20	09/17/20	260.75	77863
214-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELL PHONES	9861930336	09/17/20	103.96	77926
214-265-924.00	ELECTRIC	CHERRYLAND ELECTRIC	ST 2 ELECTRICITY	9-28-20	09/10/20	189.03	77767
214-265-924.00	ELECTRIC	CONSUMERS ENERGY	227 PINE LANE, FRANKFORT - SEPT	202430321315	09/17/20	58.63	77870
214-265-924.00	ELECTRIC	CONSUMERS ENERGY	224 PARK AVE, FRANKFORT - SEPT	202430321314	09/17/20	218.11	77870
			Total For Dept 265 BUILDING & GROUNDS			1,078.61	
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	SUCTION UNIT	83743773	09/10/20	1,173.00	77762
214-655-735.00	MEDICAL SUPPLIES	MUNSON MEDICAL CENTER	PHARMACY CHARGES	9-1-2020	09/10/20	735.00	77813
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	N95 MASKS	83772635	09/17/20	2,199.80	77857
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MED SUPPLIES	83750493	09/17/20	764.50	77857
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MED SUPPLIES	83750492	09/17/20	179.80	77857
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MED SUPPLIES	83750491	09/17/20	19.10	77857
214-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	OXYGEN	9104749911	09/17/20	300.54	77848
214-655-749.00	VEHICLE REPAIRS	DA DESIGNS	A31 NUMBERS	5139	09/10/20	35.00	77772
214-655-749.00	VEHICLE REPAIRS	THIRLBY AUTO - ALS/EM	927674 BATTERY AND IDLER PULLY FOR	931260	09/10/20	38.76	77831
214-655-800.05	CONTRACTED SERVICES - TH	THOMPSONVILLE AMBULAN	TWILVE PAYMENT FOR PATIENT BCMS B	TVMI-20-0106	09/10/20	1,570.00	77833
214-655-820.00	QA ASSESSMENTS	MICHIGAN DEPARTMENT O	QUALITY ASSURANCE ASSESSMENT	491-383329	09/17/20	374.01	77901
214-655-855.00	RADIO MAINTENANCE/EQUIPM	GRAND TRAVERSE MOBILE	A31 NOT TRACKING IN CAD, A21 WIFI	54367	09/10/20	382.50	77784
214-655-963.00	COMPUTER SUPPORT	I.T. RIGHT	MONTHLY CONTRACT SERVICE SEPT 2020	20165199	09/10/20	87.89	77791
214-655-970.00	EQUIPMENT	MUNSON MEDICAL CENTER	PROXIMITY CARDS	9-1-2020	09/10/20	30.00	77812
			Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)			7,889.90	
Dept 851 INSURANCE & BONDS							
214-851-725.06	LIFE INSURANCE	DEARBORN LIFE INSURAN	SHORT TERM/LONG TERM, LIFE, AD & D OCTOBER 2020		09/17/20	71.25	77873
			Total For Dept 851 INSURANCE & BONDS			71.25	
Dept 852 MEDICAL INSURANCE							
214-852-717.00	MEDICAL/DENTAL/VISION IN	44 NORTH	EMPLOYEE VISION COVERAGE FOR SEPTE 202277		09/17/20	268.89	77844
214-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN LIFE INSURAN	SHORT TERM/LONG TERM, LIFE, AD & D OCTOBER 2020		09/17/20	490.66	77873
214-852-800.00	CONTRACTED SERVICES - CA	44 NORTH	EMPLOYEE FLEX, HRA & COBRA FOR SEP 202277		09/17/20	275.60	77844

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Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND Dept 852 MEDICAL INSURANCE							
			Total For Dept 852 MEDICAL INSURANCE			1,035.15	
			Total For Fund 214 EMERGENCY MEDICAL SERVICES (E			10,074.91	
Fund 216 SEASONAL ROAD PATROL FUND Dept 338 LAKE TOWNSHIP 216-338-748.00 GAS, OIL & GREASE		BENZIE COUNTY ROAD CO	AUGUST 2020 FUEL	1345	09/15/20	145.34	77756
			Total For Dept 338 LAKE TOWNSHIP			145.34	
			Total For Fund 216 SEASONAL ROAD PATROL FUND			145.34	
Fund 220 MARINE PATROL FUND Dept 000 220-000-748.00 GAS, OIL & GREASE		BENZIE COUNTY ROAD CO	AUGUST 2020 FUEL	1345	09/15/20	42.07	77756
			Total For Dept 000			42.07	
			Total For Fund 220 MARINE PATROL FUND			42.07	
Fund 228 SOLID WASTE/RECYCLING FUND Dept 000 228-000-703.05 WAGES-ATTENDANT 228-000-703.05 WAGES-ATTENDANT 228-000-703.05 WAGES-ATTENDANT 228-000-748.00 GAS, OIL & GREASE 228-000-800.00 CONTRACTED SERVICES 228-000-955.00 CONVENTIONS & DUES 228-000-963.00 COMPUTER SUPPORT		DAVID SCHAEFFER STEFFES, MELONIE WOOD, MARLENE BENZIE COUNTY ROAD CO AMERICAN WASTE VISA=JESSE ZYLSTRA I.T. RIGHT	AUGUST SITE ATTENDANT AUGUST SITE ATTENDANT AUGUST SITE ATTENDANT FUEL FOR AUGUST 2020 RECYCLE SERVICES FOR AUGUST MRC CONFERENCE MONTHLY CONTRACT SERVICE SEPT 2020	09152020 09152020 09162020 1350 3860974 3428 20165199	09/17/20 09/17/20 09/17/20 09/17/20 09/17/20 10/15/20 09/10/20	510.00 180.00 360.00 131.57 14,408.30 125.00 29.30	77872 77919 77935 77757 77851 77928 77791
			Total For Dept 000			15,744.17	
Dept 851 INSURANCE & BONDS 228-851-725.06 LIFE INSURANCE		DEARBORN LIFE INSURAN	SHORT TERM/LONG TERM, LIFE, AD & D OCTOBER 2020		09/17/20	4.75	77873
			Total For Dept 851 INSURANCE & BONDS			4.75	
Dept 852 MEDICAL INSURANCE 228-852-717.00 MEDICAL/DENTAL/VISION IN 228-852-718.00 SHORT/LONG TERM DISABILI 228-852-800.00 CONTRACTED SRVS - CADILL		44 NORTH DEARBORN LIFE INSURAN 44 NORTH	EMPLOYEE VISION COVERAGE FOR SEPTE 202277 SHORT TERM/LONG TERM, LIFE, AD & D OCTOBER 2020 EMPLOYEE FLEX, HRA & COBRA FOR SEP 202277		09/17/20 09/17/20 09/17/20	9.99 32.64 22.90	77844 77873 77844
			Total For Dept 852 MEDICAL INSURANCE			65.53	
			Total For Fund 228 SOLID WASTE/RECYCLING FUND			15,814.45	
Fund 230 BETSIE VALLEY TRAIL MANAGEMENT FUND Dept 000 230-000-957.30 LANDSCAPE/TRAIL MAINTENA		TRUGREEN	VEGETATION CONTROL BETSIE VALLEY T 2800035110		09/10/20	1,408.11	77839
			Total For Dept 000			1,408.11	
			Total For Fund 230 BETSIE VALLEY TRAIL MANAGEMENT			1,408.11	
Fund 231 SOIL EROSION (SESSC) FUND Dept 723 SOIL EROSION CONTROL 231-723-800.00 CONTRACTED SERVICES		ASSOCIATED GOVERNMENT	BUILDING DEPT PERMITS - AUGUST	2154	09/17/20	3,100.00	77852
			Total For Dept 723 SOIL EROSION CONTROL			3,100.00	
			Total For Fund 231 SOIL EROSION (SESSC) FUND			3,100.00	

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Fund 261 911 EMERGENCY SERVICE FUND							
Dept 852 MEDICAL INSURANCE							
261-852-717.00	MEDICAL/DENTAL/VISION IN	44 NORTH	EMPLOYEE VISION COVERAGE FOR SEPT	202277	09/17/20	97.49	77844
261-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN	SHORT TERM/LONG TERM, LIFE, AD & D	OCTOBER 2020	09/17/20	346.96	77873
261-852-800.00	CONTRACTED SERVICES - CA	44 NORTH	EMPLOYEE FLEX, HRA & COBRA FOR SEP	202277	09/17/20	169.90	77844
			Total For Dept 852 MEDICAL INSURANCE			614.35	
			Total For Fund 261 911 EMERGENCY SERVICE FUND			2,825.30	
Fund 269 LAW LIBRARY FUND							
Dept 000							
269-000-901.00	RESOURCE MATERIALS	RELX INC. DBA LEXISNE	LAW LIBRARY SUBSCRIPTION	3092811174	09/10/20	572.00	77820
269-000-901.00	RESOURCE MATERIALS	MANISTEE COUNTY	SHARED EXPENSES - CIRCUIT COURT	083120	09/17/20	96.80	77898
269-000-901.00	RESOURCE MATERIALS	THOMSON REUTERS - WES	LIBRARY SUBSCRIPTION	843005357	09/17/20	815.90	77924
			Total For Dept 000			1,484.70	
			Total For Fund 269 LAW LIBRARY FUND			1,484.70	
Fund 292 CHILD CARE FUND							
Dept 000							
292-000-704.02	SALARY - CASEWORKER	MANISTEE COUNTY - ADM	SHARED EXPENSES - AUGUST	083120	09/10/20	4,150.97	77803
292-000-725.00	FRINGE BENEFITS - JUVENI	MANISTEE COUNTY - ADM	SHARED EXPENSES - AUGUST	083120	09/10/20	1,035.61	77803
292-000-725.06	FRINGE BENEFITS - CASEWO	MANISTEE COUNTY - ADM	SHARED EXPENSES - AUGUST	083120	09/10/20	2,029.19	77803
292-000-862.00	MENTORING/TUTORING	KRISTIN PENSYL	TUTORING IHC CLIENTS	SEPT	09/17/20	487.50	77895
			Total For Dept 000			7,703.27	
			Total For Fund 292 CHILD CARE FUND			7,703.27	
Fund 293 VETERAN'S RELIEF FUND							
Dept 000							
293-000-721.00	PER DIEM	BAILEY, LAWRENCE	PER DIEM FOR VETERANS	08312020	09/17/20	35.00	77854
293-000-721.00	PER DIEM	BURCH, TYSON	PER DIEM FOR VETERANS	08312020	09/17/20	35.00	77859
293-000-721.00	PER DIEM	FENDER, GARY	PER DIEM VETERANS	083120	09/17/20	35.00	77879
293-000-721.00	PER DIEM	GIDDIS, KIRT	PER DIEM FOR VETERANS	083120	09/17/20	35.00	77880
293-000-721.00	PER DIEM	KOWALSKI, ED	PER DIEM FOR VETERANS	08312020	09/17/20	35.00	77894
293-000-721.00	PER DIEM	ROELOFS, ROBERT	PER DIEM FOR VETERANS	08312020	09/17/20	35.00	77913
293-000-721.00	PER DIEM	SCHAFER, DONALD E.	PER DIEM FOR VETERANS	083120	09/17/20	35.00	77915
293-000-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CEN	OFFICE SUPPLIES VETERANS	457109-0	09/10/20	103.64	77794
293-000-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CEN	OFFICE SUPPLIES VETERANS	456903-0	09/10/20	25.41	77794
293-000-839.10	VETERANS FINANCIAL AID	STAPLETONS	GAS CARDS FOR VETERANS	09152020	09/17/20	300.00	77918
293-000-839.20	PEACETIME VETERANS ASSIS	CREDIT ACCEPTANCE COR	ACCT# 83567343 2 CAR PAYMENTS -	09142020	09/17/20	595.70	77871
293-000-839.20	PEACETIME VETERANS ASSIS	VILLAGE OF BEULAH	ACCT# S-022 WATER BILL/VA BENEF	09152020	09/17/20	791.88	77927
293-000-839.20	PEACETIME VETERANS ASSIS	VISA=MICHELLE THOMPSON	2 MONTHS CAR INSURANCE /VA BENEFIT	09152020	09/17/20	264.88	77929
293-000-860.00	TRAVEL	BAILEY, LAWRENCE	MILEAGE FOR AUGUST 2020	08312020M	09/17/20	2.12	77854
293-000-860.00	TRAVEL	BURCH, TYSON	MILEAGE FOR AUGUST 2020	08312020M	09/17/20	19.44	77859
293-000-860.00	TRAVEL	FENDER, GARY	MILEAGE FOR AUGUST 2020	083120M	09/17/20	3.45	77879
293-000-860.00	TRAVEL	GIDDIS, KIRT	MILEAGE FOR AUGUST 2020	083120M	09/17/20	18.29	77880
293-000-860.00	TRAVEL	KOWALSKI, ED	MILEAGE FOR AUGUST 2020	08312020M	09/17/20	3.45	77894
293-000-860.00	TRAVEL	ROELOFS, ROBERT	MILEAGE FOR AUGUST 2020	08312020M	09/17/20	24.15	77913
293-000-860.00	TRAVEL	SCHAFER, DONALD E.	MILEAGE FOR AUGUST 2020	08312020M	09/17/20	2.53	77915
			Total For Dept 000			2,399.94	
			Total For Fund 293 VETERAN'S RELIEF FUND			2,399.94	
Fund 296 JUVENILE JUSTICE FUND							
Dept 000							

User: SBOYD

EXP CHECK RUN DATES 09/10/2020 - 09/17/2020

DB: Benzie County

JOURNALIZED

PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund 296 JUVENILE JUSTICE FUND						
Dept 000						
296-000-800.00	CONTRACTUAL SERVICES	LORI WADE	SOCIAL WORKER CONTRACT	SEPT	09/10/20	1,250.00 77801
			Total For Dept 000			1,250.00
			Total For Fund 296 JUVENILE JUSTICE FUND			1,250.00
Fund 312 MAPLES DEBT/MILLAGE FUND						
Dept 000						
312-000-999.00	CONTINGENCY	CLARK HILL, PLC	CAPITAL IMPROVEMENT BONDS	1001799	09/10/20	1,196.24 77769
			Total For Dept 000			1,196.24
			Total For Fund 312 MAPLES DEBT/MILLAGE FUND			1,196.24
Fund 401 CAPITAL IMPROVEMENT FUND						
Dept 213 JAIL OPERATIONS						
401-213-967.00	PROJECT EXPENSES-JAIL	ADVANCED SATELLITE CO	LAST INSTALLMENT-HD CAMERA SYSTEM	47916	09/10/20	4,338.22 77746
401-213-967.00	PROJECT EXPENSES-JAIL	JOHNSON CONTROLS FIRE	REPLACE FIRE PROTECTION AIR COMPRE	87073022	09/17/20	7,368.80 77888
			Total For Dept 213 JAIL OPERATIONS			11,707.02
			Total For Fund 401 CAPITAL IMPROVEMENT FUND			11,707.02
Fund 412 MCF RENOVATIONS FUND						
Dept 000						
412-000-810.00	LEGAL FEES	DYKEMA GOSSETT PLLC	SERVICES FOR MAPLES PROJECT	334272	09/17/20	416.00 77876
412-000-967.00	PROJECT EXPENSES	COMSTOCK CONSTRUCTION	SERVICES THRU AUGUST 2020/ MAPLES	019	09/17/20	20,786.00 77869
412-000-967.00	PROJECT EXPENSES	MA ENGINEERING	MAPLES EMERGENCY GENERATOR LOAD AN	4-4676	09/17/20	8,950.00 77897
412-000-967.00	PROJECT EXPENSES	PIONEER GROUP	ACCT# 43100200 BUILDING AUTHORITY	08272020	09/17/20	109.65 77909
			Total For Dept 000			30,261.65
			Total For Fund 412 MCF RENOVATIONS FUND			30,261.65
Fund 425 EQUIPMENT REPLACEMENT FUND						
Dept 351 JAIL - CORRECTIONS						
425-351-957.00	MISCELLANEOUS - INMATE T	JOHNSON CONTROLS FIRE	CONTROL BOARD UPDATE	87054630	09/17/20	2,041.00 77888
			Total For Dept 351 JAIL - CORRECTIONS			2,041.00
			Total For Fund 425 EQUIPMENT REPLACEMENT FUND			2,041.00
Fund 516 DELINQUENT TAX REVOLVING FUND						
Dept 000						
516-000-694.00	CASH OVER/SHORT	MILDRED LOVE	OVERPAID DELINQUENT TAXES 03-110-0	08312020	09/10/20	7.86 77811
516-000-694.00	CASH OVER/SHORT	STEVEN WRIGHT	OVERPAID DELINQUENT TAXES 01-009-0	090420	09/10/20	126.57 77827
516-000-694.00	CASH OVER/SHORT	WELDON TOWNSHIP TREAS	SUMMER TAXES - 12-101-059-00	09142020	09/17/20	1,504.90 77932
			Total For Dept 000			1,639.33
			Total For Fund 516 DELINQUENT TAX REVOLVING FUND			1,639.33
Fund 532 TAX FORECLOSURE FUND						
Dept 253 COUNTY TREASURER						
532-253-800.00	CONTRACTED SERVICES - RE	BENZIE COUNTY REGISTE	TO RECORD 36 REDEMPTIONS CERTIFICA	090420	09/10/20	1,080.00 77755
532-253-801.00	CONTRACTED SERVICES	TITLE CHECK LLC	1/12 ANNUAL FEE FOR 2018 TAX FORFE	2008-20	09/10/20	1,000.19 77835
532-253-957.00	MISCELLANEOUS	ALMIRA TOWNSHIP TREAS	SUMMER TAXES - 01-020-012-10	09092020	09/10/20	228.36 77747
532-253-957.00	MISCELLANEOUS	ALMIRA TOWNSHIP TREAS	SUMMER TAXES - 01-020-012-20	090920	09/10/20	228.36 77747
532-253-957.00	MISCELLANEOUS	ALMIRA TOWNSHIP TREAS	SUMMER TAXES - 01-029-003-40	090920	09/10/20	7.93 77747
532-253-957.00	MISCELLANEOUS	COLFAX TOWNSHIP	SUMMER TAXES - 04-007-009-10	09092020	09/10/20	56.24 77770

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 532 TAX FORECLOSURE FUND							
Dept 253 COUNTY TREASURER							
532-253-957.00	MISCELLANEOUS	GILMORE TOWNSHIP TREA	SUMMER TAXES - 06-501-139-10	090920	09/10/20	9.64	77782
532-253-957.00	MISCELLANEOUS	GILMORE TOWNSHIP TREA	SUMMER TAXES - 06-502-023-00	0909201	09/10/20	454.99	77782
532-253-957.00	MISCELLANEOUS	INLAND TOWNSHIP TREAS	SUMMER TAXES - 08-015-001-18	09092020	09/10/20	85.17	77793
532-253-957.00	MISCELLANEOUS	INLAND TOWNSHIP TREAS	SUMMER TAXES - 08-024-012-02	0909201	09/10/20	48.70	77793
532-253-957.00	MISCELLANEOUS	PLATTE TOWNSHIP TREAS	SUMMER TAXES - 11-017-001-70	09092020	09/10/20	163.09	77782
532-253-957.00	MISCELLANEOUS	VILLAGE OF THOMPSONVI	VILLAGE TAXES - 12-504-007-21	090920	09/10/20	14.42	77841
532-253-957.00	MISCELLANEOUS	VILLAGE OF THOMPSONVI	VILLAGE TAXES - 12-501-092-01	09092020	09/10/20	457.72	77841
532-253-957.00	MISCELLANEOUS	WELDON TOWNSHIP TREAS	SUMMER TAXES - 12-501-092-01	090920	09/10/20	61.53	77843
532-253-957.00	MISCELLANEOUS	WELDON TOWNSHIP TREAS	SUMMER TAXES - 12-504-007-21	09092020	09/10/20	19.43	77843
Total For Dept 253 COUNTY TREASURER						3,915.77	
Total For Fund 532 TAX FORECLOSURE FUND						3,915.77	
Fund 569 BUILDING AUTHORITY							
Dept 000							
569-000-721.00	PER DIEM	CLARK, JAMES	PER DIEM FOR BUILDING AUTHORITY	09162020	09/17/20	35.00	77864
569-000-721.00	PER DIEM	JOHNSON, JEFF	PER DIEM FOR BUILDING AUTHORITY	091620	09/17/20	35.00	77890
569-000-860.00	TRAVEL	CLARK, JAMES	MILEAGE FOR SEPT 16, 2020	09162020M	09/17/20	14.38	77864
569-000-860.00	TRAVEL	JOHNSON, JEFF	MILEAGE FOR SEPT 16, 2020	09162020M	09/17/20	4.88	77890
Total For Dept 000						89.26	
Total For Fund 569 BUILDING AUTHORITY						89.26	
Fund 701 GENERAL AGENCY FUND							
Dept 136 DISTRICT COURT							
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED	20-030-ST	09/10/20	100.00	77744
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED	19-775270-SN	09/10/20	115.00	77745
701-136-265.00	CASH BONDS PAYABLE	BARKER, DEVON WILLIAM	BOND RETURNED: BARKER	19-775270-SN	09/10/20	35.00	77750
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND FORFEITED: M GEIGER	20-085-SM	09/17/20	150.00	77845
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED: G ELLIOTT	20-S56038-SN	09/17/20	100.00	77846
701-136-265.00	CASH BONDS PAYABLE	COLEMAN, ISAIAH	BOND RETURNED: ISIAIAH COLEMAN	DP456	09/17/20	2,475.00	77847
701-136-265.00	CASH BONDS PAYABLE	PAGE, CLAUDIA MILDRED	BOND RETURNED: CLAUDIA M PAGE	20-020-ST	09/17/20	200.00	77868
701-136-265.00	CASH BONDS PAYABLE	WEBER, KYLE EDWARD	BOND RETURNED: KYLE E WEBER	19-181-SM	09/17/20	100.00	77908
701-136-265.00	CASH BONDS PAYABLE	SINGLETON, MEGAN	BOND RETURNED: MEGAN	20-215-SD	09/17/20	175.00	77931
701-136-271.00	RESTITUTIONS PAYABLE	AUTO-OWNERS INSURANCE	RESTITUTION PYMT FROM SHAWN K ROBE	19-375-SM	09/10/20	25.00	77822
701-136-271.00	RESTITUTIONS PAYABLE	RYKSE, BRAD	RESTITUTION PYMT FROM STEVEN PELL	18-336-SM	09/17/20	50.00	77853
701-136-271.00	RESTITUTIONS PAYABLE	STOLTMAN, THOMAS	RESTITUTION PYMT FROM LARRY L BROW	19-203-FY	09/17/20	25.00	77914
701-136-271.00	RESTITUTIONS PAYABLE	WILLIAMS, NEILAN	RESTITUTION PYMT FROM STEVEN, PELL	18-336-SM	09/17/20	50.00	77920
701-136-271.00	RESTITUTIONS PAYABLE		RESTITUTION PYMT FROM IVY JOSLIN	18-350-FY	09/17/20	50.00	77934
Total For Dept 136 DISTRICT COURT						3,650.00	
Dept 215 COUNTY CLERK							
701-215-228.05	DUE STATE - NOTARY FEES	MICHIGAN DEPARTMENT O	NOTARY FEE TRANSMITTAL	AUGUST 2020	09/10/20	2.00	77809
701-215-228.16	DUE STATE - PISTOL PERMI	STATE OF MICHIGAN (#3	CPL FOR AUGUST	551-566561	09/10/20	1,984.00	77826
701-215-228.37	DUE STATE - CRIME VICTIM	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	AUGUST 2020	09/10/20	922.58	77824
701-215-228.42	DUE STATE - STATE COURT	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	AUGUST 2020	09/10/20	280.00	77824
701-215-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	AUGUST 2020	09/10/20	250.00	77824
701-215-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	AUGUST 2020	09/10/20	1,190.00	77824
701-215-228.59	DUE STATE - JUSTICE SYST	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	AUGUST 2020	09/10/20	791.02	77824
701-215-265.00	CASH BONDS PAYABLE	BENZIE COUNTY CLERK	BOND MONEY APPLIED FOR NICHOLAS LA	20-2687-FH	09/10/20	180.00	77754
701-215-271.00	RESTITUTIONS PAYABLE	HEATHER FRARY	RESTITUTION FROM DEVIN SCARBROUGH	19-2626-FH	09/10/20	72.50	77786
701-215-271.00	RESTITUTIONS PAYABLE	JAMES AND CAROLINE HE	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	09/10/20	10.00	77795
701-215-271.00	RESTITUTIONS PAYABLE	RACHEL ROMAN	RESTITUTION FROM JACOB CUTLER	19-2604-FH	09/10/20	50.00	77819

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 701 GENERAL AGENCY FUND							
Dept 215 COUNTY CLERK							
701-215-271.00	RESTITUTIONS PAYABLE	TOM AND ROBIN LEE	RESTITUTION FROM DONALD MARSHALL	14-2364-FH	09/10/20	50.00	77836
701-215-271.00	RESTITUTIONS PAYABLE	AMANDA BERRY	RESTITUTION FROM JUSTIN RICE	19-2608-FC	09/17/20	57.08	77849
701-215-271.00	RESTITUTIONS PAYABLE	DIANE BRUTZER	RESTITUTION FROM DENNIS FOUST	15-2425-FH	09/17/20	26.92	77874
701-215-271.00	RESTITUTIONS PAYABLE	JAMES AND CAROLINE HE	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	09/17/20	10.00	77886
701-215-271.00	RESTITUTIONS PAYABLE	JAMES AND CAROLINE HE	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	09/17/20	10.00	77887
701-215-271.00	RESTITUTIONS PAYABLE	KATRINA DOUGHERTY	RESTITUTION FROM HUNTER CARRIER	16-2442-FH	09/17/20	99.72	77891
701-215-271.00	RESTITUTIONS PAYABLE	MEMBERS CREDIT UNION	RESTITUTION FROM JENNY KETZ	12-2274-FH	09/17/20	50.00	77900
701-215-271.00	RESTITUTIONS PAYABLE	MOTOR INSURANCE CORPO	RESTITUTION FROM HARRY KRACHMAL II	16-2449-FH	09/17/20	5.00	77905
701-215-271.00	RESTITUTIONS PAYABLE	NORMA LOCICERO	RESTITUTION FROM JASON PARKS	17-2531-FC	09/17/20	55.73	77906
701-215-271.10	FAMILY DIVISION RESTITUT	DONALD SUCHOCKI	RESTITUTION FROM SOPHIE GROESSER	19-3075-DL	09/10/20	517.15	77776
701-215-271.10	FAMILY DIVISION RESTITUT	TIMOTHY DROST	RESTITUTION FROM BYRCE RAMEY	19-3048-DL	09/10/20	100.00	77834
701-215-271.10	FAMILY DIVISION RESTITUT	EDWARD JUNE	RESTITUTION FROM DESHAWN STANTON	98-0262-DL	09/17/20	75.15	77877
Total For Dept 215 COUNTY CLERK						6,788.85	
Dept 253 COUNTY TREASURER							
701-253-221.00	DUE CITY OF FRANKFORT	CITY OF FRANKFORT	CHARGEBACKS DUE TO THE CITY - OPER	08312020	09/10/20	795.40	77768
701-253-223.01	DUE BENZIE SHORES DIST L	BENZIE SHORES DISTRIC	CHARGEBACKS DUTE TO LIBRARY	08312020	09/10/20	3.59	77759
701-253-227.23	DUE VILLAGE OF ELBERTA	VILLAGE OF ELBERTA	CHARGEBACK DUE TO THE VILLAGE	08312020	09/10/20	91.21	77840
701-253-274.09	COMMERCIAL FOREST	BENZIE CONSERVATION D	2019 COMMERCIAL FOREST DISTRIBUTIO	09022020	09/10/20	13.38	77751
701-253-274.09	COMMERCIAL FOREST	BENZIE COUNTY CENTRAL	2019 COMMERCIAL FOREST DISTRIBUTIO	09022020	09/10/20	260.48	77752
701-253-274.09	COMMERCIAL FOREST	BENZIE SHORES DISTRIC	2019 COMMERCIAL FOREST DISTRIBUTIO	09022020	09/10/20	9.46	77759
701-253-274.09	COMMERCIAL FOREST	BENZIE TRANSPORTATION	2019 COMMERCIAL FOREST DISTRIBUTIO	09022020	09/10/20	52.58	77760
701-253-274.09	COMMERCIAL FOREST	BENZONIA TOWNSHIP TRE	2019 COMMERCIAL FOREST DISTRIBUTIO	09022020	09/10/20	15.04	77761
701-253-274.09	COMMERCIAL FOREST	COLFAX TOWNSHIP	2019 COMMERCIAL FOREST DISTRIBUTIO	09022020	09/10/20	4.74	77770
701-253-274.09	COMMERCIAL FOREST	CRYSTAL LAKE TOWNSHIP	2019 COMMERCIAL FOREST DISTRIBUTIO	090220	09/10/20	4.88	77771
701-253-274.09	COMMERCIAL FOREST	FRANKFORT-ELBERTA SCH	2019 COMMERCIAL FOREST DISTRIBUTIO	09022020	09/10/20	4.42	77781
701-253-274.09	COMMERCIAL FOREST	HOMESTEAD TOWNSHIP	2019 COMMERCIAL FOREST DISTRIBUTIO	09022020	09/10/20	33.30	77787
701-253-274.09	COMMERCIAL FOREST	JOYFIELD TOWNSHIP	2019 COMMERCIAL FOREST DISTRIBUTIO	09022020	09/10/20	19.88	77797
701-253-274.09	COMMERCIAL FOREST	LAKE TOWNSHIP TREASUR	2019 COMMERCIAL FOREST DISTRIBUTIO	09022020	09/10/20	11.92	77800
701-253-274.09	COMMERCIAL FOREST	PLATTE TOWNSHIP TREAS	2019 COMMERCIAL FOREST DISTRIBUTIO	09022020	09/10/20	94.40	77818
701-253-274.09	COMMERCIAL FOREST	STATE OF MICHIGAN	2019 COMMERCIAL FOREST DISTRIBUTIO	09022020	09/10/20	2,670.62	77825
701-253-274.09	COMMERCIAL FOREST	TRAVERSE BAY AREA INT	2019 COMMERCIAL FOREST DISTRIBUTIO	09022020	09/10/20	312.74	77837
701-253-274.09	COMMERCIAL FOREST	WELDON TOWNSHIP TREAS	2019 COMMERCIAL FOREST DISTRIBUTIO	09022020	09/10/20	9.20	77843
Total For Dept 253 COUNTY TREASURER						4,407.24	
Dept 267 PROSECUTING ATTORNEY							
CANINE ADVOCATE FUND							
701-267-268.00		CODY KASTL	K9 ADVOCATE SUPPLIES	173475	09/17/20	91.14	77866
Total For Dept 267 PROSECUTING ATTORNEY						91.14	
Dept 301 SHERIFF							
701-301-228.16	DUE STATE - FINGER PRINT	MICHIGAN STATE POLICE	LIVE SCAN AUG 2020	551-566753	LS	517.00	77810
701-301-228.63	DUE STATE - SEX OFFENDER	MICHIGAN STATE POLICE	SEX OFF REG AUGUST 2020	551-566602	10/03/20	30.00	77810
Total For Dept 301 SHERIFF						547.00	
Total For Fund 701 GENERAL AGENCY FUND						15,484.23	
Fund 704 PAYROLL CLEARING FUND							
Dept 000							
704-000-231.13	FLEX ACCOUNT OVER/SHORT	TASC	BALANCE OF FUNDING FOR FLEX P/R DE FLEX 2019		09/10/20	2,026.14	77829
Total For Dept 000						2,026.14	
Total For Fund 704 PAYROLL CLEARING FUND						2,026.14	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
			Fund Totals:				
			Fund 101 GENERAL FUND			84,011.83	
			Fund 205 TNT OFFICER MILLAGE FUND			316.53	
			Fund 209 SCHOOL RESOURCE OFFICER			488.34	
			Fund 213 JAIL OPERATIONS FUND			16,297.57	
			Fund 214 EMERGENCY MEDICAL SERVICES			10,074.91	
			Fund 216 SEASONAL ROAD PATROL FUND			145.34	
			Fund 220 MARINE PATROL FUND			42.07	
			Fund 228 SOLID WASTE/RECYCLING FUND			15,814.45	
			Fund 230 BETSIE VALLEY TRAIL MANAGEM			1,408.11	
			Fund 231 SOIL EROSION (SESSC) FUND			3,100.00	
			Fund 247 ANIMAL CONTROL FUND			1,214.85	
			Fund 249 BUILDING DEPARTMENT FUND			29,281.48	
			Fund 261 911 EMERGENCY SERVICE FUND			2,825.30	
			Fund 269 LAW LIBRARY FUND			1,484.70	
			Fund 292 CHILD CARE FUND			7,703.27	
			Fund 293 VETERAN'S RELIEF FUND			2,399.94	
			Fund 296 JUVENILE JUSTICE FUND			1,250.00	
			Fund 312 MAPLES DEBT/MILLAGE FUND			1,196.24	
			Fund 401 CAPITAL IMPROVEMENT FUND			11,707.02	
			Fund 412 MCF RENOVATIONS FUND			30,261.65	
			Fund 425 EQUIPMENT REPLACEMENT FUND			2,041.00	
			Fund 516 DELINQUENT TAX REVOLVING FU			1,639.33	
			Fund 532 TAX FORECLOSURE FUND			3,915.77	
			Fund 569 BUILDING AUTHORITY			89.26	
			Fund 701 GENERAL AGENCY FUND			15,484.23	
			Fund 704 PAYROLL CLEARING FUND			2,026.14	
			Total For All Funds:			246,219.33	

Committee Of The Whole

THE BENZIE COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE
September 8, 2020

The Benzie County Board of Commissioners met as a Committee of the Whole on Tuesday, September 8, 2020, 448 Court Place, Government Center, Beulah, Michigan.

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

Present were: Commissioners Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke

The Pledge of Allegiance was recited.

Agenda:

Motion by Jeannot, seconded by Nye, to approve the agenda as amended, adding Non-Union Employee Compensation discussion at 7.C. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

Minutes:

Motion by Roelofs, seconded by Warsecke, to approve the Committee of the Whole minutes of August 25, 2020 as presented. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

1:35 p.m. Public Input – None

Maridee Cutler:

- a. COVID-19 Update to Plan, Prepare, Respond Plan and Health Screening: **Motion by Sauer, seconded by Nye, to recommend to the Board of Commissioners to adopt the new changes to the COVID-19 Plan, Prepare, Respond Plan and the Health Screening sheet as presented, with the addition of the date for changes to the last page of the Plan. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.**
- b. Merit Internet Service Renewal – 5 year term: **Motion by Roelofs, seconded by Jeannot, to recommend to the Board of Commissioners to approve the Merit Internet Service Renewal for a 5-year term in an amount of \$4,842.00 per year (no increase over last agreement). Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.**
- c. Non-Union Employee Compensation Matrix: Discussion held regarding a matrix which was completed 2-3 years ago to bring non-union employee wages in line with the 10-county average. Matter referred to the HR committee.

Susan Boyd:

- a. Capital Improvement: **Motion by Jeannot, seconded by Farrell, to recommend to the Board of Commissioners to adopt the Capital Improvement 5-year Plan as presented. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.**
- b. RFP Auditors: Bids opened for audit services. Bids received from Anderson Tackman, Gabridge & Company and Maner Costerisan. All bids were turned over to the Finance Manager and County Treasurer to review and bring a recommendation back to the Commissioners.

Mitch Deisch – Headlee Subcommittee #2 – Discussion: Subcommittee #2 met today prior to this meeting; Tax allocation committee members are set; all public safety millages will be bundled into one millage for the Headlee Restoration Process; will place the Headlee Restoration vote on the August 3, 2021 ballot; Subcommittee #2 is complete and now Subcommittee #3 will begin their process of education to the public, set community forums, hold discussions on whether to use professional assistance for proceed.

Dawn Olney, County Clerk, provided an update to the board regarding the Benzie-Leelanau Health Department Board of Appeals committee – the three members from Benzie County can all be county commissioners, a member of the Health Board can also serve on the Board of Appeals, they meet the last Wednesday of each month

2:54 p.m. Public Input – None

Motion by Roelofs, seconded by Warsecke, to adjourn at 2:55 p.m. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

Evan Warsecke, Chair (COTW)

Dawn Olney, Benzie County Clerk

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

1. To adopt the new changes to the COVID-19 Plan, Prepare, Respond Plan and the Health Screening sheet as presented, with the addition of the date for changes to the last page of the Plan.
2. To approve the Merit Internet Service Renewal for a 5-year term in an amount of \$4,842.00 per year (no increase over last agreement).
3. To adopt the Capital Improvement 5-year Plan as presented.

Committee Appointments



448 Court Place • Beulah, MI 49617

BENZIE COUNTY REGISTER OF DEEDS

448 Court Place
Beulah MI 49617
(231) 882-0016

Amy Bissell, Registrar
Paula Eberhart, Chief Deputy
Trish Plont, Deputy

September 16, 2020

Bob Roelofs, Chair
Benzie County Board of Commissioners
448 Court Place
Beulah MI 49617

RE: Land Bank Appointment

Mr. Roelofs and Fellow Commissioners –

It is with great regret that I am stepping down as an appointee with the Benzie County Land Bank Authority as of December 31, 2020 with my term ending April 5, 2021. While I have enjoyed my 9 years serving as Secretary of the Land Bank, my main responsibility with the County is the Register of Deeds. My Office has become increasingly busy and the Land Bank is taking too much time away from the duties of my office.

Thank you for allowing me to serve in the capacity of Secretary of the Land Bank Authority. It has been a pleasure and very fulfilling fighting blight in Benzie County and working with such a great group of peers.

A handwritten signature in blue ink that reads "Amy Bissell".

Amy Bissell
Benzie County Register of Deeds

cc: Dawn Olney, Benzie County Clerk

RECEIVED

SEP 16 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Unfinished Business

Correspondence

①

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
SPECIAL BOARD OF HEALTH MEETING
Friday, September 4, 2020 12:30 p.m.
Via Microsoft Teams**

Chairperson Gary Sauer called the meeting to order at 12:30 p.m.

Members Present:

Gary Sauer - Benzie County Board of Commissioners
Tony Ansorge - 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 Absent - None

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 - None

Pledge of Allegiance

Approval of the Agenda:

Motion By: Dr. Conley to approve the agenda as presented.

Seconded By: Sauer

Roll Call Vote: Ansorge, Sauer, Dr. Conley, Rentenbach, Farrell, Dr. Kuiper.

Motion carried

Public Comment – None

Purchase of Fixed Assets:

Lisa Peacock explained that the Health Department is looking to purchase a drive-thru tent and a trailer. This will allow the Health Department to be more mobile and efficient, not only for COVID community testing, but also administering COVID and other vaccines. Tent Craft is a local vendor that makes tents for drive-thru services throughout the country. There is not another local vendor due to the specific nature of the tent. The purchase of the trailer is to provide a means to haul supplies around as well as storage. There are three different vendors for the purchase of a trailer. The Health Department has some unspent State funds in Hepatitis A and Safety Syringe programs. The Health Department has received permission from the State to use these funds for the mentioned purchases. Chloe Willetts, Emergency Preparedness Coordinator, explained that Tent Craft can put the BLDHD name on the tent. The Health Department would be purchasing magnetic signs with the BLDHD logo on it to be placed on the trailer. The trailer would be stored at one of the office locations with locks to be installed so it cannot be entered nor hauled away.

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Motion By: Rentenbach to approve the purchase of a drive-thru service tent, heaters and lights not to exceed an amount of \$10,000.

Seconded By: Ansorge

Motion By: Dr. Conley to amend the motion to add for approval of a sole source vendor for the tent.

Seconded By: Farrell

Motion By: Rentenbach to withdraw her motion.

Seconded By: Ansorge

Motion By: Dr. Conley to withdraw her motion.

Seconded By: Farrell

Motion By: Rentenbach to approve the purchase of a drive-thru service tent with heaters and lights from a sole source vendor not to exceed an amount of \$10,000.

Seconded By: Ansorge

Roll Call Vote: Sauer-Yes, Ansorge-Yes, Dr. Conley-Yes, Farrell-Yes, Rentenbach-Yes, Dr. Kuiper-Yes.

Motion Carried

Discussion on the Trailer Purchase: It was recommended to purchase the trailer from Greenlight Sales in the amount of \$5,795. This was the trailer that was available at the time of the research and are not sure if this exact trailer would still be available. The Health Department will look at the State purchasing site as a potential purchase through the MiDeal System. It was noted that staff are not sure if it will work out this time, as we need to spend the funds before September 30th. Going through the State of Michigan's MiDeal site, eliminates the need of getting bids.

Motion By: Ansorge to approve the purchase of a dual axel trailer in an amount not to exceed \$7000 and funds to come from the appropriate account.

Seconded By: Dr. Kuiper.

Roll Call Vote: Ansorge-Yes, Dr. Kuiper-Yes, Farrell-Yes, Dr. Conley-Yes, Rentenbach-Yes, Sauer-Yes.

Motion Carried.

BLDHD Purchase Policy Amendment:

The Purchase Policy was adopted in 2000 and amended in 2006. The current limit of \$5000 seems pretty low. To allow for flexibility, staff requests to increase the amount from \$5000 to \$10,000 making sure that we have a source of funding. Discussion focused if the item is already in the budget, then the purchase is already approved via the budget. If it is not in the budget, then policy should require Board approval. It was agreed to have the Board of Health review the Purchasing Policy and make any adjustments at the September meeting.

Public Comment - None

Board Comments - None

Adjourn: The meeting adjourned at 1:03 p.m.

Gary Sauer, Chair

Dodie Putney, Recording Secretary

Benzie Transportation Authority - June 2020 Statement of Activities

	June 2020		Oct - June 2020		2020		June 2019		Oct-June 2019	
	Actual	Budget	Actual	Budget	Annual Budget	Actual	Budget	Actual	Budget	Actual
Income										
40100 · Passenger/Contract Fares	3,504.00	12,000.00	79,890.97	119,000.00	160,762.00	12,155.89	10,500.00	106,186.70	106,186.70	
40615 · Advertising Income	2,800.00	975.00	22,325.00	6,975.00	10,000.00	5,025.00	850.00	12,025.00	12,025.00	
40710 · Sale of Maintenance Services	394.38	1,655.00	5,391.15	14,035.00	19,000.00	537.59	2,000.00	4,055.99	4,055.99	
40760 · Gains from Sale Capital Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,100.00	5,100.00	
40810 · Donations	50.00	0.00	370.00	0.00	0.00	0.00	0.00	0.00	0.00	
40800 · Taxes Levied Directly for/by TA	0.00	0.00	642,352.29	643,126.85	643,126.00	0.00	0.00	618,994.42	618,994.42	
41101 · State Operating Assistance	53,016.00	53,016.00	477,144.00	477,144.00	638,286.00	53,011.00	0.00	477,099.00	477,099.00	
41301 · Section 5311	57,967.66	77,813.00	205,382.66	233,439.00	311,252.00	74,719.32	53,011.00	191,606.00	191,606.00	
41361 · CARES Act	57,967.66	0.00	205,382.66	0.00	0.00	0.00	73,211.25	0.00	0.00	
41398 · RTAP	0.00	2,500.00	690.92	3,200.00	5,500.00	1,493.40	0.00	2,863.84	2,863.84	
41400 · Interest Income/Other Revenue	167.99	300.00	3,513.08	3,225.00	4,000.00	644.93	100.00	5,221.92	5,221.92	
Total Income	175,867.69	148,259.00	1,642,442.73	1,500,144.85	1,791,926.00	147,587.13	139,672.25	1,423,152.87	1,423,152.87	
Expense										
50101 · Operators, Salaries and Wages	80,211.43	82,394.00	692,136.36	782,348.00	1,070,725.00	82,750.90	81,450.00	710,480.67	710,480.67	
50209 · 457 Co-Match	700.00	830.00	7,400.00	7,980.00	10,000.00	0.00	0.00	0.00	0.00	
50200 · Fringe Benefits	36,001.38	29,461.00	192,880.95	209,981.00	281,932.00	30,750.84	26,023.00	194,340.56	194,340.56	
50310 · Board Compensation	160.00	160.00	3,070.00	2,000.00	2,000.00	200.00	280.00	720.00	720.00	
50399 · Service Expense	17,290.21	6,917.00	94,274.36	77,980.00	98,000.00	9,042.04	6,840.00	88,985.66	88,985.66	
50401 · Fuel and Lubricants	3,959.53	9,900.00	25,639.56	83,725.00	113,000.00	8,748.76	8,000.00	88,270.40	88,270.40	
50402 · Tires and Tubes	962.50	0.00	6,000.62	12,500.00	12,500.00	0.00	0.00	9,773.52	9,773.52	
50404 · Major Purchase	0.00	0.00	3,659.49	3,500.00	3,500.00	0.00	0.00	3,500.00	3,500.00	
50405 · Office Supplies	438.23	795.00	5,650.86	7,800.00	9,000.00	853.40	630.00	7,019.18	7,019.18	
50406 · Parts Revenue Vehicles	5,214.38	1,750.00	21,561.60	17,000.00	22,000.00	2,144.95	1,600.00	17,648.94	17,648.94	
50407 · Parts for Non Revenue Vehicles	0.00	100.00	51.98	700.00	1,000.00	52.47	90.00	139.71	139.71	
50499 · Materials and Supplies	4,100.78	2,272.00	27,263.90	22,741.00	26,519.00	2,548.10	2,172.00	23,926.08	23,926.08	
50500 · Utilities	3,303.23	3,330.00	34,185.10	36,090.00	45,820.00	7,609.28	3,255.00	68,873.95	68,873.95	
50603 · Insurance	0.00	0.00	24,177.00	30,280.00	30,280.00	0.00	0.00	0.00	0.00	
50700 · Taxes and Fees	1,915.00	100.00	2,908.14	1,268.00	1,400.00	0.00	140.00	1,467.69	1,467.69	
Un-employment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
50902 · Travel, Meetings & Training	0.00	850.00	5,471.07	7,450.00	14,500.00	624.68	1,000.00	7,277.32	7,277.32	
50903 · Association Dues and Subscript	309.89	35.00	4,694.71	4,800.00	6,000.00	27.54	300.00	5,492.71	5,492.71	
51205 · Sharp Copier/Dispatch Lease	0.00	0.00	0.00	0.00	0.00	0.00	250.00	415.60	415.60	
57402 · Ineligible RTAP	0.00	2,500.00	690.92	3,200.00	5,500.00	1,243.40	0.00	2,863.84	2,863.84	
Total Expense	154,566.56	141,394.00	1,151,716.62	1,311,343.00	1,753,675.00	146,596.36	132,030.00	1,231,195.83	1,231,195.83	
	21,301.13	6,865.00	490,726.11	188,801.85	38,250.00	990.77	7,642.25	191,957.04	191,957.04	

Reconciled balances as of June 30, 2020

Honor Bank - checking	\$15,117.64
Honor Bank - Money Market	\$463,685.18
MichiganClass - liquid asset security system	\$250,457.26
	\$729,260.08

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Benzie Transportation Authority - July 2020 Statement of Activities

	July 2020		Oct - July 2020		2020		July 2019		Oct-July 2019	
	Actual	Budget	Actual	Budget	Annual Budget	Actual	Budget	Actual	Budget	Actual
Income										
40100 - Passenger/Contract Fares	203.50	14,000.00	80,054.47	133,000.00	160,762.00	13,102.83	11,500.00	13,102.83	11,500.00	119,498.80
40615 - Advertising Income	250.00	975.00	22,575.00	7,950.00	10,000.00	1,525.00	850.00	1,525.00	850.00	13,550.00
40710 - Sale of Maintenance Services	0.00	1,655.00	5,391.15	15,690.00	19,000.00	1,332.28	2,000.00	1,332.28	2,000.00	5,388.27
40760 - Gains from Sale Capital Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,100.00
40810 - Donations	100.00	0.00	470.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40800 - Taxes Levied Directly for/by TA	0.00	0.00	642,352.29	643,126.85	643,126.00	302.55	0.00	302.55	0.00	619,296.97
41101 - State Operating Assistance	53,016.00	53,016.00	530,160.00	530,160.00	638,286.00	53,011.00	53,011.00	53,011.00	53,011.00	530,110.00
41301 - Section 5311	0.00	0.00	205,383.00	233,439.00	311,252.00	0.00	0.00	0.00	0.00	191,606.00
41361 - CARES Act	0.00	0.00	205,382.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41398 - RTAP	0.00	500.00	690.92	3,700.00	5,500.00	0.00	0.00	0.00	0.00	2,863.84
41400 - Interest Income/Other Revenue	119.87	300.00	3,632.95	3,525.00	4,000.00	667.15	100.00	667.15	100.00	5,889.07
Total Income	53,689.37	70,446.00	1,696,091.78	1,570,590.85	1,791,926.00	69,940.81	67,461.00	69,940.81	67,461.00	1,493,302.95
Expense										
50101 - Operators, Salaries and Wages	117,719.52	123,590.00	809,855.88	905,938.00	1,070,725.00	84,690.89	81,450.00	84,690.89	81,450.00	796,415.70
50209 - 457 Co-Match	1,160.00	1,280.00	8,560.00	9,260.00	10,000.00	760.00	0.00	760.00	0.00	2,280.00
50200 - Fringe Benefits	22,195.38	22,016.00	215,131.43	231,997.00	281,932.00	21,001.93	19,623.00	21,001.93	19,623.00	212,729.98
50310 - Board Compensation	0.00	0.00	3,070.00	2,000.00	2,000.00	80.00	0.00	80.00	0.00	800.00
50399 - Service Expense	10,225.72	6,767.00	104,545.08	84,747.00	98,000.00	10,455.21	6,820.00	10,455.21	6,820.00	99,448.67
50401 - Fuel and Lubricants	4,775.52	10,100.00	30,415.08	93,825.00	113,000.00	11,170.05	8,000.00	11,170.05	8,000.00	100,165.85
50402 - Tires and Tubes	222.00	0.00	6,222.62	12,500.00	12,500.00	47.70	0.00	47.70	0.00	9,821.22
50404 - Major Purchase	0.00	0.00	3,659.49	3,500.00	3,500.00	0.00	0.00	0.00	0.00	3,500.00
50405 - Office Supplies	708.32	885.00	6,359.18	8,685.00	9,000.00	1,252.67	530.00	1,252.67	530.00	8,271.85
50406 - Parts Revenue Vehicles	885.13	1,750.00	22,446.73	18,750.00	22,000.00	1,389.00	1,600.00	1,389.00	1,600.00	19,037.94
50407 - Parts for Non Revenue Vehicles	0.00	100.00	51.98	800.00	1,000.00	0.00	90.00	0.00	90.00	139.71
50499 - Materials and Supplies	9,615.01	2,272.00	36,878.91	25,013.00	26,519.00	1,871.92	2,172.00	1,871.92	2,172.00	25,817.00
50500 - Utilities	3,332.04	3,180.00	37,517.14	39,270.00	45,820.00	1,890.18	3,105.00	1,890.18	3,105.00	42,849.13
50603 - Insurance	0.00	0.00	24,177.00	30,280.00	30,280.00	0.00	0.00	0.00	0.00	27,915.00
50700 - Taxes and Fees	424.36	99.00	1,920.50	1,367.00	1,400.00	5.00	0.00	5.00	0.00	1,472.69
Un-employment	0.00	0.00	1,412.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50902 - Travel, Meetings & Training	0.00	800.00	5,471.07	8,250.00	14,500.00	1,288.93	2,500.00	1,288.93	2,500.00	8,566.25
50903 - Association Dues and Subscript	75.77	400.00	4,770.48	5,200.00	6,000.00	230.42	400.00	230.42	400.00	5,723.13
51205 - Sharp Copier/Dispatch Lease	0.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	250.00	415.60
57402 - Ineligible RTAP	0.00	500.00	690.92	3,700.00	5,500.00	2,636.16	0.00	2,636.16	0.00	5,500.00
Total Expense	171,336.77	173,739.00	1,323,155.49	1,485,082.00	1,753,676.00	138,770.06	126,540.00	138,770.06	126,540.00	1,370,869.72
	-117,649.40	-103,293.00	372,936.29	85,508.85	38,250.00	-68,829.25	-59,079.00	-68,829.25	-59,079.00	122,433.23

Reconciled balances as of July 31, 2020

Honor Bank - checking	\$8,603.34
Honor Bank - Money Market	\$100,148.80
MichiganClass - liquid asset security system	\$350,541.52
	<u>\$459,293.66</u>

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Benzie Transportation Authority - August 2020 Statement of Activities

	August 2020		Oct - August 2020		2020		August 2019		Oct-Aug 2019	
	Actual	Budget	Actual	Budget	Annual Budget	Actual	Budget	Actual	Budget	
Income										
40100 - Passenger/Contract Fares	274.00	13,500.00	79,805.97	146,500.00	160,762.00	13,944.81	13,000.00	13,944.81	13,000.00	
40615 - Advertising Income	3,250.00	975.00	25,825.00	8,925.00	10,000.00	1,075.00	850.00	1,075.00	850.00	
40710 - Sale of Maintenance Services	65.73	1,655.00	5,456.88	17,345.00	19,000.00	124.93	2,000.00	124.93	2,000.00	
40760 - Gains from Sale Capital Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
40810 - Donations	0.00	0.00	470.00	0.00	0.00	0.00	0.00	0.00	0.00	
40800 - Taxes Levied Directly for/by TA	214.77	0.00	642,567.06	643,126.85	643,126.00	12.82	0.00	12.82	0.00	
41101 - State Operating Assistance	0.00	53,016.00	530,160.00	583,176.00	638,286.00	53,011.00	53,011.00	53,011.00	53,011.00	
41301 - Section 5311	0.00	0.00	205,382.50	233,439.00	311,252.00	0.00	0.00	0.00	0.00	
41361 - CARES Act	0.00	0.00	205,381.50	0.00	0.00	0.00	0.00	0.00	0.00	
41398 - RTAP	0.00	1,800.00	690.92	5,500.00	5,500.00	2,636.16	1,100.00	2,636.16	1,100.00	
41400 - Interest Income/Other Revenue	70.30	250.00	3,703.25	3,775.00	4,000.00	557.69	100.00	557.69	100.00	
Total Income	3,874.80	71,196.00	1,699,443.08	1,641,786.85	1,791,926.00	71,362.41	70,061.00	71,362.41	70,061.00	
Expense										
50101 - Operators, Salaries and Wages	83,066.85	82,394.00	893,090.01	988,332.00	1,070,725.00	135,576.36	123,220.00	135,576.36	123,220.00	
50209 - 457 Co-Match	780.00	830.00	9,340.00	10,090.00	10,000.00	1,160.00	0.00	1,160.00	0.00	
50200 - Fringe Benefits	22,779.66	19,461.00	237,743.81	251,458.00	281,932.00	32,528.65	21,903.00	32,528.65	21,903.00	
50310 - Board Compensation	240.00	0.00	3,310.00	2,000.00	2,000.00	200.00	280.00	200.00	280.00	
50399 - Service Expense	12,746.87	6,617.00	118,171.93	91,364.00	98,000.00	5,855.93	6,640.00	5,855.93	6,640.00	
50401 - Fuel and Lubricants	5,091.50	9,575.00	35,797.71	103,400.00	113,000.00	10,332.00	8,000.00	10,332.00	8,000.00	
50402 - Tires and Tubes	3,997.50	0.00	10,665.00	12,500.00	12,500.00	0.00	0.00	0.00	0.00	
50404 - Major Purchase	6,475.00	0.00	8,655.50	3,500.00	3,500.00	0.00	0.00	0.00	0.00	
50405 - Office Supplies	1,371.05	795.00	7,925.57	9,480.00	9,000.00	198.08	930.00	198.08	930.00	
50406 - Parts Revenue Vehicles	5,467.01	1,750.00	27,468.86	20,500.00	22,000.00	1,815.28	1,600.00	1,815.28	1,600.00	
50407 - Parts for Non Revenue Vehicles	561.04	100.00	613.02	900.00	1,000.00	0.00	90.00	0.00	90.00	
50499 - Materials and Supplies	10,207.93	2,272.00	48,184.54	27,285.00	26,519.00	2,663.02	2,172.00	2,663.02	2,172.00	
50500 - Utilities	3,790.97	3,210.00	41,308.11	42,480.00	45,820.00	3,237.30	3,105.00	3,237.30	3,105.00	
50603 - Insurance	0.00	0.00	24,177.00	30,280.00	30,280.00	0.00	0.00	0.00	0.00	
50700 - Taxes and Fees	0.00	0.00	1,920.50	1,367.00	1,400.00	7.25	0.00	7.25	0.00	
Un-employment	0.00	0.00	1,412.00	0.00	0.00	0.00	0.00	0.00	0.00	
50902 - Travel, Meetings & Training	177.69	900.00	5,648.76	9,150.00	14,500.00	1,199.26	1,000.00	1,199.26	1,000.00	
50903 - Association Dues and Subscript	28.89	400.00	4,799.37	5,600.00	6,000.00	27.54	400.00	27.54	400.00	
51205 - Sharp Copier/Dispatch Lease	0.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	250.00	
57402 - Ineligible RTAP	0.00	1,800.00	690.92	5,500.00	5,500.00	0.00	1,100.00	0.00	1,100.00	
Total Expense	156,781.96	130,104.00	1,480,922.61	1,615,186.00	1,753,676.00	194,800.67	170,690.00	194,800.67	170,690.00	
	-152,907.16	-58,908.00	218,520.47	26,600.85	38,250.00	-123,438.26	100,629.00	-123,438.26	100,629.00	

Reconciled balances as of August 31, 2020

Honor Bank - checking	\$129,037.30
Honor Bank - Money Market	\$26,346.78
MichiganClass - liquid asset security system	\$350,598.31
	<u>\$505,982.39</u>

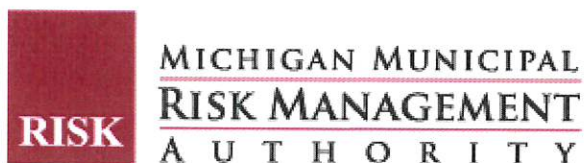
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Dawn Olney

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From: MMRMA Communications <communications@mmrma.org>
Sent: Friday, September 11, 2020 1:50 PM
To: Dawn Olney
Subject: An Update for Members Regarding MMRMA Legal Fees



News from MMRMA

Update on MMRMA Legal Fees

Dear Member Representative,

MMRMA recently increased the approved hourly rate for standard legal defense fees. The new rates are \$190 per hour for attorneys and \$85 per hour for paralegals. This is the first such rate change in almost six years.

The new MMRMA-approved rates, which went into effect July 1, 2020, are consistent with current industry standards for municipal legal defense work. This alignment allows us to continue working with highly experienced legal professionals who bring their expertise to the table for MMRMA members when the need arises. Please note that, on occasion, certain claims could require alternate fee arrangements for legal services.

If you have any questions, please contact your regional risk manager or Starr Kincaid, Director of Claims and Legal Services.

Thank you for your continued membership in MMRMA.

Contact MMRMA Today

For inquiries about the announcement regarding MMRMA legal fees, please [email Starr Kincaid, Esq.](#), Director of Claims and Legal Services. If you have questions about the MMRMA website, please [email Tamara Christie](#), Communications Manager.



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Upcoming Training Opportunities



[Training Catalog](#)

A message from Kristi Johnson - Chief Operating Officer, POMH

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As another beautiful summer here in northern Michigan comes to an end and we prepare for cooler weather, I'd like to take this opportunity to thank our community for the continued outpouring of love and support provided to our hospital and our healthcare teams. We are all acutely aware of the changes and stressors the COVID-19 pandemic has caused. The relationships we share with our patients, local residents and visitors to our community are special and greatly appreciated.

Munson Healthcare and Paul Oliver Memorial Hospital underwent rapid changes to meet the evolving needs of our communities. While the COVID-19 pandemic has put certain aspects of life as we knew it on hold, it forced us to think differently and create alternate ways to deliver healthcare. The decisions we are making today will ensure that we can invest in the right, and sometimes new, areas of healthcare to continue to support the residents of northern Michigan.

As many of you may already know, there have been leadership changes throughout the Munson Healthcare organization. Peter Marinoff has been promoted to Community President for Munson Healthcare Cadillac Hospital. I have been selected to serve as the new POMH Chief Operating Officer and Kelly Tomaszewski, RN will serve as our Chief Nursing Officer, sharing duties with Munson Healthcare Manistee Hospital.

I am excited to share with you several new services and upcoming enhancements to our hospital campus and programs. We are confident that our plans will provide our communities with access to high quality care primary and specialty providers and services benefiting healthy lifestyles and well-being.

- Frankfort Medical Group consisting of Dr. Mark Kuiper, Dr. Jennifer Kuiper and Dr. Nancy Smith has relocated to their new home on the first floor of the hospital. FMG provides Internal Medicine, Pediatrics and Family Medicine services four days week. This new location offers a wonderful convenience for patients who may need additional services such as lab or imaging.
- Empire Family Care has established their presence in the Village of Empire in Leelanau County and offers Family Medicine services featuring Dr. Cyrus Ghaemi, Dr. Kathryn Krezoski-Evans and Karen Volas, NP. Additional on-site services include lab, pharmacy and physical therapy.
- Munson Healthcare's strategy to implement a virtual visits platform was expedited with the onset of the pandemic and is now fully functional. Patients can now experience an interactive video visit with their provider from the comfort of their home, or wherever they may be. Virtual visits are available at the Frankfort Medical Group, Empire Family Care and a wide variety of Munson Healthcare specialty providers.
- POMH's Acute Care unit has been open for nearly a year. The additional service to our community hospital allows patients to recover close to home and heal in a private and quiet environment. We continue to work closely with the teams at Munson Medical Center to ensure timely transfers for patients who require a higher level of care.

RECEIVED

SEP 08 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

- Plans are underway to create a new space for visiting specialty provider clinics. Due to COVID-19 restrictions and the Governor's executive orders, clinic visits were suspended. POMH took this opportunity to review our physical space limitations, clinic volume and service priorities. We are now working to develop an expanded and dedicated space for visiting providers such as Orthopedics, Wound Care, Traverse Heart and Vascular, ENT, Podiatry and Ophthalmology.
- The POMH Emergency Department is a recent recipient of the Press Ganey Guardians of Excellence Award for clinical excellence and patient satisfaction. Ours is one of only two emergency departments in the Munson Healthcare system to receive such accolades. This is a testament to the quality of care provided by our healthcare team, led by our Board Certified Emergency Medicine physician, Dr. Monica Johnson. The addition of Dr. Johnson provides our small town department with the clinical expertise one would find at larger hospitals – without the wait or travel time!
- Our Long Term Care unit continues to receive a Five-Star rating for quality care from the Centers for Medicare and Medicaid Services. Ratings are based on the facility's performance in health inspections, staffing and quality measures. A Five-Star rating is the highest rating provided and indicates our facility and staff are top performers with excellent clinical care, appropriately staffed in a clean and safe environment.
- The Betsie Hosick Health and Fitness Center and the programs it provides are an essential part of the Frankfort community. Due to the COVID-19 restrictions, the facility remains closed but we are committed to reopening as soon as we can do so safely. We are currently working to make that happen by developing a comprehensive plan to keep members and staff safe. This includes limiting the number of members in the building to maintain proper social distancing, cleaning and disinfecting routines, pre-registration for classes, just to name a few. Jennifer Murtaugh will continue as the Fitness Center Lead as Stephanie Williams has taken another position within Munson Healthcare. Fitness Center operations will roll up to Adrienne Jones, Rehab Director for POMH. Our team appreciates your patience and vows to keep members updated as we move through our reopening process.

We are confident that our collective effort across Munson Healthcare and POMH will result in successfully navigating this crisis and moving forward into the future with strength and sustainability. Change is inevitable, but our commitment to safety and clinical excellence remains unwavering and uncompromised, as does our commitment to Benzie County and our surrounding communities.

On behalf of our dedicated healthcare team, thank you again for your support of Paul Oliver Memorial Hospital. It is our honor and pleasure to serve the healthcare needs of our communities.

Sincerely,

Kristi Johnson, RN
Chief Operating Officer

BAY COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 8, 2020

RESOLUTION

- BY: COMMISSIONER KIM J. COONAN, 4TH DISTRICT
- WHEREAS, The coronavirus pandemic and resulting recession are wreaking havoc on the United States; and
- WHEREAS, Both state and local governments are facing massive budget shortfalls resulting from the economic downturn, which will significantly affect their ability to provide crucial services; and
- WHEREAS, More than a million state and local government jobs have been lost since the Covid-19 crisis began and those jobs include but are not limited to police officers and firefighters, health care workers, emergency responders, social service providers and teachers; and
- WHEREAS, Millions more of these workers and the critical services they provide will soon be lost unless Congress and the administration act quickly to help close state and local governments' widening budget gaps; and
- WHEREAS, The Covid-19 crisis has significantly reduced tax revenues that state and local governments rely on to fund jobs and services and, with increasingly high unemployment rates, the lost wages mean a huge decline in personal income taxes; and
- WHEREAS, With nearly a third of businesses shut down at the peak of shelter-in-place rules, corporate income taxes fell; and
- WHEREAS, With few people traveling, going to movies or purchasing cars, saletax revenues are dropping at an alarming rate; and
- WHEREAS, Property tax revenues will suffer, since home prices and commercial real estate values will eventually slump; and
- WHEREAS, The crisis, however, has caused demand to soar for state and local government services and support programs; and
- WHEREAS, Hospitals are packed with Covid patients and the millions who have lost jobs are looking for unemployment, Medicaid and help with housing and other living costs; and
- WHEREAS, At a time when Americans need government help most, cash strapped local units of government as well as states across the country, have no option but to cut the help they provide; and
- WHEREAS, These outlined losses will not be recouped soon, if ever; and
- WHEREAS, Federal assistance to state and local governments is one of the most effective ways to support the economy in a downturn; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners calls upon and strongly urges the President of the United States, the Senate and Congress to provide the financial assistance required to aid states and local units of government as they continue to deal with the economic long term effects of Covid-19; Be It Finally
- RESOLVED That copies of this resolution be forwarded to the President of the United States, our Federal and State Representatives, the Michigan Association of Counties and the other 82 Michigan counties.

KIM COONAN, 4TH DISTRICT COUNTY COMMISSIONER

Comm Coonan - Federal Assistance

MOVED BY COMM. LUTZSUPPORTED BY COMM. KRYGIER

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK	X			KIM J. COONAN	X			MICHAEL E. LUTZ	X		
ERNE KRYGIER	X			THOMAS M. HEREK	X						
VAUGHN J. BEGICK	X			TOM RYDER	X						

VOTE TOTALS:

 ROLL CALL: X YEAS 7 NAYS 0 EXCUSED 0 DISPOSITION: X ADOPTED DEFEATED WITHDRAWN
 VOICE: YEAS NAYS EXCUSED AMENDED CORRECTED REFERRED NO ACTION TAKEN

SEP 17 2020

 DAWN OLNEY
 BENZIE COUNTY CLERK
 BEULAH, MI 49617

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