

BENZIE COUNTY BOARD OF COMMISSIONERS

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

www.benzieco.net

MEETING AGENDA

March 9, 2021

Frank F. Walterhouse Meeting Room, Governmental Center, Beulah, Michigan

Join Zoom Meeting

<https://us02web.zoom.us/j/7493555921>

Meeting ID: 749 355 5921

One tap mobile

+13126266799,,7493555921# US (Chicago)

19292056099,,7493555921# US (New York)

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 – 2/23/2021; 2/26/2021; 3/1/2021
 PUBLIC INPUT
 PUBLIC HEARING – VENTURE NORTH CDBG LOAN FOR ECLIPSE
 FINANCE – Approval of Bills
 ELECTED OFFICIALS & DEPT HEAD COMMENTS
 ACTION ITEMS – Consulting Agreement w/Hiring Solutions LLC
 COMMISSIONER REPORTS –
 COUNTY ADMINISTRATOR’S REPORT –
 COMMITTEE OF THE WHOLE – 2/23/2021
 COMMITTEE APPOINTMENTS – Centra Wellness (2)
 UNFINISHED BUSINESS –
 NEW BUSINESS –
10:00 Don Smeltzer – Resolution: United Against Insurrection
10:15 Closed Session – MCL 15.268(c) with Atty Matt Nordfjord – union negotiation strategy
 PRESENTATION OF CORRESPONDENCE
 PUBLIC COMMENT
 ADJOURNMENT

Times Subject to Change

The County of Benzie will provide necessary reasonable auxiliary aids and services for individuals with disabilities at the meeting upon five (5) working days’ notice to the County. Individuals with disabilities requiring auxiliary aids or services should contact the County in writing or by 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 –	Andy Miller (Crystal Lake, Frankfort)	231-920-8300
District IV –	Rhonda Nye (Benzonia).....	231-510-8804
District V –	Tim Markey (Homestead)	231-871-1399
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
February 23, 2021

The Benzie County Board of Commissioners met in a regular session on Tuesday, February 23, 2021 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 Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke

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

Agenda:

Motion by Sauer, seconded by Miller, to approve the agenda as amended, adding Mary Haan following the first Public Input. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Minutes:

Motion by Sauer, seconded by Miller, to approve the regular session minutes of February 9, 2021 as corrected, adding Miller to roll call and votes. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Motion by Nye, seconded by Jeannot, to approve the special session minutes of February 10, 2021 as presented. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

9:03 a.m. Public Input

Annie Browning, Benzonia Township, spoke regarding disability discrimination and domestic violence against women.

9:05 a.m. Public Input Closed

Mary Haan, Homestead Township, spoke to those present about marijuana; she has been working to get issues on local jurisdiction ballots to not allow marijuana sales; she also spoke of the need to hire legal counsel and file a Circuit Court action.

Comm Jeannot stated that these issues belong at the township level.

FINANCE

Bills: Motion by Warsecke, seconded by Markey, to approve payment of the bills from February 9, 2021 thru February 19, 2021 in the amount of \$233,109.65, as presented. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS

Tom King, EMS Director, reported to the board that the power cot is due in next week; the EMS Advisory Board has been discussing the Frankfort station and the repairs needed – will continue those discussions; Billing – they are finalizing the RFP, MMR (who took over from North Flight) has changed the vendor they use for billing; have received a quote for a new ambulance from the same company that we recently purchased from (RSVP) – the other two companies will not provide a quote, and there are additional items that are now included in the base price of \$224,874; he spoke about the long-distance transfers from POMH – it is important to take those transfers to other areas; they are discussing the transfers from POMH to home.

COMMISSIONERS

Page 2 of 4

February 23, 2021

Doug Durand, Benzie Senior Resources, provided a written report and stated that they are assisting seniors to get registered for the vaccine; they continue to receive produce boxes from the USDA; will continue to provide produce to the senior when the program is done; tax season is up and running – they partner with NMCAA and have no face-to-face meetings; looking at security cameras for the buildings.

Jesse Zylstra, Solid Waste, reported on the scrap tire grant – will hold two events this year, and charge \$1.00 per tire – June 19 at Frankfort and August 14 at Road Commission.

Rebecca Hubers, Emergency Management, provided a written report.

ACTION ITEMS

2021-008 Joint Resolution with Lake Twp: Motion by Jeannot, seconded by Warsecke, to adopt the Joint Resolution & Intergovernmental Agreement to Manage Floodplain Development for The National Flood Insurance Program with Lake Township as presented, authorizing the chair to sign. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

10:08 a.m. Break

10:14 a.m. Reconvene

COMMISSIONER REPORTS

Chairman Roelofs reported that the EMS employees have expressed their gratitude of the board for supporting them and providing for them the best we can.

Comm Jeannot provided a written report (attached); EDC is requesting that all BOC members communicate with your townships and villages about the willingness to participate financially in the expansion of broadband.

Comm Miller reported that he attended the Crystal Lake Township meeting via zoom, and they may be interested in purchasing our existing sound system and they held a special meeting for the Ironman; The City of Frankfort discussed the Frankfort Lighthouse renovations and will be raising money for those renovations; Frankfort Housing Commission reported that they anticipate their building project to be completed by Fall 2021 with rent being \$600 - \$700 per month; Rick Schmidt reported that they are looking to redo the Garden Theatre and have already raised the \$1.2 million of the \$2 million needed.

Comm Nye reported that Benzonia Township Fire Department has received a 2% grant for CO2 detectors; attended the Centra Wellness Board meeting; HR Committee – have had a complete turnover of committee members so we are starting fresh, we need to have someone that had HR skills; EDC Broadband – Elon Musk has a satellite-to-satellite program – this is the best worst option – we do not want to use local dollars if there is a federal solution available. Parks/Rec – time to get a conversation going regarding carry-in boat launch at the outlet -- the DNR will be leasing back to the County, a 29-acre parcel, it would then be the county project; 25-year renewable lease. They also talked about a Park/Rec Manager – a new conversation.

COMMISSIONERS

Page 3 of 4

February 23, 2021

Comm Markey met with Doreen Carter with the Animal Welfare League and she stated that they are not meeting at all; LEPC; HMEP grant is in process for training and equipment to review plans; Hazardous Mitigation Plan; HR committee; Benzie Senior Resources; met with the Executive Director of Centra Wellness for an orientation.

Comm Warsecke attended the Colfax Township meeting which was by telephone – not much to report.

Comm Sauer stated that he does have the MDOT road project map and will share with the board; Weldon and Gilmore Township meetings were both virtual; Village of Thompsonville reported that one well is sucking sand right now and they are looking at a USDA grant of \$1.5 - \$1.75 million for these repairs; they are hiring an attorney to review contracts with AT&T for towers. Road Commission – Love Road estimate from the engineering firm is \$650,000. Village of Elberta held a Special Meeting regarding Police Power Ordinance for Short-Term Rentals. DHHS pod cast with new DHHS director. School Safety meeting – the two SROs need to provide an update to the Board.

COUNTY ADMINISTRATOR'S REPORT – Mitch Deisch

The March 9 meeting will have a public hearing with Venture North for Eclipse Communication; will discuss interim HR and Finance position at the COTW this afternoon; have talked with Maridee and there are 5 distinct areas of concern – Payroll, Accounts Payable; Budget, HR and Technology. The key areas are Payroll and APs, we have secured Sherry Taylor for handling APs and Kelly Long for Payroll; 44North will assist with benefits.

COMMITTEE OF THE WHOLE

Motion by Warsecke, seconded by Jeannot, to approve items 1-4 of the February 9, 2021 Committee of the Whole Consent Calendar as presented. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

COMMITTEE APPOINTMENTS

Motion by Jeannot, seconded by Nye, to suspend the Board Rules for this appointment. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Motion by Markey, seconded by Warsecke, to appoint Linda Farrell to the Benzie Leelanau Health Dept Board of Appeals for a term to expire December 31, 2022. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Motion by Jeannot, seconded by Sauer, to reinstate the Board Rules. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

UNFINISHED BUSINESS – None

NEW BUSINESS – None

PRESENTATION OF CORRESPONDENCE

- Tuscola County resolution regarding Second Amendment Sanctuary County received.
- Jackson County resolution regarding Request to Reopen Jackson County received.

COMMISSIONERS

Page 4 of 4

February 23, 2021

- Menominee County resolution regarding the Supporting of a Collective Effort Opposing Current and Future Orders Unilaterally Issued by Governor Whitmer received.
- Missaukee County Pandemic Resolution received.
- Mecosta County resolution of Support for Local Businesses received.
- Benzie Transportation Authority financial report for January 2021 received.

11:00 a.m. Public Input

Annie Browning, Benzonia Township, spoke regarding disability discrimination and was offended by Mary Haan's comments.

11:01 a.m. Public Input Closed

Motion by Markey, seconded by Warsecke, to adjourn at 11:01 a.m. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Bob Roelofs, Chair

Dawn Olney, Benzie County Clerk

INDEX

1. Approved the agenda as amended, adding Mary Haan following the first Public Input.
2. Approved the regular session minutes of February 9, 2021 as corrected.
3. Approved the special session minutes of February 10, 2021 as presented.
4. Approved payment of the bills in the amount of \$233,109.65, as presented.
5. Adopted the Joint Resolution & Intergovernmental Agreement to Manage Floodplain Development for The National Flood Insurance Program with Lake Township as presented, authorizing the chair to sign.
6. Approved items 1-4 of the February 9, 2021 Committee of the Whole Consent Calendar as presented.
7. Suspended the Board Rules for a committee appointment.
8. Appointed Linda Farrell to the Benzie Leelanau Health Dept Board of Appeals for a term to expire December 31, 2022.
9. Reinstated the Board Rules.

Art Jeannot
Commissioner Report
February 23, 2021

- Participated in 4 meetings on behalf of the County since our February 9th meeting.
- **2/10 BOC Special Meeting** – Attended by the full board to begin reviewing our strategic plan.
- **2/12 EDC Retention Committee** – Discussed development of supporting material and the potential of attracting private funds for startup cost. A list of Benzie County businesses is being identified and categorized. A decision needs to be made for the best place/agency to conduct this task. Due to business restrictions set by the State of MI, the implementation of this effort will be slow.
- **2/18 Northern MI Community Action Agency** – Standard business was discussed. An offer of employment has been extended to replace the retiring Controller.
- **2/19 EDC/BRA** – 2021 officers elected. Ed Kowalski will continue as Chair and Blake Brooks was elected as Vice-Chair. The committee has requested that the BOC discuss with their townships and villages the willingness to participate financially in the expansion of broad band connectivity. Either Rhonda or I will discuss this in more detail at the meeting. In addition, the committee has had discussions about the potential for additional funding in order to act more effectively as an EDC.
- **Almira Township** – Approved the county assessor agreement at their February 8th meeting.
- **Other –**
 - Josh Mills, Mitch Deisch and myself met on February 19th to discuss a budget for startup cost for the “Business Retention” committee.
 - On February 16th Almira Township interviewed 5 candidates for the position of Fire Chief.
 - I will not be available to participate in the February 26th meeting to interview recruiting firms to re-place our County Administrator. I would recommend that the BOC give additional weight to firms that specialize in recruitment of public sector employees. This should allow for a deeper pool of candidates to draw from.
 - Generator at Maples has been tested and results should be available within the next 2 weeks. At this time no problems are anticipated.
 - Made an introduction for Andy Miller to FPBLH chair, Dick Taylor.

RECEIVED

FEB 22 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

THE BENZIE COUNTY BOARD OF COMMISSIONERS
February 26, 2021

The Benzie County Board of Commissioners met in a special meeting on Friday, February 26, 2021, in the Frank Walterhouse Meeting Room, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chairman Bob Roelofs at 10:00 a.m.

Present were: Commissioners Markey, Miller, Nye, Roelofs, Sauer and Warsecke
Excused: Commissioner Jeannot

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

Agenda: Motion by Warsecke, seconded by Nye, to approve the agenda as presented. Ayes: Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Interviews for Executive Search Firm

10:00 Todd Surline, Hiring Solutions LLC
11:00 Ryan Cotton, Gov HR
1:00 Jerry Richards, MML Executive Search Firm

Presentations were given by each of the three firms. Board discussed each firm and what they could bring to us for what we need.

11:42 a.m. Deputy County Administrator Position – Chair, Vice Chair and Mitch met and discussed this opening – should we hire for this position so that someone is in the office learning the basics of that office, Manpower or do we hire, someone with BS&A and finance background; not necessarily to look for the Deputy Administrator, but someone to engage in the position.
Comm Sauer is hesitant, but does understand, we need to hire a County Administrator and allow that person to hire their team.
Administrative position with Finance, HR experience and Deputy County Administrator.
Comm Markey stated that we don't even know everything that that position does.
Move forward with Deputy County Administrator, place an ad in the paper(s) and see what the response is and discuss the salary at that time, depending on qualifications.
Mitch asks for a committee for review and interview of this position: Non-Elected Department Head, Mitch, 1 or 2 Commissioners (Roelofs and Miller), an Elected Official.

12:03 p.m. Recess for Lunch

1:00 p.m. Reconvene

1:39 p.m. Presentations complete. Discussions regarding the three firms.

Motion by Roelofs, seconded by Nye, to direct administration to pursue a contract with Hiring Solutions LLC, not to exceed \$16,300 to conduct an executive search for the new County Administrator and to have our attorney review contract before the Board of Commissioners at the Tuesday, March 9, 2021 meeting. Roll call. Ayes: Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

1 56 p.m. Public Input – None

COMMISSIONERS

Page 2 of 2

February 26, 2021

Motion by Warsecke, seconded by Markey, to adjourn this special meeting. Ayes: Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Bob Roelofs – Chair

Dawn Olney, Benzie County Clerk

INDEX

1. Authorized administration to prepare a contract with Hiring Solutions LLC, obtain legal counsel approval and bring back to the board.

THE BENZIE COUNTY BOARD OF COMMISSIONERS

March 1, 2021

The Benzie County Board of Commissioners met in a special meeting on Monday, March 1, 2021, in the Frank Walterhouse Meeting Room, 448 Court Place, Government Center, Beulah, Michigan.

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

Present were: Commissioners Markey (Beulah via Zoom), Miller (Board Room), Nye (Board Room), Roelofs (Board Room) and Sauer (Board Room)

Excused: Commissioners Jeannot and Warsecke

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

Agenda: Motion by Markey, seconded by Sauer, to approve the agenda as presented. Roll call.
Ayes: Markey (zoom), Miller, Nye, Roelofs and Sauer Nays: None Exc: Jeannot and Warsecke
Motion carried.

9:02 a.m. Public Input – None

Purpose of this meeting: Continue with Strategic Planning

Mitch provided an updated plan based on our first meeting and we continue today on page 8 – Areas of Focus. Four items will be discussed as possible additions to this area: 1) Workforce Housing; 2) Privatizing of the Maples; 3) Expanding Broadband; and 4) Benzie County students obtaining in district tuition at NMC.

Credibility of County Board & Building Trust:

Goal 1: Mitch stated that the board has worked hard on this.

Goal 2: We are working toward offering Zoom capabilities.

Goal 3: All BOC are committed to attending individual township/village/city meetings.

Goal 4: Zoom concept fits here too; Mitch will rework the wording and bring it back; move a portion of this goal to Section 5.

Collaboration & Partnerships to Achieve Shared Goals:

Facilitation will be added to the title.

Improved Institutional Capacity:

Goal 2: To be reworded.

Goal 3: Add: FOIA and OMA training to be held annually and Robert's Rules training to be offered. This is an Exploration of Options, not a definitive answer.

Financial Health of County Government:

Municipal Analytics have completed their review of the county finances; add Headlee issue to this header.

10:26 a.m. Break

10:31 a.m. Reconvene

Create an Environment to Support Business and Job Creation:

COMMISSIONERS

Page 2 of 2

March 1, 2021

Goal 1: Ok

Goal 2: Remove housing which was brought to #5 from #1.

Goal 3: Exploration of options related to the Maples.

Goal 4: NMC – Clerk to pull last ballot proposal information regarding NMC and provide to the board.

Enhancing and Protecting Natural Resources of the County:

Goal 1: Continues

Goal 2: remove last part of sentence: To support access for people of all ages, needs and abilities to enjoy our abundant and diverse water resources, including Lake Michigan, rivers and streams, inland lakes, wetlands and more ~~under an Explore the Shores Program for Benzie County.~~

Goal 3: Ok

Goal 4: Add – advocate for improved water quality.

Goal 5: Remove (included above)

Mitch will incorporate today's changes and provide a new document to the Board.

11:11 a.m. Public Input

Rebecca Hubers stated regarding college that front liners also include store clerks as well.

11:13 a.m. Public Input Closed

Motion by Sauer, seconded by Miller, to adjourn this special meeting at 11:13 a.m. Roll call. Ayes: Markey (zoom), Miller, Nye, Roelofs and Sauer Nays: None Exc: Jeannot and Warsecke Motion carried.

Bob Roelofs – Chair

Dawn Olney, Benzie County Clerk



9:00
PH

MEMORANDUM

March 2, 2021

To: Benzie County Commissioners

From: Laura Galbraith, Executive Director

Eclipse Communications LLC is submitting the enclosed CDBG Loan Program (CLP) application for the Community Development Block Grant (CDBG) Loan program. Eclipse Communications is requesting a loan through the CDBG Loan Fund in the amount of \$70,000. The loan will be used to purchase equipment and hire two (2) full-time equivalent positions over the course of two years, of which, at least 51% of these will be available to low- to moderate- income individuals.

Eclipse Communications, a wireless internet service provider serving the greater Benzie County area, was established in 2016 by owner, Christopher Varenhorst, and expanded in late 2019 with the acquisition of another local internet service provider. Eclipse has experienced increased demand due to the communities need for more internet service offerings. Due to this increase in demand, the business would like to borrow \$70,000 to purchase a truck, trailer and bucket lift to expand the services they can provide. Purchasing another truck, boom, and trailer necessitates hiring two more skilled workers to operate the equipment.

There are many positive economic impacts for this new project including: retaining and creating jobs; assisting a company located within a low-income census tract; and providing an essential service to both residential and commercial customers within a rural region.

CDBG Loan Funds will be used to purchase a Ram 3500 4WD Truck, 50-55 Towable Articulated Boom, and a FT-8R Trailer. This will allow Eclipse Communications to continue in a strong growth pattern, accommodate new customers, and hire new employees. The Benzie County CDBG Loan committee will meet on March 4 to review and unanimously approve the loan request.

Next Steps

- Benzie County Clerk must provide a brief description of the public hearing including the date of hearing, number of citizens attending the hearing, and a summary description of substantive comments made at the hearing.
- Benzie County must pass a Resolution, as outlined in the CLP Application, after completion of the public participation requirements.
- Venture North staff will submit all CDBG Application documents to the Michigan Economic Development Corporation for review and final approval.

2021-009

AUTHORIZING RESOLUTION

Community Development Block Grant Loan Fund Application – Eclipse Communications LLC

WHEREAS, Eclipse Communications LLC is requesting a loan to purchase equipment from the Community Development Block Grant Loan Fund in the amount of \$70,000 to be used to hire at least 2 full-time equivalent positions over the course of two years; and,

WHEREAS, at least 51% of these positions will be available to low to moderate income individuals; and,

WHEREAS, the project is consistent with Benzie County's community development plan; and,

WHEREAS, no project costs (CDBG or non-CDBG) will be incurred prior to a formal loan award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by the CDBG Project Manager; and,

NOW, THEREFORE BE IT RESOLVED, that the Benzie County Board of Commissioners authorizes submittal of the application. Furthermore, that Robert Roelofs, Benzie County Board of Commissioners Chairman, is authorized to sign the Application and all attachments; the Loan Exhibit and all amendments; and Payment Requests.

Motion to approve the resolution as presented by _____, seconded by _____.

ROLL CALL

AYE:

NAY:

ABSTAIN:

ABSENT:

Resolution declared adopted.

I, Dawn Olney, Benzie County Clerk, hereby certify that the above is a true and exact copy of a portion of minutes taken from a regular meeting of the County Commission held March 9, 2021.

Dawn Olney, Clerk
Benzie County

CDBG LOAN PROGRAM (CLP) JOB CREATION APPLICATION

Use tab key to advance through document. Complete CLP Application in entirety and submit via email to Specialist with required attachments.

UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) IDENTIFICATION SUMMARY			
IDENTIFICATION OF UGLG		FUNDING SOURCES (if multiple properties, include all)	
Business Name	Eclipse Communications LLC	CDBG RLF	\$ 70000
Business Address	2532 Benzie Highway, Benzonia, MI 49616		
DUNS # (REQUIRED)	081067959		
Unit of General Local Government (UGLG)	Benzie County	UGLG	\$ 0
Street/PO Box	448 Court Place	Private	\$ 6594
City	Beulah	List Other	\$ 0
County	Benzie County	List Other	\$ 0
State/Zip	Michigan/49617	List Other	\$ 0
Fiscal Year	2021	TOTAL	\$ 76594
Elected Official Name	Bob Roelofs	# of FTEs to be created	2
Elected Official Title	County Board of Commissioners Chairman	Must not exceed \$35,000 per FTE	
Elected Official Email	broelofs@benzieco.net	UGLG SAM # 5N5B9 www.sam.gov	
UGLG Project Contact (PC) Name	Michelle Thompson	UGLG DUNS # 151930112 http://www.dnb.com/duns-number.html	
UGLG PC Title	County Treasurer		
UGLG PC Address	448 Court Place, Beulah, MI 49617	UGLG Federal ID # 38-6004838	
UGLG PC Telephone Number	231-882-9672	UGLG Fiscal Year 10/1/2020 to 9/30/2021	
UGLG PC Fax Number	231-882-4844	Census Tract # for Project 3808	
UGLG PC E-Mail Address	mtompson@benzieco.net		
STATE GOVERNMENT REPRESENTATION			
Senator Name	Curt VanderWall	Senate District	35
Representative Name	Jack O'Malley	House District	101
FEDERAL GOVERNMENT REPRESENTATION			
Representative Name	Jack Bergman	Congressional District	1

CLP FUND	Available Balance	\$ 309,645
	Less This Loan	\$ 70,000
	New Balance	\$ 239,645

UGLG CAPACITY AND CONFLICT OF INTEREST		
1	Identify Certified Grant Administrator(s) (CGAs) who will be responsible for administering the proposed: <input type="checkbox"/> NA, CGA not yet known <input type="checkbox"/> NA, CGA not anticipated <input checked="" type="checkbox"/> CGA has been identified and contact information provided below:	Name Sara Christensen, Venture North Funding & Development Address 202 E Grandview Parkway, Traverse City, MI 49684 Phone 231-995-7115 Email sara@venturenorthfunding.org
2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Has the UGLG received CDBG grants or loans in the past five years and/or have any open CDBG grants or loans? This includes CDBG grants or loans provided by the MSF/MEDC and all MSHDA CDBG programs. If yes, identify the projects and identify/describe all findings regarding those projects: MSHDA & MEDC CDBG, grants completed, no open loans.
3	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA	Does the applicant have any outstanding CDBG grants or loans that have not been drawn down? If yes, describe:
4	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA	Will local officials and staff be a party to any contract involving the procurement of goods and services assisted with CDBG funds? If yes, describe:
5	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA	Will any person who is an employee, agent, consultant, officer, elected or appointed official of the UGLG obtain a financial interest or benefit from a CDBG assisted activity or have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter? If yes, describe:
6	Indicate whether or not the UGLG has a contractual relationship with any of the following entities: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Boge, Wybenga & Bradley, PC <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Farm Bureau <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Fifth Third Bank <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Grand Angels <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Greenstone Farm Credit Services <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Michigan Department of Licensing & Regulatory Affairs <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Michigan Department of Treasury <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Michigan Economic Development Corporation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Springfield Smartroof <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Trustcott Rossman If yes to any of the above, describe the nature of relationship: MEDC - CLP Subrecipient Agreement for Regionalization. LARA/OLSR Contract for Remonumentation.	
7	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	UGLG will adhere to HUD, CDBG and MEDC rules, regulations and Grant Administration Manual requirements, policies, procedures and reporting requirements.
8	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Fund Manager will adhere to HUD, CDBG and MEDC rules, regulations and Grant Administration Manual requirements, policies, procedures and reporting requirements.

9	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<p>UGLG and Fund Manager have read the Definitions and Instructions to Attachment D, Estimated Employment Creation and/or Retention Form, and understand how to calculate and report Full-Time Job (FT) and Full-Time Equivalent Job (FTE). (An updated Attachment D is required to be submitted with the Request to Close memo).</p> <p><i>NOTE: Owners cannot be considered employees and/or counted in the base number. The business owner(s) is/are essentially the first employee(s) of a business and their position(s) existed prior to coming in for a grant or loan.</i></p>
10	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<p>For Regionalized, the loan committee is comprised of no less than 5 individuals with the following attributes:</p> <ol style="list-style-type: none"> 1. One attorney with experience in legal advice related to loans and lending; 2. One individual who past/currently engaged in commercial banking; 3. At least one individual engaged in economic or community development for at least 5 years; 4. One seat shall be provided for an elected local community representative from where the loan project is located; and 5. One seat shall be provided for an economic development professional active in the geographic area where the loan project is located that is selected by the local community representative who is part of the Loan Approval Committee. 6. Additionally, the MSF shall have one non-voting seat on the Loan Approval Committee.

PROJECT DESCRIPTION	
11	<p>Provide a clear and concise description of the overall proposed project including all work activities, number of businesses/properties involved, the type of assistance needed and why:</p> <p>Eclipse Communications LLC, a wireless internet service provided based in Benzonia, was founded in 2016 by Chris Varenhorst, an information technology expert with more than a decade of experience. Eclipse Communications has quickly become well known throughout the greater Benzie County area for providing service to both residential and commercial customers through wireless internet subscriptions; configuration and repair; and consulting.</p> <p>The business experienced good growth patterns during the first three years, and in late 2019 they acquired another internet service provider that primarily serviced residential customers. Since the acquisition, and through the COVID-19 pandemic, Eclipse has experienced increased demand for services and now has a backlog of 11 contracts totaling more than \$400,000 to fulfill. Due to this continued increase in demand, the business would like to borrow \$70,000 to purchase a truck, trailer and bucket lift to expand the services they can provide. The total project cost is estimated based on current equipment quotes (attached), final sales receipts will be obtained from business and any amount over \$70,000 will be covered by business from cash on hand. Purchasing another truck, boom, and trailer necessitates hiring two more skilled workers to operate the equipment and complete services performed by Eclipse. They plan to hire 2 full time equivalent employees within the next two years, of which at least 51% will be considered low to moderate income individuals.</p>
12	<p>Provide the history of the problems associated with this project and explain how this project will help alleviate those problems.</p> <p>While high-speed internet access is available in parts of Benzie County through formats including cable, digital subscriber line, satellite and mobile service; a significant area of Benzie has not had adequate broadband due to factors that include challenging topography and a lack of population density that could otherwise make more wide-scale broadband rollout financially viable for larger providers.</p>

	<p>As Eclipse Communications continues to grow and invest in infrastructure and towers, future expansion possibilities and better service to the residents and businesses grows exponentially. This increase in surface area coverage provides for single and overlapping towers which supports redundancy to cover more homes and more businesses. Benzie County views access to high-speed internet as a basic infrastructure need like any other utility; therefore they support the expansion of Eclipse Communications.</p>		
13	<p>Check all that apply and/or will occur for this project: Comments:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>National Objective</p> <p><input type="checkbox"/> Elimination/Prevention of Slum/Blight</p> <p><input type="checkbox"/> Immediate threat / urgent need</p> <p><input checked="" type="checkbox"/> Benefit persons of low/mod income</p> <p><input checked="" type="checkbox"/> Job Creation</p> <p><input type="checkbox"/> Housing Projects</p> <p><input type="checkbox"/> Infrastructure Projects</p> <p>Interest Rate</p> <p><input type="checkbox"/> 2.00% over Wall Street Journal Prime OR</p> <p><input type="checkbox"/> 5.99% or higher OR</p> <p><input checked="" type="checkbox"/> Justification provided in Financial Memorandum</p> <p>Term</p> <p><input type="checkbox"/> Working Capital - Maximum 18 initial months followed by 12 months</p> <p><input type="checkbox"/> Permanent Working Capital - Maximum term and amortization of 36 months.</p> <p><input checked="" type="checkbox"/> Equipment - Maximum term of 10 years or the appraised useful life, whichever is shorter. Maximum amortization of 10 years.</p> <p><input type="checkbox"/> Real Property - Maximum term of 7 years; maximum amortization of 30 years.</p> <p><input type="checkbox"/> Construction/Permanent - Maximum of 12-month construction term followed by a maximum of 6-year permanent debt term. Maximum amortization of 30 years.</p> <p><input type="checkbox"/> Exceptions shall require unanimous support by the Loan Approval Committee of the CRLF or RLFA.</p> <p>Budget</p> <p><input checked="" type="checkbox"/> Other funding sources in project</p> <p>Procurement</p> <p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Procurement of contractors</p> <p><input type="checkbox"/> Work to be done by owner</p> <p><input type="checkbox"/> Work to be done by sole proprietor contractor</p> <p>Section 3</p> <p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Section 3 required - CDBG over \$200k + construction activities</p> <p>Anticipated Environmental Review</p> <p><input type="checkbox"/> Exempt</p> <p><input checked="" type="checkbox"/> Categorical Exclusion Not Subject To (CENST)</p> <p><input type="checkbox"/> Categorical Exclusion Subject To (CEST)</p> <p><input type="checkbox"/> Environmental Assessment</p> </td> <td style="vertical-align: top;"> <p>Business</p> <p><input type="checkbox"/> Seasonal Employer</p> <p><input checked="" type="checkbox"/> Open year round</p> <p><input type="checkbox"/> Open year round but hires additional staff in the</p> <p><input type="checkbox"/> spring</p> <p><input type="checkbox"/> summer</p> <p><input type="checkbox"/> fall</p> <p><input type="checkbox"/> winter</p> <p><input type="checkbox"/> New business - no current staff</p> <p><input type="checkbox"/> New business location – no current staff</p> <p><input type="checkbox"/> New business location – staff transferring from another location</p> <p>Job Activities</p> <p><input type="checkbox"/> NA</p> <p><input type="checkbox"/> Construction activities for building built 1978 or prior</p> <p><input type="checkbox"/> Construction activities with residential or common areas</p> <p><input type="checkbox"/> Construction activities are currently underway</p> <p><input type="checkbox"/> Construction activities (ex: use of hammer and shovels, equipment installation, any digging, etc.)</p> <p><input type="checkbox"/> Electrical</p> <p><input type="checkbox"/> Plumbing</p> <p><input type="checkbox"/> Change in building footprint</p> <p><input type="checkbox"/> Equipment installation will require major construction</p> <p><input type="checkbox"/> Equipment installation will require minor construction</p> <p><input checked="" type="checkbox"/> Equipment is plug and play only</p> <p><input type="checkbox"/> Davis Bacon required – construction contract over \$2,000</p> <p><input type="checkbox"/> Davis Bacon required – installation cost is more than 20% of equipment cost</p> <p>Property Disposition</p> <p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Acquisition of building - built prior 1978, LPB required.</p> <p><input type="checkbox"/> Acquisition of building - built after 1978</p> <p><input type="checkbox"/> Acquisition of property</p> <p><input type="checkbox"/> Currently has land contract</p> <p><input type="checkbox"/> Currently has lease</p> <p><input type="checkbox"/> Lease attached</p> <p><input type="checkbox"/> Lease to be submitted</p> <p><input type="checkbox"/> Purchase Agreement required</p> <p><input type="checkbox"/> Relocation not required</p> <p><input type="checkbox"/> Relocation required</p> <p><input type="checkbox"/> Tenants in building - commercial, URA required</p> <p><input type="checkbox"/> Tenants in building - residential, URA required</p> </td> </tr> </table>	<p>National Objective</p> <p><input type="checkbox"/> Elimination/Prevention of Slum/Blight</p> <p><input type="checkbox"/> Immediate threat / urgent need</p> <p><input checked="" type="checkbox"/> Benefit persons of low/mod income</p> <p><input checked="" type="checkbox"/> Job Creation</p> <p><input type="checkbox"/> Housing Projects</p> <p><input type="checkbox"/> Infrastructure Projects</p> <p>Interest Rate</p> <p><input type="checkbox"/> 2.00% over Wall Street Journal Prime OR</p> <p><input type="checkbox"/> 5.99% or higher OR</p> <p><input checked="" type="checkbox"/> Justification provided in Financial Memorandum</p> <p>Term</p> <p><input type="checkbox"/> Working Capital - Maximum 18 initial months followed by 12 months</p> <p><input type="checkbox"/> Permanent Working Capital - Maximum term and amortization of 36 months.</p> <p><input checked="" type="checkbox"/> Equipment - Maximum term of 10 years or the appraised useful life, whichever is shorter. Maximum amortization of 10 years.</p> <p><input type="checkbox"/> Real Property - Maximum term of 7 years; maximum amortization of 30 years.</p> <p><input type="checkbox"/> Construction/Permanent - Maximum of 12-month construction term followed by a maximum of 6-year permanent debt term. Maximum amortization of 30 years.</p> <p><input type="checkbox"/> Exceptions shall require unanimous support by the Loan Approval Committee of the CRLF or RLFA.</p> <p>Budget</p> <p><input checked="" type="checkbox"/> Other funding sources in project</p> <p>Procurement</p> <p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Procurement of contractors</p> <p><input type="checkbox"/> Work to be done by owner</p> <p><input type="checkbox"/> Work to be done by sole proprietor contractor</p> <p>Section 3</p> <p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Section 3 required - CDBG over \$200k + construction activities</p> <p>Anticipated Environmental Review</p> <p><input type="checkbox"/> Exempt</p> <p><input checked="" type="checkbox"/> Categorical Exclusion Not Subject To (CENST)</p> <p><input type="checkbox"/> Categorical Exclusion Subject To (CEST)</p> <p><input type="checkbox"/> Environmental Assessment</p>	<p>Business</p> <p><input type="checkbox"/> Seasonal Employer</p> <p><input checked="" type="checkbox"/> Open year round</p> <p><input type="checkbox"/> Open year round but hires additional staff in the</p> <p><input type="checkbox"/> spring</p> <p><input type="checkbox"/> summer</p> <p><input type="checkbox"/> fall</p> <p><input type="checkbox"/> winter</p> <p><input type="checkbox"/> New business - no current staff</p> <p><input type="checkbox"/> New business location – no current staff</p> <p><input type="checkbox"/> New business location – staff transferring from another location</p> <p>Job Activities</p> <p><input type="checkbox"/> NA</p> <p><input type="checkbox"/> Construction activities for building built 1978 or prior</p> <p><input type="checkbox"/> Construction activities with residential or common areas</p> <p><input type="checkbox"/> Construction activities are currently underway</p> <p><input type="checkbox"/> Construction activities (ex: use of hammer and shovels, equipment installation, any digging, etc.)</p> <p><input type="checkbox"/> Electrical</p> <p><input type="checkbox"/> Plumbing</p> <p><input type="checkbox"/> Change in building footprint</p> <p><input type="checkbox"/> Equipment installation will require major construction</p> <p><input type="checkbox"/> Equipment installation will require minor construction</p> <p><input checked="" type="checkbox"/> Equipment is plug and play only</p> <p><input type="checkbox"/> Davis Bacon required – construction contract over \$2,000</p> <p><input type="checkbox"/> Davis Bacon required – installation cost is more than 20% of equipment cost</p> <p>Property Disposition</p> <p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Acquisition of building - built prior 1978, LPB required.</p> <p><input type="checkbox"/> Acquisition of building - built after 1978</p> <p><input type="checkbox"/> Acquisition of property</p> <p><input type="checkbox"/> Currently has land contract</p> <p><input type="checkbox"/> Currently has lease</p> <p><input type="checkbox"/> Lease attached</p> <p><input type="checkbox"/> Lease to be submitted</p> <p><input type="checkbox"/> Purchase Agreement required</p> <p><input type="checkbox"/> Relocation not required</p> <p><input type="checkbox"/> Relocation required</p> <p><input type="checkbox"/> Tenants in building - commercial, URA required</p> <p><input type="checkbox"/> Tenants in building - residential, URA required</p>
<p>National Objective</p> <p><input type="checkbox"/> Elimination/Prevention of Slum/Blight</p> <p><input type="checkbox"/> Immediate threat / urgent need</p> <p><input checked="" type="checkbox"/> Benefit persons of low/mod income</p> <p><input checked="" type="checkbox"/> Job Creation</p> <p><input type="checkbox"/> Housing Projects</p> <p><input type="checkbox"/> Infrastructure Projects</p> <p>Interest Rate</p> <p><input type="checkbox"/> 2.00% over Wall Street Journal Prime OR</p> <p><input type="checkbox"/> 5.99% or higher OR</p> <p><input checked="" type="checkbox"/> Justification provided in Financial Memorandum</p> <p>Term</p> <p><input type="checkbox"/> Working Capital - Maximum 18 initial months followed by 12 months</p> <p><input type="checkbox"/> Permanent Working Capital - Maximum term and amortization of 36 months.</p> <p><input checked="" type="checkbox"/> Equipment - Maximum term of 10 years or the appraised useful life, whichever is shorter. Maximum amortization of 10 years.</p> <p><input type="checkbox"/> Real Property - Maximum term of 7 years; maximum amortization of 30 years.</p> <p><input type="checkbox"/> Construction/Permanent - Maximum of 12-month construction term followed by a maximum of 6-year permanent debt term. Maximum amortization of 30 years.</p> <p><input type="checkbox"/> Exceptions shall require unanimous support by the Loan Approval Committee of the CRLF or RLFA.</p> <p>Budget</p> <p><input checked="" type="checkbox"/> Other funding sources in project</p> <p>Procurement</p> <p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Procurement of contractors</p> <p><input type="checkbox"/> Work to be done by owner</p> <p><input type="checkbox"/> Work to be done by sole proprietor contractor</p> <p>Section 3</p> <p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Section 3 required - CDBG over \$200k + construction activities</p> <p>Anticipated Environmental Review</p> <p><input type="checkbox"/> Exempt</p> <p><input checked="" type="checkbox"/> Categorical Exclusion Not Subject To (CENST)</p> <p><input type="checkbox"/> Categorical Exclusion Subject To (CEST)</p> <p><input type="checkbox"/> Environmental Assessment</p>	<p>Business</p> <p><input type="checkbox"/> Seasonal Employer</p> <p><input checked="" type="checkbox"/> Open year round</p> <p><input type="checkbox"/> Open year round but hires additional staff in the</p> <p><input type="checkbox"/> spring</p> <p><input type="checkbox"/> summer</p> <p><input type="checkbox"/> fall</p> <p><input type="checkbox"/> winter</p> <p><input type="checkbox"/> New business - no current staff</p> <p><input type="checkbox"/> New business location – no current staff</p> <p><input type="checkbox"/> New business location – staff transferring from another location</p> <p>Job Activities</p> <p><input type="checkbox"/> NA</p> <p><input type="checkbox"/> Construction activities for building built 1978 or prior</p> <p><input type="checkbox"/> Construction activities with residential or common areas</p> <p><input type="checkbox"/> Construction activities are currently underway</p> <p><input type="checkbox"/> Construction activities (ex: use of hammer and shovels, equipment installation, any digging, etc.)</p> <p><input type="checkbox"/> Electrical</p> <p><input type="checkbox"/> Plumbing</p> <p><input type="checkbox"/> Change in building footprint</p> <p><input type="checkbox"/> Equipment installation will require major construction</p> <p><input type="checkbox"/> Equipment installation will require minor construction</p> <p><input checked="" type="checkbox"/> Equipment is plug and play only</p> <p><input type="checkbox"/> Davis Bacon required – construction contract over \$2,000</p> <p><input type="checkbox"/> Davis Bacon required – installation cost is more than 20% of equipment cost</p> <p>Property Disposition</p> <p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Acquisition of building - built prior 1978, LPB required.</p> <p><input type="checkbox"/> Acquisition of building - built after 1978</p> <p><input type="checkbox"/> Acquisition of property</p> <p><input type="checkbox"/> Currently has land contract</p> <p><input type="checkbox"/> Currently has lease</p> <p><input type="checkbox"/> Lease attached</p> <p><input type="checkbox"/> Lease to be submitted</p> <p><input type="checkbox"/> Purchase Agreement required</p> <p><input type="checkbox"/> Relocation not required</p> <p><input type="checkbox"/> Relocation required</p> <p><input type="checkbox"/> Tenants in building - commercial, URA required</p> <p><input type="checkbox"/> Tenants in building - residential, URA required</p>		

PROJECT SCHEDULE

- 14 Provide an overall **project schedule** that includes the anticipated start and completion dates.

NOTE: When completing the schedule, please refer to Application Guide with regard to when project costs can be incurred. This schedule will be incorporated into the Loan Exhibit with the UGLG.

ACTIVITIES	START DATE	END DATE
Engineering and/or Design		
Property Acquisition		
Bidding		
CDBG-funded Activities	3/15/2021	3/15/2023
UGLG-funded Activities		
Other-funded Activities	3/15/2021	3/15/2023
Job Creation	3/15/2021	3/15/2023

AUTHORIZED UGLG OFFICIAL

Signature	
Name and Title	Bob Roelofs, Board of Commissioners Chairman
Date	

ATTACHMENT A

PROJECT BUDGET

Complete this Project Budget to identify all funding sources and all project activities. List the specific source and dollar amount of any local, state, or other federal funding associated with this project including grants and/or loans. Tax incentives should NOT be included on the project budget.

- ☐ For general contractors - Attach 3 cost estimates or an independent third party quote for all CDBG-funded costs.
- ☐ For sole proprietor contractors – Attach 1 cost estimate.
- ☒ For Machinery, Equipment and/or Inventory – Attach CLP Machinery Equipment Inventory List of items to be purchased.
- ☐ For CDBG-funded Acquisitions - Attach an appraisal.

NOTE: Costs for preparing independent cost estimates may be incurred at the UGLG's own risk without written authorization, but may not be included in the project budget as match. Refer to Application Guide for guidance on administrative costs.

Applicant	Benzie County
Project Title	Eclipse Communications CDBG Loan

ACTIVITIES	CDBG	LOCAL	PRIVATE	OTHER	OTHER	TOTAL
Acquisition						
Administration						
Architecture / Engineering						
Building Improvements						
Demolition						
Infrastructure Improvements						
Machinery / Equipment	70,000		6,594			76,594
Planning						
Working Capital:						
Inventory						
Marketing						
Payroll						
Research & Development						
TOTALS	70,000		6,594			76,594

MACHINERY, EQUIPMENT AND/OR INVENTORY LIST OF USES AND INSTALLATION

[illegible]

ATTACHMENT B

PROJECT DETAILS FOR BUSINESS/PRIVATE PROPERTY PROJECTS

COMPLETE ONE FOR EACH PROPERTY	
B1	Business Information: Business Name Eclipse Communications LLC Address 2532 Benzie Highway City State Zip Benzonia, MI 49616
B2	Current Owners: Name Christopher Varenhorst Title Owner Percentage 100 % Name Title Percentage % Name Title Percentage % Name Title Percentage %
B3	Future Ownership: No Changes Anticipated
B4	Provide nature of business and background: Eclipse Communications LLC, a wireless internet service provided based in Benzonia, was founded in 2016 by Chris Varenhorst, an information technology expert with more than a decade of experience. Eclipse Communications has quickly become well known throughout the greater Benzie County area for providing service to both residential and commercial customers through wireless internet subscriptions; configuration and repair; and consulting.
B5	Describe the specific work activities to be completed with CDBG funds <u>and</u> match funds (use bullets): Purchase: - Ram 3500 4WD Truck - 50-55 Towable Articulated Boom - FT-8R Trailer
B6	Describe all leases, easements, and property option/purchase agreements needed in order to complete the project activities at this property location. Please identify all parties involved and any estimated costs associated with these activities: <i>NOTE: Incurring costs; including CDBG, local, and private costs prior to authorization and/or completion of the environmental review could jeopardize the proposed CDBG funding.</i> N/A

B7	<p>Check all statements that apply regarding occupancy:</p> <p><input type="checkbox"/> The property does not have occupants (tenants, property owners, etc.). Therefore, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 will not apply.</p> <p><input checked="" type="checkbox"/> The property does have occupants (tenants, property owners, etc.) and the occupants will not be permanently displaced. Please provide the following for each occupant:</p> <table border="0"> <tr> <td data-bbox="284 367 552 609"> <input checked="" type="checkbox"/> Property Owner OR <input type="checkbox"/> Tenant <input type="checkbox"/> Residential OR <input checked="" type="checkbox"/> Business Name Address Phone Number Email Address </td> <td data-bbox="568 367 1377 609"> <p>Xpert Fulfillment Services 2532 Benzie Highway, Benzonia, MI 49616</p> </td> </tr> <tr> <td data-bbox="284 640 552 882"> <input type="checkbox"/> Property Owner OR <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Residential OR <input checked="" type="checkbox"/> Business Name Address Phone Number Email Address </td> <td data-bbox="568 640 1377 882"> <p>Eclipse Communications LLC</p> </td> </tr> </table>		<input checked="" type="checkbox"/> Property Owner OR <input type="checkbox"/> Tenant <input type="checkbox"/> Residential OR <input checked="" type="checkbox"/> Business Name Address Phone Number Email Address	<p>Xpert Fulfillment Services 2532 Benzie Highway, Benzonia, MI 49616</p>	<input type="checkbox"/> Property Owner OR <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Residential OR <input checked="" type="checkbox"/> Business Name Address Phone Number Email Address	<p>Eclipse Communications LLC</p>
<input checked="" type="checkbox"/> Property Owner OR <input type="checkbox"/> Tenant <input type="checkbox"/> Residential OR <input checked="" type="checkbox"/> Business Name Address Phone Number Email Address	<p>Xpert Fulfillment Services 2532 Benzie Highway, Benzonia, MI 49616</p>					
<input type="checkbox"/> Property Owner OR <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Residential OR <input checked="" type="checkbox"/> Business Name Address Phone Number Email Address	<p>Eclipse Communications LLC</p>					
B8	<p>What is the square footage of all private space being improved?</p> <p>N/A, M&E is for a vehicle, boom and trailer, so this project will not result in any displacement.</p>					
B9	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<p>Have CDBG funds been used at this property and/or business address in the past?</p> <p>If yes, describe: Xpert Fulfillment used a CDBG Loan for equipment at this property. A Final Certificate of Completion was received December 26, 2019.</p>				
B10	<p>Describe the source of the private funding and the status of any necessary approvals for financing:</p> <p>The private funded portion will come from Eclipse Communications cash on hand.</p>					

B11	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Will the project relocate jobs from one labor market area to another? If yes, describe:
-----	---	---

ATTACHMENT C

PROJECT SCOPE FOR PUBLIC IMPROVEMENTS (ONLY)

☒ Check if Not Applicable

C1	Describe the specific work activities to be completed on UGLG- or publicly-owned property with CDBG funds and match funds.	
C2	Describe the location and boundaries of the project , including the street address and property ownership (i.e. UGLG property, other public property, private property) where all project activities will occur.	
C3	What is the square footage of public space being improved or reactivated?	
C4	Attach a detailed map showing all project activities and any district they are located within (i.e. LDFA).	
C5	Historic Property Screening: Is the property? (check all that apply): <input type="checkbox"/> Listed in the National Register of Historic Properties <input type="checkbox"/> Potentially eligible to be listed in the National Register of Historic Properties <input type="checkbox"/> Listed in a state or local inventory of historic places <input type="checkbox"/> Designated as a state or local landmark or historic district <input type="checkbox"/> None of the above Comments:	
C6	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the project result in the demolition or conversion of residential dwelling units, both occupied and vacant ?
C7	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the project result in special fees (ie, tap in / hookup fees, special assessments)?
C8	<input type="checkbox"/> NA	Attach architectural renderings or pictures in color illustrating what the building will look like after project completion.
C9	<input type="checkbox"/> NA	Other than the preliminary cost estimates, describe the status of any engineering plans or specifications . Attach engineering plans or specifications, if completed. <i>NOTE: Costs for engineering and/or architectural plans to be funded with non-CDBG funds may be incurred at the UGLG's own risk with written authorization from the MSF and may be included in the project budget as match.</i> <i>Costs for engineering and/or architectural plans to be funded with CDBG funds may be incurred with written authorization from the MSF once the Loan Exhibit has been executed and may be included in the project budget. CDBG Procurement requirements apply to all CDBG funded activities. CDBG funds may be jeopardized or withdrawn if written authorization from the MSF has not been provided prior to signing an engineering and/or architectural contract for expenses other than the preliminary costs for completing this Application.</i>
C10	<input type="checkbox"/> NA	Describe all temporary or permanent relocation of businesses, non-profit organizations, homeowners, or tenants needed in order to complete the project. Include the address, names of anticipated displaced parties, type of displacement (residential or business) and whether the parties are owners and/or tenants.

C11	<input type="checkbox"/> NA	<p>Describe all leases, easements, and property option/purchase agreements needed in order to complete the project activities at this property location. Include the anticipated seller, buyer, property description/location and cost.</p> <p><i>NOTE: Costs for acquiring real property, to be fully funded with non-CDBG monies, may be included in the project budget as match and may be incurred at the UGLG's own risk once the environmental review and Uniform Act requirements have been completed and written authorization to incur these costs has been provided by the MSF.</i></p> <p><i>Costs for acquiring real property, to be partially or fully funded with CDBG monies, may be included in the project budget and may be incurred with written authorization from the MSF once the environmental review and Uniform Act requirements have been completed and the Loan Exhibit has been executed by all parties.</i></p> <p><i>CDBG funds will be jeopardized or withdrawn if written authorization from the MSF has not been provided prior to signing option/purchase/lease/easement agreements.</i></p>
C12	<input type="checkbox"/> NA	<p>List and describe the status of any local, state and federal permits required for implementation of the proposed project.</p>

ATTACHMENT D

ESTIMATED EMPLOYMENT CREATION AND/OR RETENTION FORM

The project is qualified based on the Low and Moderate Income Job Creation National Objective and at least 51% of the beneficiaries must be low and moderate income persons.

UGLG	Benzie County	Project Name	Eclipse Communications CDBG Loan
Business	Eclipse Communications	Contact Name	Christopher Varenhorst
Street Address (not POBox)	2532 Benzie Highway	Contact Title	Owner
City State Zip	Benzonia, MI 49616	Phone #	231-852-0367
DUNS #	081067959	Fax #	
LARA #		Email Address	cvarenhorst@eclipse-communications.com

IMPORTANT: Read definitions and instructions on the following page for requirements on how to calculate and report Full-Time Job (FT) and Full-Time Equivalent Job (FTE) jobs. An updated form is required to be submitted with the Request to Close memo.

NOTE: Owners cannot be considered employees and/or counted in the base number. The business owner(s) is/are essentially the first employee(s) of a business and their position(s) existed prior to coming in for a grant or loan.

JOBS TO BE CREATED			
EMPLOYMENT CATEGORY	NUMBER OF PERMANENT FT JOBS TO BE CREATED	NUMBER OF HOURS FOR EXISTING PERMANENT FTE JOBS TO BE CREATED	AVERAGE STARTING HOURLY WAGE
Official or Manager			
Professional			
Technical			
Sales			
Office or Clerical			
Craft Worker (skilled)	2		16.00
Operative (semi-skilled)			
Laborer (unskilled)			
Service Worker			
TOTALS	2		
List Fringe benefits to be provided for created jobs: NONE			
AUTHORIZED COMPANY OFFICIAL			
Certification is made that the above data is the most accurate available based on current information and knowledge.			
Signature:		Date:	
Name: Christopher Varenhorst		Title: Owner	

DEFINITIONS AND INSTRUCTIONS

Full-Time Job (FT) - An employee who has 2,080 hours of paid employment on an annual basis or one that is paid for 35 or more hours per week.

Full-Time Equivalent Job (FTE) (Part Time) – A combination of employees that individually have less than 2080 hours of paid employment on an annual basis or work less than 40 hours per week, and are converted to full-time equivalent (FTE) jobs by dividing the total annual part-time hours worked by 2,080 hours or dividing the total weekly part-time hours worked by 40 hours.

New Job - A new FT or FTE permanent job that did not exist prior to this project and came about as a result of this project. The jobs are intended to be permanent and sustainable. Jobs that exist prior to the start of the project or result independently from the project will not be considered.

Number of Existing Permanent FT and FTE Jobs - Identify the present number of all FT and FTE permanent private sector jobs and the average hourly pay rate of existing jobs.

Permanent FT and FTE Jobs To Be Created - Identify the number of new FT or FTE jobs that **did not** exist prior to this project and came about as a result of this project. The jobs to be created are intended to be permanent and sustainable. Jobs that exist prior to the start of the project or result independently from the project should not be considered.

Employment Category Definitions:

Official or Manager	Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies and direct individual departments of special phases of a firm's operations.
Professional	Occupations requiring either college graduation or experience of such kind and amount as to provide a comparative background.
Technical	Occupations requiring a combination of basic scientific knowledge and manual skills which can be obtained through approximately 2 years of post-high school education, such as is offered in many technical institutions and junior colleges, or through equivalent on-the-job training.
Sales	Occupations engaging wholly or primarily in sales.
Office or Clerical	All clerical-type work regardless of level of difficulty, where the activities are primarily non-manual.
Craft Worker (skilled)	Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work; exercise independent judgment and usually require extensive training.
Operative (semi-skilled)	Workers who operate machines or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require limited training.
Laborer (unskilled)	Workers in manual occupations which generally require no special training.
Service Worker	All workers in service type industries.

ATTACHMENT E

DOCUMENTATION OF BENEFIT TO LOW AND MODERATE INCOME PERSONS FORM

The UGLG and Company agree the number of FTE jobs as set forth on page 1 will be created as a result of this project and at least 51% of the jobs will be held by low and moderate income persons. Income limits can be found at <https://www.huduser.gov/portal/datasets/il.html>.

Each party recognizes the following:

1. If the project results in more New Jobs than expected, then the 51% requirement shall apply to the higher job number.
2. The purpose for making an application for a CDBG loan is to create employment opportunities benefiting low and moderate income persons.
3. Should job creation goals for low and moderate income persons not be met, the project shall fail to qualify under the low and moderate income national objective.
4. The State retains the right to require the applicant or the company to repay the full amount of any loan funds awarded should the project fail to qualify under this National Objective.

AUTHORIZED UGLG OFFICIAL		
UGLG	Benzie County	
Signature		Date:
Name and Title	Bob Roelofs, Board of Commissioners Chairman	
Phone #: 231-882-0011	Email Address: broelofs@benzieco.net	

AUTHORIZED REPRESENTATIVE OF COMPANY			
Legal Business Name			
Address			
City State Zip			
Signature		Date:	
Name and Title	Christopher Varenhorst, Owner		
Phone #: 231-852-0367	Email Address:	cvarenhorst@eclipse-communications.com	

ATTACHMENT F

COMMUNITY DEVELOPMENT PLAN

All UGLGs applying for funds under the CDBG Program are required to identify their community development and housing needs in accordance with the provisions set forth in Title 1 of the federal Housing and Community Development Act of 1974, as amended.

In order to comply with requirements outlined in federal legislation, it is not necessary for an UGLG to prepare an elaborate community development plan. It is expected that most UGLGs can satisfy this requirement in a 2-3 page narrative summary plan adopted by their governing body.

- ☐ **Attach** Community Development Plan which includes the 5 major elements below **OR**
☒ **Summarize** the following from your adopted plan:

1	<p>A statement assessing the needs and problems of the UGLG, including the needs of low and moderate income persons. In all applications, the assessment must address both overall community development and housing needs regardless of the category under which funding is requested.</p> <p>Benzie County is a small and rural county. It ranks in the bottom third of the State county populations. About 60% of the land area is state or federally owned. Benzie's population fluctuates significantly between summer and winter months. The county lacks resources to carry out major community development initiatives on its own. Benzie County utilizes partners/organizations such as Networks Northwest, Land Bank Authority, Benzie County Housing Authority to assist with workforce development, business development, and community development.</p>
2	<p>A summary list of possible long-term activities (two years or more) to address the identified needs and problems.</p> <p>Enhance critical infrastructure serving the county, to accommodate long term growth and prosperity; Encourage skilled trades training for youth and the underemployed; and Develop new opportunities related to value-added agriculture and agri-tourism, especially for the small farmer and entrepreneur.</p>
3	<p>A summary of contemplated short-term activities (one to two years) to address the identified needs and problems.</p> <p>Benzie County has recently updated its Master Plan and has developed a County wide strategic plan. Both of these plans along with the economic development plan and the contract with the Alliance for Economic Success will guide future economic development in Benzie County.</p>
4	<p>A description of the effect the proposed CDBG project will have on the UGLG.</p> <p>Benzie County is a community that is an economically underserved area. Eclipse Communications is an established, growing business in the rural community. The continuation of job growth in the region is extremely important. This company currently employs 5 full-time employees and plans on hiring 2 FTEs within the next two years</p>
5	<p>A plan for minimizing the displacement of persons as a result of loan-assisted activities and to assist persons actually displaced by such activities.</p> <p>There will not be any displaced individuals as a result of the CDBG assisted activities.</p>

ATTACHMENT G

UGLG PUBLIC PARTICIPATION CERTIFICATION

All UGLGs applying for funds under the Michigan CDBG Program are required to adhere to public participation provisions set forth in Title I of the Housing and Community Development Act of 1974, as amended.

A public hearing on the proposed project is required. The UGLG's Application must be completed and available for review at the public hearing. In order to document that public participation requirements have been met, attach the following:

☒ **Attach** a copy of the **published public notice** as described in the certification above. A minimum five (5) days' notice is required.

☒ **Attach** a **brief description of the public hearing(s)** including the date of hearing(s), number of citizens attending the hearing(s) and a summary description of substantive comments made at the hearing(s).

1. The UGLG has furnished its citizens with information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken. This includes the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons.
2. The UGLG has published a public notice in such manner to afford affected citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities.
3. One or more public hearings have been held to obtain the views of citizens on the proposed application and community development and housing needs.
4. Citizens have been provided reasonable access to the proposed application and related information on community development and housing needs.
5. The UGLG will provide its citizens with reasonable notice of, and opportunity to comment on, any substantial change proposed to be made in the use of funds if funds are received.
6. The UGLG provided for and encouraged citizen participation, with particular emphasis on participation by persons of low and moderate income, residents of slum and blight areas and of areas in which Section 106 funds are proposed to be used, and in the case of grantees described in Section 106(a), provided for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction. Opportunities to participate must be made available by advertising in publications, which are distributed in the slum and blight areas and the low and moderate income neighborhoods.
7. The UGLG provided citizens with reasonable and timely access to local meetings, information, and records relating to the applicant's proposed use of funds, as required by regulations of the Secretary, and relating to the actual use of funds under this title.
8. The UGLG provided for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee.
9. The UGLG provided for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. Review of program performance shall apply to previously funded CDBG grants or loans.
10. The UGLG has identified how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to

participate. If 51% of the expected participants are non-English speaking, the hearings will be advertised in a non-English publication available to those residents. A person fluent in their language must be available to discuss the project and respond to their questions at the hearings.

Signature

Date

Bob Roelofs, Board of Commissioners Chairman

Print Name and Title of Authorized UGLG Official

ATTACHMENT H

UGLG AUTHORIZING RESOLUTION

The UGLG's Authorizing Resolution must be adopted after completion of the public participation requirements.

☒ **Attach** an authorizing resolution containing the following elements:

1	Identification of the proposed project.
2	Identification of the funding request and the commitment of the UGLG's matching funds.
3	Statement that the proposed project is consistent with the UGLG's community development plan as described in the Application.
4	Statement that at least 51% of the beneficiaries of the proposed project will be low and moderate income persons. -OR- Statement that the proposed project will clearly eliminate objectively determinable signs of blight and will be strictly limited to eliminating specific instances of blight (spot blight).
5	Statement that no project costs (CDBG and non-CDBG) will be incurred prior to a formal loan award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by your CDBG Project Manager.
6	Local authorization to submit the Michigan CDBG Application.
7	Identification, by name and title, of the person authorized to sign the Application and all attachments.
8	Identification, by name and title, of the person authorized to sign the Loan Exhibit and all amendments.
9	Identification, by name and title, of the person authorized to sign Payment Requests.

ATTACHMENT I

CERTIFICATION BY THE APPLICANT UGLG

I, **Bob Roelofs**, of **Benzie County Board of Commissioners**, certify that the **County of Benzie** :

1. Possesses legal authority to submit a loan application;
2. Has in a timely manner:
 - a. furnished its citizens information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons as a result of proposed activities and for assisting persons actually displaced;
 - b. published a public notice in such manner to afford citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities;
 - c. held one or more public hearings to obtain the views of citizens on the proposed application and community development and housing needs; and
 - d. made the proposed application available to the public;
3. Will conduct and administer the loan in conformity with Public Law 88-352 and Public Law 90-284, and will affirmatively further fair housing;
4. Has developed the proposed application so as to give maximum feasible priority to activities which will benefit low and moderate income families or aid to the prevention or elimination of slum or blight; or to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to health or welfare of the community where other financial resources are not available to meet such needs;
5. Has developed a community development plan that identifies community development and housing needs and specifies both short and long term community development objectives that have been developed in accordance with the primary objective and requirements of the Title I Housing and Community Development Act of 1974, as amended;
6. Will not attempt to recover any capital costs of public improvements assisted in whole or in part with Title I funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (A) Title I funds are used to pay the proportion of such fee or assessment that related to capital costs of such public improvement that are financed from revenue sources other than Title I funds; or (B) for purposes of assessing any amounts against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and (name of local unit) certifies that it lacks sufficient Title I funds to comply with the requirements of clause (A);
7. Will adopt a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdictions;
8. 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 awarding of any

- federal contract, the making of any federal grant or loan, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;
9. 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 a federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
 10. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly;
 11. Will comply with other provisions of Title I of the Housing and Community Development Act of 1987, as amended, and with other applicable laws.

Signature

Date

Bob Roelofs, Board of Commissioners Chairman
Print Name and Title of Authorized UGLG Official

ATTACHMENT J

STATEMENT OF ASSURANCES

The UGLG hereby assures and certifies that it has complied or shall comply with Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301), and related statutes and implementing rules, regulations, and guidelines applicable to projects financed under the Michigan CDBG program. Specific assurances and certifications include but are not limited to the following:

1. Compliance with loan and financial management guidelines in 2 CFR Part 200, et al.; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule.
2. Compliance with Civil Rights and Equal Opportunity statutes as set forth in Title I of the Civil Rights Act of 1964 (Public Law 88-352), Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), the Michigan Civil Rights Act 453 of 1976, the Michigan Fair Employment Practices Act (MCL 423, 301-423, 311), related statutes and implementing rules and regulations.
3. Compliance with Labor Standards statutes as set forth in the Davis-Bacon Fair Labor Standards Act (40 U.S.C. 276a-276a-5), related statutes and implementing rules and regulations.
4. Compliance with Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4831).
5. Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) and implementing regulations.
6. Compliance with OMB Circular No. A-133, Audits of States, Local Governments and Non-Profit Organizations and implementing rules and regulations.
7. Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing rules and regulations 24 CFR Part 8.
8. Authorized state officials and representatives will have access to all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project in order to make audits, examinations, excerpts and transcripts; each contract or subcontract also shall provide for such success to relevant data and records pertaining to the development and implementation of the project.

The UGLG agrees to assume all of the responsibilities for environmental review, decision making and action as specified and required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and Section 104 (f) of Title I of the Housing and Community Development Act and implementing regulations 24 CFR Part 58.

Signature

Date

Bob Roelofs, Board of Commissioners Chairman

Print Name and Title of Authorized UGLG Official

Estle Chevrolet of Hamler LLC

128 Main Street PO Box 65 • Hamler OH 43524

Phone: (419)274-2441 • Fax: (419)274-6844

MOTOR VEHICLE PURCHASE AGREEMENT AND INVOICE

PURCHASER Eclipse Communications **DATE** 02/23/2021
CO-PURCHASER **RES. PH.**
ADDRESS 2532 Benzie Highway 9710 **BUS. PH.**
CITY, ST, ZIP Benzonia MI 49616 **COUNTY** **CELL PH.** (231)852-0367
SALESPERSON Scott Wade **EM1035 E-MAIL** cvarenhorst@eclipse-communications.com

PLEASE ENTER MY ORDER FOR THE FOLLOWING: ☐ New ☒ Used ☐ Certified Used ☐ Demonstrator
2014 Ram 3500 Cab-Chassis 4WD Reg Cab Tradesman 143" **COLOR** WHITE **MILEAGE** 160,154
STOCK No. 14807 **VIN** 3C7WRTAJ6EG194807 **TRUCK GVW**

INSURANCE INFORMATION		SELLING PRICE OF VEHICLE		\$22,995.00
COMPANY NAME		ADDITIONAL EQUIPMENT AND/OR CONDITIONS:		
POLICY NO.				N/A
AGENT NAME				N/A
AGENT ADDRESS				N/A
AGENT CITY, ST, ZIP				N/A
AGENT PHONE NO.				N/A
EFFECTIVE DATE: FROM TO				N/A
DEDUCTIBLES: COLLISION COMPREHENSIVE				N/A
LIABILITY INSURANCE COVERAGE FOR BODILY INJURY AND PROPERTY DAMAGE CAUSED TO OTHERS IS NOT INCLUDED		ADMINISTRATIVE DOCUMENT FEE		250.00
		TOTAL		\$23,245.00
TRADE DESCRIPTION/PAYOFF INFORMATION		SALES TAX (RATE 6.0000 %)		1,394.70
#1:		LICENSE/TITLE/REGISTRATION FEES		38.50
VIN # COLOR		EXTENDED SERVICE PLAN		N/A
MILEAGE TAG#		SERVICE CONTRACT TAX		N/A
ACCT # EXP. DATE		1. TOTAL CASH PRICE DELIVERED		\$24,678.20
PAYOFF TO		2. DOWN PAYMENT (Rec.#)		N/A
ADDRESS		REBATES (Rec.#)		N/A
CITY, ST, ZIP		3. TRADE ALLOWANCE		N/A
TITLE IN NAME OF		LESS PAYOFF (Upon verifying pay-off, buyer agrees to pay any amt. exceeding this figure)		N/A
P/O AMOUNT N/A GOOD TIL LIENS		4. TOTAL DOWN PAYMENT (2+3) (If negative, enter "0" & disclose on Line 6)		N/A
QUOTED BY PHONE		5. UNPAID BALANCE OF CASH PRICE		\$24,678.20
VERIFIED BY DATE		6. TO: for Negative Equity		N/A
#2:		7. CREDIT INSURANCE		N/A
VIN # COLOR		8. OTHER: GAP COVERAGE		N/A
MILEAGE TAG#		9. UNPAID BALANCE-AMOUNT FINANCED (5+6+7+8)		\$24,678.20
ACCT # EXP. DATE		COMMENTS		
PAYOFF TO				
ADDRESS				
CITY, ST, ZIP				
TITLE IN NAME OF				
P/O AMOUNT N/A GOOD TIL LIENS		** ALL TERMS AND CONDITIONS SUBJECT TO LIENHOLDER APPROVAL **		
QUOTED BY PHONE		LIEN INFORMATION		
VERIFIED BY DATE		LIENHOLDER		
ADV.SOURCE <input type="checkbox"/> NEWSPAPER <input type="checkbox"/> TV <input type="checkbox"/> RADIO		ADDRESS		
		CITY, ST, ZIP		
		LENDER NO.		

CONTRACTUAL DISCLOSURE STATEMENT: (FOR USED CARS ONLY) THE INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THIS CONTRACT. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE.

ACCEPTED FOR Estle Chevrolet of Hamler LLC

BY

02/23/2021

DATE

PURCHASER'S SIGNATURE

CO-PURCHASER'S SIGNATURE



4195 MEADOW LANE DRIVE
TRAVERSE CITY, MI 49685
231-932-2255



MacAllister Rentals

Contract No.	Invoice No.	Date
3981976	R85398197600	23FEB2021



Please Remit Your Payment to:
MacAllister Rentals
Dept. 78731
P.O. Box 78000
Detroit, MI 48278-0731

Page 1

COPY EQUIPMENT SALE QUOTE

10:51 AM

L MI 2314216279
E ECLIPSE COMMUNICATIONS
S 2532 BENZIE HWY
S BENZONIA, MI 49616
E
E Phone:
Fax:

Date out	Date In
Job Number	Purchase Order
Job Location	Ordered by
BENZONIA	CHRIS VARENHORST
WYNBRIANR	000334

Qty	Item Number	Price	Amount
1	1515086 CC: 015-1505 50-55' TOWABLE ARTICULATED BOOM Make: HAULOTTE Model: Z5533A Serial #: 55A17-00059	31000.00	31000.00

All used machines are sold "AS IS" with no Warranties expressed or implied.
New machines are sold with manufacturers standard warranty, unless otherwise noted.

Sub-total	31000.00
	1860.00
Total	32860.00

IMPORTANT! Please note and acknowledge safety instruction by initialing here: _____

By his/her Initial, Lessee will provide All safety accessories as required, per safety instructions. Initial here: _____

PAYMENT: Net-30 days from invoice date unless otherwise specified herein. A service charge will apply to all past due accounts.

RENTAL EQUIPMENT PROTECTION PLAN ("REP"): Lessee will purchase REP (terms at www.macallister.com/rep and incorporated herein by reference) if Lessee fails to obtain insurance coverage and provide MacAllister with proof of such coverage or if such insurance contains coverage amounts that are inadequate to cover the Equipment at any time.

TERMS AND CONDITIONS: The rental agreement terms and conditions found at www.macallister.com/rentalterms ("Rental Terms") are incorporated herein by this reference and apply to your rental of Equipment from or provision of Services by MacAllister (as defined in the Rental Terms). Please read carefully. This agreement includes an indemnification clause, a jury waiver, warranty disclaimers, and limitations of MacAllister's liability. By accepting delivery of or using the Equipment or Services or making payment(s) to MacAllister for the same, Lessee agrees to be bound by the Rental Terms and REP Terms, even if this Rental Out form has not been fully executed.

ACCEPTED BY CUSTOMER _____

ATTENTION:

Ship To:
Eclipse Communications
2532 Benzie Hwy
Benzonia, MI 49616

Phone:
FAX:

Quote Valid for 7 Days

Bill to:

Reference No: 211740MRR

Customer Unit/Stock:
Phone:
FAX:

PO#
Quote Date 02/15/2021
Order Date
Order Status Quote

Sales Person Mark Rapp
Dealer Discount
Tier Discount
Addtl Disc/Terms Cash On Delivery

Appx Completion 15 (weeks)
Other Charge
Product ID FT-8 R Public Utility
Serial No

Shipping Notes:

Notes:

Drawing No:
Copy No:
Part No:
MRP No:
OVL Length: 12
Appx Wgt +/-:
2,100 lbs

Item Type	Options	Description	Add Qty	Unit	Total Qty	Total Amt
Base Trailer		FT-8 R		Each	0	\$10,717.00
Reel Capacity		Capacity for a 120" X 60" Reel, 2.25" shaft		Inches	1	\$0.00
Reel Capacity		Reel Diameter at lowest position, 20" Reel		Std	1	\$0.00
Overall Length		Overall Length in Feet		Feet	12	\$0.00
Width		96" OD, 60" ID		Std	1	\$0.00
Brakes		Electric, FSA (Fwd Self Adj) On All Axles		Std	1	\$0.00
Axles		8K Oil Bath		Std	1	\$0.00
Tires & Wheels		235/75R 17.5 J, 8 Bolt [17.5 x 6.75] Plate Wheel		Each	2	\$0.00
Hitch Type		3" Adjustable Lunette Eye/Pintle, [C] 25,000 lb, Channel Mount (5/8" Bolt)		Std	1	\$0.00
Jack		7K Drop Leg ** Top Wind **		Std	1	\$0.00
Plug		7 Pole RV		Std	1	\$0.00
Lights		LED Lights (Peterson), Sealed Wiring Harness (Sealco)		Std	1	\$0.00
Trailer Color		Felling Black # CCA945378 (White Felling Decal)		Std	1	\$0.00
Stripe Color		White		Std	1	\$0.00
Standard		3/8" Safety Chains, Grade 70		Std	1	\$0.00
Standard		Elec/Hydraulic Pump with 12 V battery in Lockable Enclosure		Std	1	\$0.00
Option	✓	HYD Retriever/ Take up, Rubber Tire, Rim Drive, Self-Contained Hydraulic Power Pack -8 HP Gas Engine Includes Enclosure, 3 GPM, 3,000 PSI		Opt	1	\$7,465.00
GVWR		9,200 lbs		Std	1	\$0.00



**MSO's are not released until
Payment Received**



****FOB IF NO FREIGHT charged****

**** FET Tax may apply on 26,000 lb GVWR
and above ****

Please sign and date your acceptance of this quote:

Standard List Price:	\$18,182.00
Dealer Discount:	\$0.00
Sub Total:	\$18,182.00
Tier Discount:	\$0.00
Sub Total after Tier:	\$18,182.00
Net Cost:	\$18,182.00

Freight: \$874.00

Other Charge (see above):	\$0.00
Sales Tax:	\$0.00
License Fees:	\$0.00
FET TAX:	\$0.00
TOTAL U.S.D.	\$19,056.00

DETERMINATION OF LEVEL OF ENVIRONMENTAL REVIEW

CERTIFYING OFFICER

Bob Roelofs, Benzie County Board of Commission Chairman is designated the environmental certifying officer for the CDBG project described below. I certify that

PROJECT INFORMATION

Grantee (Unit of General Local Government) Benzie County

Grantee Address 448 Court Place, Beulah, MI 49617

Grantee Contact Person
Name and Phone Bob Roelofs

Other Project Contact Person
Name and Phone Mitch Deisch, County Administrator, 231-882-0558

Grant Number (if assigned) _____

Project Title Eclipse Communications CDBG Loan Fund

Project Description (provide in separate, attached sheets)

Eclipse Communications, a wireless internet service provider serving the greater Benzie County area, was established in 2016 and expanded in late 2019 with the acquisition of another local internet service provider. Since the acquisition, Eclipse has experienced increased demand for services and now has a backlog of contracts to fulfill. To keep up with demand, the business would like to purchase a truck, trailer and bucket lift to expand the services they can provide. Purchasing another truck, boom, and trailer necessitates hiring two more skilled workers to operate the equipment.

Eclipse Communications is requesting a loan through the Community Development Block Grant Loan Fund in the amount of \$70,000 to purchase a Ram 3500 4WD Truck, 50-55 Towable Articulated Boom, and a FT-8R Trailer and hire 2 full-time equivalent positions within the next two years, of which at least 51% will be considered low- to moderate- income individuals.

PROJECT DETERMINATION (completed by the Environmental Review Officer)

All project activities have been reviewed and the project meets the following environmental determination:

- ☐ Exempt
- ☒ Categorically Excluded Not Subject To §58.5
- ☐ Categorically Excluded Subject To §58.5
- ☐ Environmental Assessment
- ☐ Environmental Impact Statement

Certifying Officer Signature
Bob Roelofs, Benzie County Board of Commission Chairman

Date

EXEMPT ACTIVITIES DETERMINATION LETTER

March 9, 2021

Michigan Economic Development Corporation
Community Development Block Grant Program
300 North Washington Square
Lansing, Michigan 48913

Re: Exempt Activities Determination

Dear Shawne Haddad:

Benzie County is hereby requesting release of funds provided under the Eclipse Communications LLC CDBG Loan Fund Application.

The Eclipse Communications LLC CDBG Loan Fund Application will provide funds for a loan to purchase business equipment, which is an eligible activity. Such activities are exempt from environmental review requirements under 24 CFR 58.34(a).

In addition, Benzie County has reviewed and documented that we are in compliance with the requirement of 24 CFR 58.6 as follows:

1. The project will not involve property acquisition or construction residing in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards.
2. The project will not take place in an area designated as part of the Coastal Barrier Resources System.
3. The project will not involve the sale or acquisition of an existing property in a Runway Clear Zone or Clear Zone, as defined in 24 CFR Part 51.

Please call if you need any additional information.

Sincerely,

Bob Roelofs, Benzie County Board of Commissioners Chairman

FINDING OF CATEGORICAL EXCLUSION
(not subject to 58.5)
24 CFR 58.35(b)

Grantee Benzie County
Grant No. _____

I hereby certify that the following activities comprising the Eclipse Communications LLC CDBG Loan Fund Project have been reviewed and determined to be Categorically Excluded per 24 CFR 58.35(b) as follows:

- ☐ (1) Tenant-based rental assistance;
- ☐ (2) Supportive services including, but not limited to, health care, housing services, permanent housing placement, day care, nutritional services, short-term payments for rent/mortgage/utility costs, and assistance in gaining access to local, State, Federal government benefits and services;
- ☒ (3) Operation costs, including but not limited to, equipment purchases, inventory financing, interest subsidy, operation expenses, and similar costs not associated with construction or expansion of existing operations;
- ☐ (4) Economic development activities, including but not limited to, equipment purchases, inventory financing, interest subsidy, operating expenses and similar costs not associated with construction or expansion of existing operations;
- ☐ (5) Activities to assist home ownership of existing dwelling units including closing costs and down payment assistance to home buyers, and similar activities that result in the transfer of title to a property;
- ☐ (6) Affordable housing pre-development costs including legal, consulting, developer and other costs related to obtaining site options, project financing, administrative costs and fees for loan commitments, zoning approvals, and other related activities which do not have a physical impact.

Flood Insurance/Flood Disaster Protection Act

1. Does the project involve the acquisition, construction, or rehabilitation of structures, buildings, or mobile homes?

- ☒ No. Flood insurance is not required. The review of this factor is completed.
☐ Yes. Continue Review.

2. Is the structure or part of the structure located in a Federal Emergency Management Agency (FEMA) designated Special Flood Hazard Area?

- ☒ No. Cite Source Documentation: FEMA Flood Map (Attachment A)
Proceed with project.
☐ Yes. Cite Source Documentation:
Continue Review.

3. Is the community participating in the National Flood Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?

- ☐ Yes. Flood insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be maintained in this Environmental Review Record.
☒ No. **Federal assistance may not be used in the Special Flood Hazard Area.**

Coastal Barriers Resources Act

1. Is the project located in a coastal barrier resource area?

- ☒ No. Cite Source Documentation: John H. Chafee Coastal Barrier Resources System (Attachment B)
☐ Yes. **Federal assistance may not be used in such an area.**

Airport Runway Clear Zones and Clear Zones Disclosures

1. Does the project involve the sale or acquisition of existing property within a Civil Airport's Runway Clear Zone, Approach Protection Zone or a Military Installation's Clear Zone?

- ☒ No. Cite Source Documentation: ARCGIS-Airport Clear Zone Map (Attachment C)
☐ Yes. **Disclosure statement must be provided** and a copy of the signed disclosure statement must be maintained in this Environmental Review Record.

In accordance with 24 CFR 58.35(b), no further environmental approval form from HUD or the State is necessary for the drawdown of funds to implement this program.

Bob Roelofs, Benzie Co. Commissioner Chair

Name and Title of Certifying Officer

Signature of Certifying Officer

Date

Sara Christensen

231-995-7115

Name of person preparing this form

Phone #

For State Use Only	Reviewed	Date
Compliance Specialist		

**FEMA**<http://www.fema.gov/>

FEMA Flood Map Service Center: Search By Address

[Navigation](#)[Search](#)[Languages](#)

Enter an address, place, or coordinates: ?

2532 benzie highway, benzonია, MI 49616

[Search](#)

The buttons below let you view and print the selected flood map, download the flood map image, open an interactive flood map (if available), or expand the search to all products to view effective, preliminary, pending, or historic maps, and risk products for the community. The locator map shows flood map boundaries in your area of interest. You can choose a new flood map by clicking elsewhere on the locator map or entering a new location in the search box.

Search Results—Products for BENZONIA

FEMA has not completed a study to determine flood hazard for the selected location; therefore, a flood map has not been published at this time.

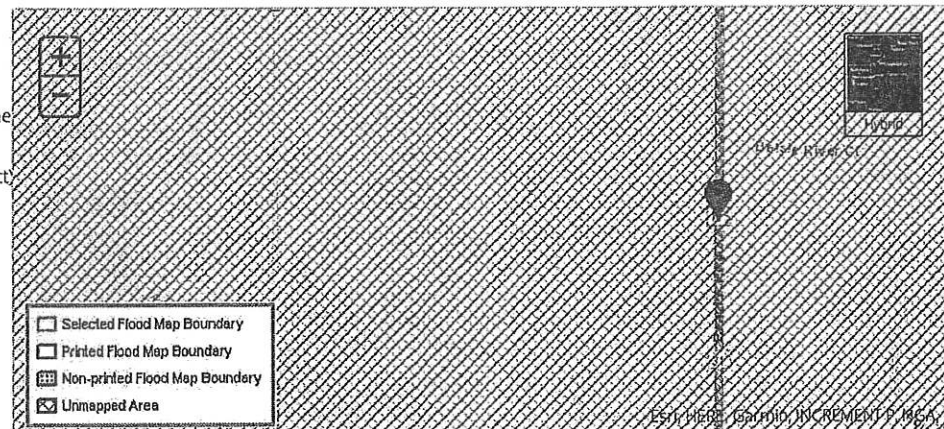
[MSC Home](#)
<http://msc.fema.gov/portal/>
[MSC Search by Address](#)
<http://msc.fema.gov/portal/search>
[MSC Search All Products](#)
<http://msc.fema.gov/portal/advanceSearch>
[MSC Products and Tools](#)
<http://msc.fema.gov/portal/resources/productsandtools>
[Hazus](#)
<http://msc.fema.gov/portal/resources/hazus>
[LOMC Batch Files](#)
<http://msc.fema.gov/portal/resources/lomc>
[Product Availability](#)
<http://msc.fema.gov/portal/productAvailability>
[MSC Frequently Asked Questions \(FAQs\)](#)
<http://msc.fema.gov/portal/resources/faq>
[MSC Email Subscriptions](#)
<http://msc.fema.gov/portal/subscriptionHome>
[Contact MSC Help](#)
<http://msc.fema.gov/portal/resources/contact>

MAP IMAGE

Show all products for this area (<https://msc.fema.gov/portal/availabilitySearch?addcommunity=26019C&communityName=BENZONIA#searchresultsanchor>)



Locator Map

[Share This Page.](#)
<https://www.facebook.com/sharer/sharer.php?u=https://msc.fema.gov/portal/search>

[https://twitter.com/intent/tweet?](https://twitter.com/intent/tweet?text=FEMA+Flood+Map+Service+Center&url=https://msc.fema.gov/portal/search&via=fema)
[text=FEMA+Flood+Map+Service+Center&url=https://msc.fema.gov/portal/search&via=fema](https://twitter.com/intent/tweet?text=FEMA+Flood+Map+Service+Center&url=https://msc.fema.gov/portal/search&via=fema)

[https://www.linkedin.com/shareArticle?](https://www.linkedin.com/shareArticle?mini=true&url=https://msc.fema.gov/portal/search&title=FEMA Flood Map Service)
[mini=true&url=https://msc.fema.gov/portal/search&title=FEMA Flood Map Service](https://www.linkedin.com/shareArticle?mini=true&url=https://msc.fema.gov/portal/search&title=FEMA Flood Map Service)
<http://www.fema.gov/> Download Plug-ins (<http://www.fema.gov/download-plug-ins>) About Us

<http://www.fema.gov/about-agency> Privacy Policy (<http://www.fema.gov/privacy-policy>) No Fear Act Data

<http://www.fema.gov/no-fear-act-data> Freedom of Information Act (<http://www.fema.gov/foia>) Office of

<http://www.fema.gov/foia> the Inspector General (<http://www.oig.dhs.gov/>) Whitehouse.gov (<http://www.whitehouse.gov/>) DHS.gov

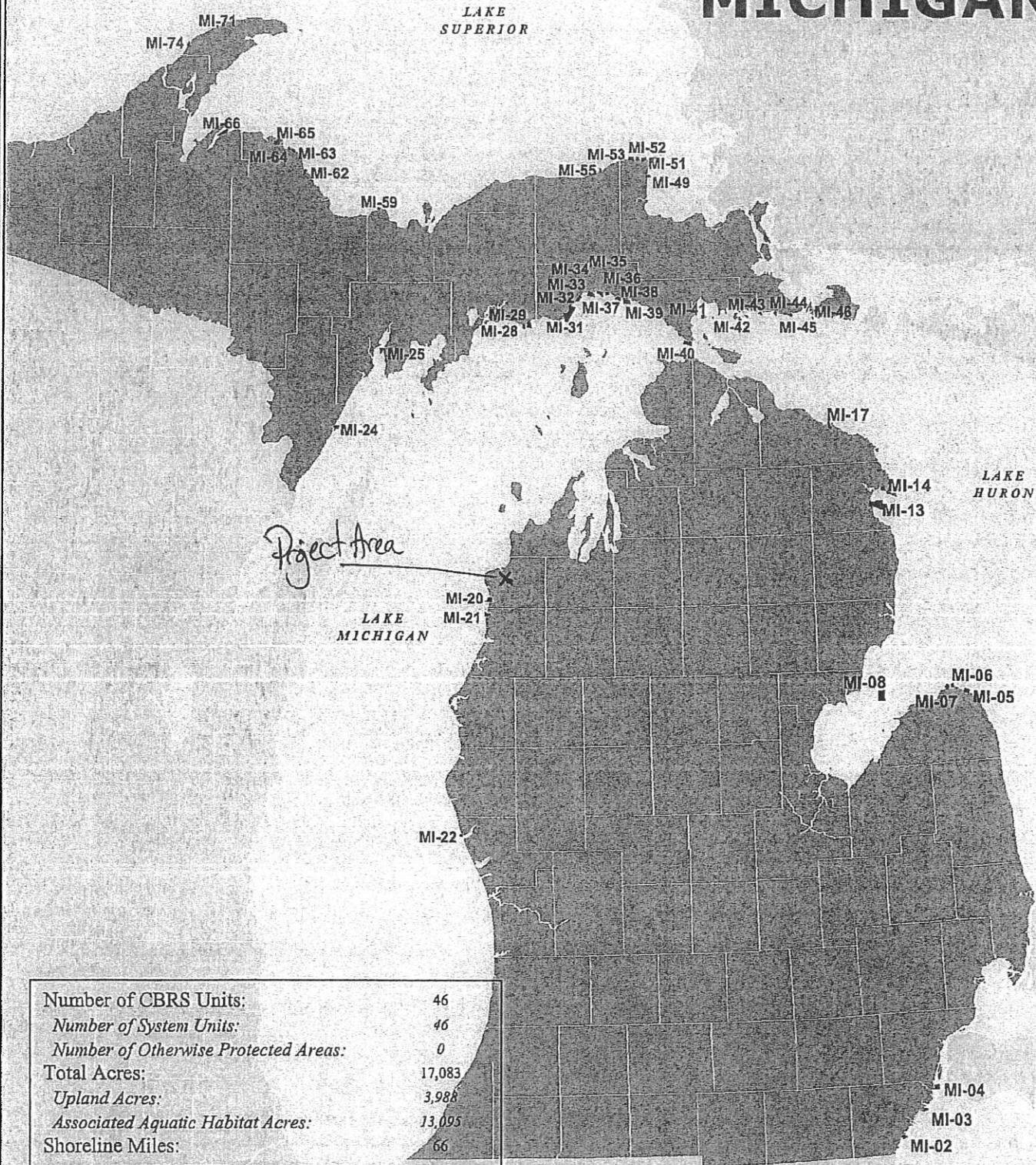
<http://www.dhs.gov/> Ready.gov (<http://www.ready.gov/>) USA.gov (<http://www.usa.gov/>) DisasterAssistance.gov

<http://www.disasterassistance.gov/>
<http://www.disasterassistance.gov/>

Official website of the Department of Homeland Security

JOHN H. CHAFEE COASTAL BARRIER RESOURCES SYSTEM

MICHIGAN

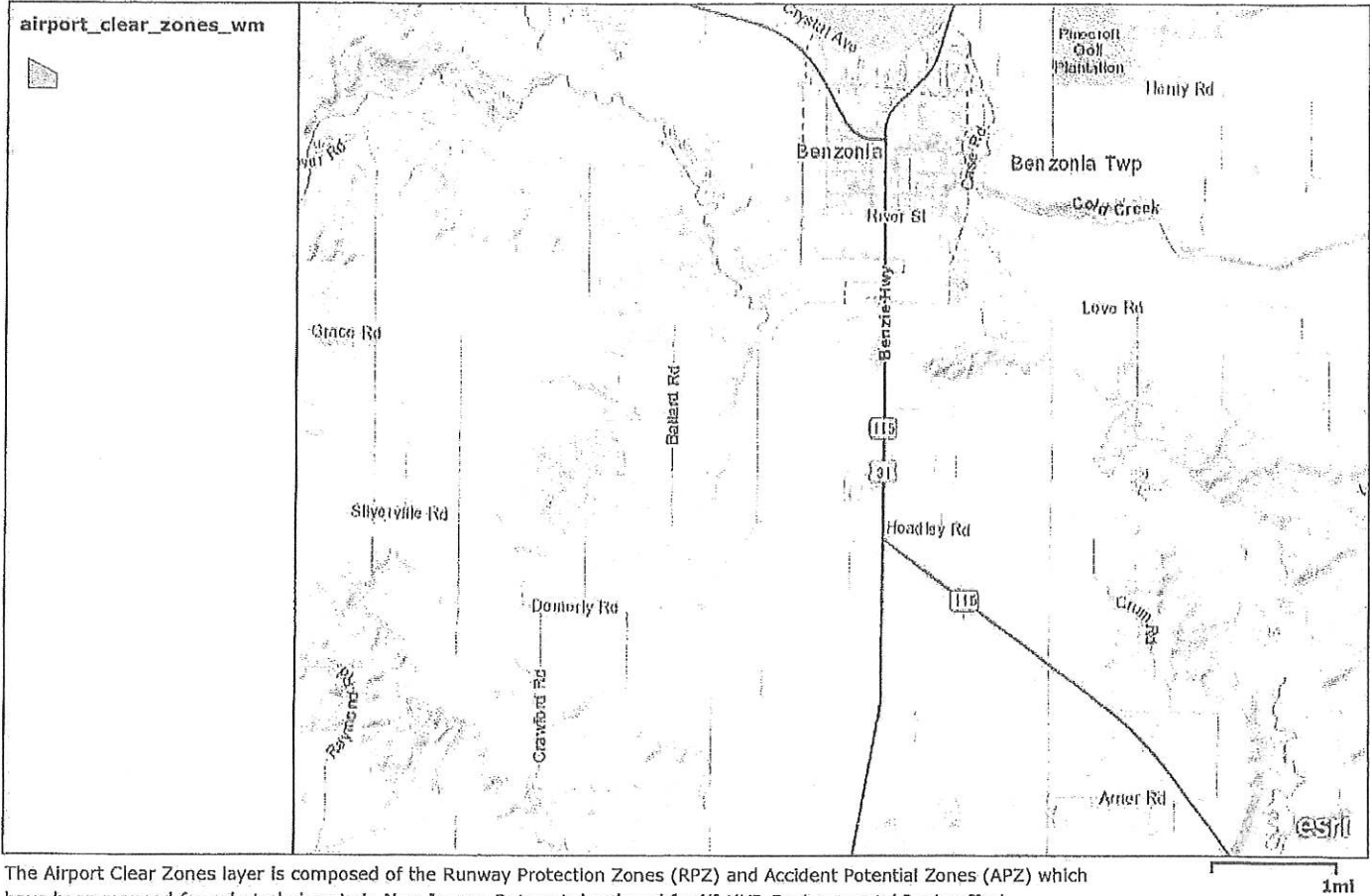


Boundaries of the John H. Chafee Coastal Barrier Resources System (CBRS) shown on this map were transferred from the official CBRS maps for this area and are depicted on this map (in red) for informational purposes only. The official CBRS maps are enacted by Congress via the Coastal Barrier Resources Act, as amended, and are maintained by the U.S. Fish and Wildlife Service. The official CBRS maps are available for download at <http://www.fws.gov/CBRA>.

Map Date: March 14, 2016



airport_clear_zones_wm



The Airport Clear Zones layer is composed of the Runway Protection Zones (RPZ) and Accident Potential Zones (APZ) which have been mapped for selected airports in New Jersey. Data set developed for NJ HUD Environmental Review Tool.

1/16/2014

Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, NGA, EPA, USDA

Finance Report

BILLS TO BE APPROVED March 9, 2021

Motion to approve Vouchers in the amount of:

\$	61,209.78	General Fund (101)
\$	34,545.18	Jail Fund (213)
\$	10,956.47	Ambulance Fund & ALS (214)
\$	1,575.54	Funds 105-238
\$	3,566.20	ACO Fund (247)
\$	-	Building (249)
\$	1,085.00	Dispatch 911 Fund (261)
\$	109,528.90	Funds 239-292
\$	67,183.21	Funds 293-640
\$	20,595.64	701 Fund
\$	-	Trust and Agency Funds & MSU Trust and Agency Fund (702-771)
<u>\$</u>	<u>310,245.92</u>	

RECEIVED

MAR 04 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

[illegible]

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

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 101 BOARD OF COMMISSIONERS							
101-101-860.00	TRAVEL	MARKEY, TIM	MILEAGE FOR FEBRUARY 2021	MILEAGE	03/04/21	22.40	79747
101-101-860.00	TRAVEL	ROELOFS, ROBERT	MILEAGE FOR AUGUST 2020-FEBRUARY 2	FEBRUARY 2021	03/04/21	411.60	79766
101-101-860.00	TRAVEL	SAUER, GARY	MILEAGE FOR FEBRUARY 2021	MILEAGE	03/04/21	20.16	79770
			Total For Dept 101 BOARD OF COMMISSIONERS			454.16	
Dept 131 CIRCUIT COURT							
101-131-702.00	CIR CT JUDGE	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JAN 2021	JANUARY 2021	02/25/21	1,524.13	79674
101-131-702.03	CIR CT ADMIN SAL	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JAN 2021	JANUARY 2021	02/25/21	2,317.01	79674
101-131-704.00	WAGES-COURT REPORTER	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JAN 2021	JANUARY 2021	02/25/21	1,841.33	79674
101-131-704.01	WAGES - ADR CLERK	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JAN 2021	JANUARY 2021	02/25/21	1,628.00	79674
101-131-704.02	WAGES-CLERICAL ASSISTANT	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JAN 2021	JANUARY 2021	02/25/21	1,128.84	79674
101-131-725.00	COST OF FRINGE BENEFITS	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JAN 2021	JANUARY 2021	02/25/21	4,433.18	79674
101-131-802.00	TRANSCRIPTS	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JAN 2021	JANUARY 2021	02/25/21	312.45	79674
101-131-802.00	TRANSCRIPTS	AMANDA O'BRIEN	TRANSCRIPTS - ELLIOTT	2/17/2021	03/04/21	68.15	79703
101-131-810.00	LEGAL FEES	AMANDA O'BRIEN	TRANSCRIPTS CONLEY	2/12/2021	03/04/21	108.10	79703
101-131-813.00	PROBATION EXPENSES	MCDONALD, PATRICK	LEGAL SERVICES JANUARY 2021	JANUARY 2021	03/04/21	2,145.00	79749
101-131-860.00	TRAVEL	WELLS FARGO VENDOR FI	PROBATION COPIER FEES 2/27/2021 -	5013833677	03/04/21	67.52	79793
101-131-860.00	TRAVEL	FELICZAK, KAREN	MILEAGE/MEALS	2/26/21	03/04/21	76.16	79726
101-131-860.00	TRAVEL	LUCIUS, KATLYN	MILEAGE/MEALS FOR FEBRUARY 2021	3/1/21	03/04/21	212.32	79743
101-131-860.00	TRAVEL	QUAGLIA, VINCENT	MILEAGE/MEALS FOR FEBRUARY 2021	03/01/2021	03/04/21	144.24	79762
101-131-962.00	JIS RELATED COSTS	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JAN 2021	JANUARY 2021	02/25/21	638.08	79674
101-131-967.00	PROJECT EXPENSES - DRUG	KENNETH HILLIARD	CONTRACTED SERVICES DRUG COURT	03/04/2021	03/04/21	1,477.44	79735
			Total For Dept 131 CIRCUIT COURT			18,121.95	
Dept 136 DISTRICT COURT							
101-136-727.00	OFFICE SUPPLIES	OFFICE DEPOT	#157304881001 & #157305001001	DP0212	02/25/21	45.66	79682
101-136-727.00	OFFICE SUPPLIES	OFFICE DEPOT	#157304881001 & #157305001001	DP0212	02/25/21	11.49	79682
101-136-727.00	OFFICE SUPPLIES	MCCARDEL WATER CONDIT	WATER/DRIV FEE/MARCH RENTAL	1150781	03/04/21	22.50	79748
101-136-805.10	PROBATE CT APPOINTMENT AT	NICHOLAS BROWN LAW, P	DIANE M WATERS	17-0142-GA & 13	02/25/21	308.35	79679
101-136-806.00	SCREENING FEES	OPEN DOOR ASSESSMENT	ERIC PIORKOWSKI	20-388-SD	03/04/21	75.00	79757
101-136-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELLPHONES FEB 2021	9873285530	02/25/21	192.58	79694
101-136-900.00	PRINTING & PUBLISHING	I.C.L.B.	MI MODEL CIVIL JURY INSTRUCTIONS 2	770671	02/25/21	138.50	79668
101-136-900.00	PRINTING & PUBLISHING	THOMSON REUTERS-WEST	MI COURT RULES STATE	204386687	02/25/21	215.10	79691
101-136-900.00	PRINTING & PUBLISHING	JACKPINE BUSINESS CEN	ENVELOPES	462692-0	03/04/21	925.00	79733
101-136-900.00	PRINTING & PUBLISHING	TARGET INFORMATION MA	FORMS	290003	03/04/21	147.09	79779
101-136-956.20	EXAMINATIONS-DEV DISABLE	NORTHERN CLINICAL & D	BRENDEN ORCUTT / JEFFERY STRATTON	DP0221	03/04/21	250.00	79754
101-136-956.20	EXAMINATIONS-DEV DISABLE	NORTHERN CLINICAL & D	BRENDEN ORCUTT / JEFFERY STRATTON	DP0221	03/04/21	510.00	79754
101-136-962.20	JIS RELATED COSTS	JUDICIAL MANAGEMENT SY	MODIFY FORM SOFTWARE	DP0229	03/04/21	50.00	79734
			Total For Dept 136 DISTRICT COURT			2,891.27	
Dept 141 FRIEND OF THE COURT							
101-141-964.10	REIMBURSEMENT TO MANISTEE COUNTY FOC	MANISTEE COUNTY FOC	FOC SHARED EXPENSES FOR JANUARY 20	JANUARY 2021	03/04/21	5,902.72	79745
			Total For Dept 141 FRIEND OF THE COURT			5,902.72	
Dept 142 JUVENILE DIVISION							
101-142-704.01	SALARY-DIRECTOR OF YOUTH	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JAN 2021	JANUARY 2021	02/25/21	3,025.63	79674
101-142-727.00	OFFICE SUPPLIES	PURE WATER WORKS	WATER COOLER RENTAL	21-1508	03/04/21	11.66	79761
101-142-860.00	TRAVEL	CAMERON CLARK	MILEAGE, PHONE REIM	3/1	03/04/21	372.40	79716
101-142-957.40	NON REIMBURSABLE EXPENSE	CAMERON CLARK	MILEAGE, PHONE REIM	3/1	03/04/21	20.67	79716
			Total For Dept 142 JUVENILE DIVISION			3,430.36	
Dept 172 ADMINISTRATOR							
101-172-727.00	OFFICE SUPPLIES	VISA-MITCHELL DEISCH	ADOBE SUBSCRIPTION	0892	02/25/21	15.89	79697

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 172 ADMINISTRATOR							
101-172-860.00	TRAVEL	DEITSCH, MITCH	MILEAGE ALLOWANCE	03/04/2021	03/04/21	300.00	79723
			Total For Dept 172 ADMINISTRATOR			315.89	
Dept 215 COUNTY CLERK							
101-215-727.00	OFFICE SUPPLIES	OFFICE DEPOT	LABELS - CLERK	156007513001	02/25/21	51.00	79683
101-215-727.00	OFFICE SUPPLIES	OFFICE DEPOT	POST IT FLAGS - CLERKS	156007715001	02/25/21	21.12	79684
101-215-963.00	COMPUTER SUPPORT	CHERRY LAN LLC	QUARTERLY MAINTENANCE - CLERK'S OF	2021-APR	03/04/21	600.00	79720
			Total For Dept 215 COUNTY CLERK			672.12	
Dept 253 COUNTY TREASURER							
101-253-727.00	OFFICE SUPPLIES	PLATTE RIVER PRINTING	WINDOW ENVELOPES #10	8129	02/25/21	375.00	79685
101-253-860.00	TRAVEL	THOMPSON, MICHELLE	MILEAGE	03032021	03/04/21	17.30	79783
101-253-955.00	CONVENTIONS & MEETINGS	VISA=MICHELLE THOMPSON	MGFOA MEMBER REGISTRATION-SPRING S	03032021	03/04/21	125.00	79787
101-253-955.10	DUES & REGISTRATIONS	VISA=MICHELLE THOMPSON	MGFOA DUES 2021	03012021	03/04/21	120.00	79787
			Total For Dept 253 COUNTY TREASURER			637.30	
Dept 261 MSU EXTENSION							
101-261-703.04	WAGES-PART TIME SECRETAR	MICHIGAN STATE UNIVER	LONGO PAY	TOINV07-21-BENZ	02/25/21	923.64	79676
101-261-730.00	POSTAGE	MICHIGAN STATE UNIVER	POSTAGE	616	02/25/21	2.00	79676
			Total For Dept 261 MSU EXTENSION			925.64	
Dept 265 BUILDING & GROUNDS							
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	TAPE, THRESHOLD	177899	02/25/21	52.96	79681
101-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELLPHONES FEB 2021	9873285530	02/25/21	131.22	79694
101-265-970.00	EQUIPMENT	TKS SECURITY	PROXIMITY CARDS 100	15559	02/25/21	425.00	79693
101-265-970.00	EQUIPMENT	NUGENT ACE HARDWARE	SALT SPREADER	178084	03/04/21	189.99	79756
			Total For Dept 265 BUILDING & GROUNDS			799.17	
Dept 266 LEGAL & CONTRACTED SERVICES							
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY,	LEGAL SERVICES JANUARY 2021	JANUARY 2021	02/25/21	4,781.54	79657
101-266-815.20	ADMINISTRATION FEES - MA	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JAN 2021	JANUARY 2021	02/25/21	1,166.67	79674
			Total For Dept 266 LEGAL & CONTRACTED SERVICES			5,948.21	
Dept 267 PROSECUTING ATTORNEY							
101-267-727.00	OFFICE SUPPLIES	VISA=SARA SWANSON	OFFICE CHAIR STAPLES 02182021	STAPLES02182021	02/25/21	228.22	79699
101-267-727.00	OFFICE SUPPLIES	VISA=SARA SWANSON	FEBRUARY 14, 2021 VISA 0132	022021-0132	03/04/21	227.02	79789
101-267-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELLPHONES FEB 2021	9873285530	02/25/21	43.74	79694
101-267-901.00	RESOURCE MATERIALS	REXL INC. DBA LEXISNE	FEB 2021	3093126683	03/04/21	88.00	79764
101-267-967.02	PROJECT EXPENSES - DOJ G	VERIZON WIRELESS	CELLPHONES FEB 2021	9873285530	02/25/21	43.74	79694
101-267-967.02	PROJECT EXPENSES - DOJ G	VISA=SARA SWANSON	FEBRUARY 14, 2021 VISA 0132	022021-0132	03/04/21	15.89	79789
			Total For Dept 267 PROSECUTING ATTORNEY			646.61	
Dept 275 DRAIN COMMISSION							
101-275-819.00	CONTRACT SERVICE - LAKE	DIXON, CRAIG	MONTHLY CONTRACTED SERVICES FOR DA	03/04/2021	03/04/21	333.33	79724
			Total For Dept 275 DRAIN COMMISSION			333.33	
Dept 285 CENTRAL SERVICES							
101-285-730.00	POSTAGE	CMRS-FP	POSTAGE FOR METER	106000933130	02/25/21	2,500.00	79656
101-285-800.00	CONTRACTED SERVICES	FP FINANCE PROGRAM	POSTAGE METER RENTAL	28821409	02/25/21	175.00	79661
101-285-800.00	CONTRACTED SERVICES	POSTMASTER	ANNUAL BULK FEE PERMIT #10	02202021	03/04/21	245.00	79759
101-285-940.20	EQUIPMENT LEASE	APPLIED IMAGING	SUM OF EQUIPMENT BASE CHARGES	1696754	03/04/21	45.19	79705
			Total For Dept 285 CENTRAL SERVICES			2,965.19	
Dept 286 TECHNOLOGY SUPPORT							

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 286 TECHNOLOGY SUPPORT							
101-286-963.10	WEBSITE SUPPORT	VISA=MICHELLE THOMPSON	RENEWAL BENZIECO.NET WEB SITE & HO.	02222021	02/25/21	199.95	79696
101-286-963.10	WEBSITE SUPPORT	VISA=MICHELLE THOMPSON	WEBSITE RENEWAL	02182021	02/25/21	299.86	79696
101-286-970.00	EQUIPMENT	I.T. RIGHT	CLERK CTR COMP	20167392	02/25/21	816.92	79669
101-286-970.00	EQUIPMENT	I.T. RIGHT	ROD RAM UPGRADE	20167393	02/25/21	120.00	79669
			Total For Dept 286 TECHNOLOGY SUPPORT			1,436.73	
Dept 301 SHERIFF							
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVIC	SHREDDER OIL	1MLW-CCTD-6DML	02/25/21	10.88	79649
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVIC	OFF SUPP	1GJG-YT7D-HHJT	03/04/21	34.93	79704
101-301-727.00	OFFICE SUPPLIES	BENZIE COUNTY RECORD	2021 SUBSCRIPTION	1549366 2021	03/04/21	46.80	79708
101-301-727.00	OFFICE SUPPLIES	VISA=TROY LAMERSON	UNIF/OFF SUPP/COMP EQUIP	6759 02282021	03/04/21	34.86	79709
101-301-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	JAN 2021 FUEL	1406	03/04/21	2,656.38	79709
101-301-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FEB 2021 FUEL	1416	03/04/21	2,526.31	79709
101-301-748.00	GAS, OIL & GREASE	NAPA AUTO SUPPLY, INC	COOLANT X2	5366-463523	03/04/21	16.94	79753
101-301-749.00	VEHICLE REPAIRS	HEIGES PERFORMANCE, I	14-1 FULL BRAKES ALL ROUND	013611	02/25/21	1,506.38	79664
101-301-749.00	VEHICLE REPAIRS	HEIGES PERFORMANCE, I	19.4 LABOR BRAKES PADS & ROTORS	013610	02/25/21	288.00	79664
101-301-749.00	VEHICLE REPAIRS	NAPA AUTO SUPPLY, INC	14-2 HEAD LAMP R&R	5366463312	02/25/21	12.28	79678
101-301-749.00	VEHICLE REPAIRS	BAYSHORE TIRE & AUTO	16-1 TIRE R&R	37365	03/04/21	162.50	79706
101-301-749.00	VEHICLE REPAIRS	COREY'S BIG DOG TOWIN	14-1 TOW (BRAKES FAILED)	21-03474	03/04/21	60.00	79722
101-301-749.00	VEHICLE REPAIRS	GRAND TRAVERSE MOBILE	14-2 SIREN REPAIR	55289	03/04/21	391.75	79728
101-301-749.00	VEHICLE REPAIRS	PRECISION COLLISION O	18-1 WINDSHIELD CHIP REPAIRS X 2	1237	03/04/21	100.00	79760
101-301-751.00	UNIFORMS	VISA=ROSA KYLE	UNIFORMS	71179-02282021	03/04/21	19.50	79788
101-301-751.00	UNIFORMS	VISA=TROY LAMERSON	UNIF/OFF SUPP/COMP EQUIP	6759 02282021	03/04/21	221.00	79791
101-301-850.00	TELEPHONE	CHARTER COMMUNICATION	CHARTER SERVICE 022121 TO 032021	001007802121	03/04/21	37.99	79719
101-301-853.00	CELLULAR PHONES-ROAD PAT	VERIZON WIRELESS	CELLPHONES FEB 2021	9873285530	02/25/21	20.04	79694
101-301-967.02	PROJECT EXPENSES - DOJ G	VERIZON WIRELESS	CELLPHONES	9873285532	02/25/21	495.63	79694
101-301-970.06	EQUIPMENT - COMPUTERS	VISA=TROY LAMERSON	UNIF/OFF SUPP/COMP EQUIP	6759 02282021	03/04/21	23.88	79791
			Total For Dept 301 SHERIFF			8,666.05	
Dept 333 SECONDARY ROAD PATROL							
101-333-725.00	FRINGE BENEFITS	44 NORTH	HRA/FLEX SPENDING COBRA MONTHLY FE	210469	02/25/21	22.90	79645
101-333-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	JAN 2021 FUEL	1406	03/04/21	115.85	79709
101-333-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FEB 2021 FUEL	1416	03/04/21	217.86	79709
			Total For Dept 333 SECONDARY ROAD PATROL			356.61	
Dept 334 ZERO TOLERANCE, BAILIFF							
101-334-729.10	SUPPLIES - CHEMICAL	PREMIER BIOTECH, INC.	6 CS - 7 PANEL ORALTOX	2169223	02/25/21	919.43	79686
			Total For Dept 334 ZERO TOLERANCE, BAILIFF			919.43	
Dept 426 EMERGENCY MANAGEMENT							
101-426-725.00	FRINGE BENEFITS	44 NORTH	HRA/FLEX SPENDING COBRA MONTHLY FE	210469	02/25/21	9.20	79645
101-426-850.00	TELEPHONE	VERIZON WIRELESS	CELLPHONES FEB 2021	9873285531	02/25/21	(5.19)	79694
101-426-957.00	MISCELLANEOUS	CHARTER COMMUNICATION	EM CABLE TV 2/13/21 - 3/12/21	0010110021321	02/25/21	59.43	79655
101-426-970.00	EQUIPMENT	VISA=RHUBERS	EM VISA CHARGES - RHUBERS	0975	02/25/21	16.29	79698
			Total For Dept 426 EMERGENCY MANAGEMENT			79.73	
Dept 648 MEDICAL EXAMINER							
101-648-800.00	CONTRACTED SERVICES	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JAN 2021	JANUARY 2021	02/25/21	1,809.01	79674
101-648-800.00	CONTRACTED SERVICES	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JAN 2021	JANUARY 2021	02/25/21	216.44	79674
101-648-970.00	EQUIPMENT- MEDICAL EXAMI	HEALTHCARE WASTE MANA	MEDICAL WASTE FEB 2021	50019	02/25/21	420.00	79663
			Total For Dept 648 MEDICAL EXAMINER			2,445.45	
Dept 751 PARKS & RECREATION DEPARTMENT							

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 751 PARKS & RECREATION DEPARTMENT							
101-751-721.00	PER DIEM	DUPERRON, SEAN	PER DIEM & TRAVEL 2/22/21	FEB 22, 2021	02/25/21	40.00	79660
101-751-721.00	PER DIEM	HOOGTERP, EDWARD	PER DIEM & TRAVEL 2/22/21	FEB 22, 2021	02/25/21	40.00	79666
101-751-721.00	PER DIEM	KRAUS, CHARLES	PER DIEM & TRAVEL FEB 2021	FEB 22, 2021	02/25/21	40.00	79672
101-751-721.00	PER DIEM	LEACH, KASSIE	PER DIEM & TRAVEL FEB 2021	FEB 22, 2021	02/25/21	75.00	79673
101-751-721.00	PER DIEM	MICK, TED	PER DIEM & TRAVEL FEB 2021	FEB 22, 2021	02/25/21	40.00	79677
101-751-721.00	PER DIEM	SKUDALL, BARBARA	PER DIEM & TRAVEL FEB 2021	FEB 22, 2021	02/25/21	40.00	79688
101-751-860.00	TRAVEL	DUPERRON, SEAN	PER DIEM & TRAVEL 2/22/21	FEB 22, 2021	02/25/21	9.52	79660
101-751-860.00	TRAVEL	HOOGTERP, EDWARD	PER DIEM & TRAVEL 2/22/21	FEB 22, 2021	02/25/21	1.68	79666
101-751-860.00	TRAVEL	KRAUS, CHARLES	PER DIEM & TRAVEL FEB 2021	FEB 22, 2021	02/25/21	12.32	79672
101-751-860.00	TRAVEL	LEACH, KASSIE	PER DIEM & TRAVEL FEB 2021	FEB 22, 2021	02/25/21	4.59	79673
101-751-860.00	TRAVEL	MICK, TED	PER DIEM & TRAVEL FEB 2021	FEB 22, 2021	02/25/21	3.02	79677
Total For Dept 751 PARKS & RECREATION DEPARTMENT						306.13	
Dept 852 MEDICAL INSURANCE							
101-852-717.00	MEDICAL/DENTAL/VISION IN	CONQUEST, JEFF	RETIREE HEALTH SUPPLEMENT BENEFIT	03/04/2021	03/04/21	175.00	79721
101-852-717.00	MEDICAL/DENTAL/VISION IN	KOSBOSKI, JEFFREY	RETIREE HEALTH SUPPLEMENT BENEFIT	03/04/2021	03/04/21	175.00	79737
101-852-717.00	MEDICAL/DENTAL/VISION IN	LAUTENBACH, LORI	RETIREE HEALTH SUPPLEMENT BENEFIT	03/04/2021	03/04/21	175.00	79738
101-852-717.00	MEDICAL/DENTAL/VISION IN	TUCKER, DAVID	MONTHLY RETIREE HEALTHCARE SUPPLEM	03/04/2021	03/04/21	175.00	79785
101-852-717.01	MEDICAL INSURANCE TO MAN	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JAN 2021	JANUARY 2021	02/25/21	1,401.93	79674
101-852-800.00	CONTRACTED SERVICES - CA	44 NORTH	HRA/FLEX SPENDING COBRA MONTHLY FE	210469	02/25/21	853.80	79645
Total For Dept 852 MEDICAL INSURANCE						2,955.73	
Total For Fund 101 GENERAL FUND						61,209.78	
Fund 205 TNT OFFICER MILLAGE FUND							
Dept 000							
205-000-725.00	FRINGE BENEFITS	44 NORTH	HRA/FLEX SPENDING COBRA MONTHLY FE	210469	02/25/21	18.40	79645
205-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	JAN 2021 FUEL	1406	03/04/21	171.87	79709
205-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FEB 2021 FUEL	1416	03/04/21	154.02	79709
205-000-840.00	INTELL/INVESTIGATIONS	TRANSUNION RISK & ALT	INTELL	939561-202102-1	03/04/21	75.00	79784
205-000-853.00	CELLULAR PHONES-TNT	VERIZON WIRELESS	CELLPHONES	9873285532	02/25/21	40.81	79694
Total For Dept 000						460.10	
Total For Fund 205 TNT OFFICER MILLAGE FUND						460.10	
Fund 206 SHERIFF'S K-9 FUND							
Dept 000							
206-000-967.00	PROJECT EXPENSES	VISA=SHERIFF DEPT	T&S/JAIL REP/K9 SUPP	7419-02282021	03/04/21	112.98	79790
Total For Dept 000						112.98	
Total For Fund 206 SHERIFF'S K-9 FUND						112.98	
Fund 209 SCHOOL RESOURCE OFFICER							
Dept 000							
209-000-725.00	FRINGE BENEFITS	44 NORTH	HRA/FLEX SPENDING COBRA MONTHLY FE	210469	02/25/21	18.40	79645
209-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	JAN 2021 FUEL	1406	03/04/21	123.31	79709
209-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FEB 2021 FUEL	1416	03/04/21	104.64	79709
Total For Dept 000						246.35	
Total For Fund 209 SCHOOL RESOURCE OFFICER						246.35	
Fund 213 JAIL OPERATIONS FUND							
Dept 265 BUILDING & GROUNDS							
213-265-782.00	MAINTENANCE SUPPLIES	AMAZON CAPITAL SERVIC	DRAIN CLEANER MACHINE	1TFH-ITYG-CFGH	03/04/21	379.98	79704

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 213 JAIL OPERATIONS FUND							
Dept 265 BUILDING & GROUNDS							
213-265-782.00	MAINTENANCE SUPPLIES	AMAZON CAPITAL SERVIC	MAINT HOLE PUNCH	1TKG-MHJR-7DLR	03/04/21	19.97	79704
213-265-783.00	EQUIP. SERVICES & SUPPLI	AMAZON CAPITAL SERVIC	MAINT SUPP/OFF SUPP	17L6-QRHL-LYX3	03/04/21	61.01	79704
213-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELLPHONES	9873285532	02/25/21	92.48	79694
213-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELLPHONES FEB 2021	9873285530	02/25/21	48.74	79694
213-265-935.00	JAIL REPAIRS	HURST MECHANICAL	R&R SEALS ON TACO #2	8721852	02/25/21	1,110.64	79667
213-265-935.00	JAIL REPAIRS	HURST MECHANICAL	L&M VALVE INSPCT HYDRONIC BOOSTER	8764400	02/25/21	1,895.19	79667
213-265-935.00	JAIL REPAIRS	HONOR BUILDING SUPPLY	CGX/HILINE WSPF- JAIL REPAIRS	128805 2101-244	03/04/21	67.63	79729
213-265-935.00	JAIL REPAIRS	HURST MECHANICAL	LABOR TO INSPCT COIL 10	8790921	03/04/21	219.32	79730
213-265-935.00	JAIL REPAIRS	MOORE MECHANICAL	SEWER CLEAN OUT	14637-7785	03/04/21	642.52	79752
213-265-935.00	JAIL REPAIRS	NUGENT ACE HARDWARE	FEB 2021 STMT - JAIL REPAIRS	1444 FEB 2021	03/04/21	61.70	79756
213-265-935.00	JAIL REPAIRS	SHERWIN-WILLIAMS	PAINT SUPPLIES - JAIL REPAIRS	1437-6	03/04/21	64.28	79771
213-265-935.00	JAIL REPAIRS	SHOP AND SAVE	JAIL REPAIRS	2024 03012021	03/04/21	44.95	79772
213-265-935.00	JAIL REPAIRS	VISA=SHERIFF DEPT	T&S/JAIL REP/K9 SUPP	74119-02282021	03/04/21	301.50	79790
Total For Dept 265 BUILDING & GROUNDS						5,009.91	
Dept 351 JAIL - CORRECTIONS							
213-351-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVIC	OFF SUPPLIES	1WCV-1PQH-JVJM	02/25/21	13.98	79649
213-351-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVIC	TONER	1TY9-GGLX-943H	03/04/21	240.00	79704
213-351-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVIC	MAINT SUPP/OFF SUPP	17L6-QRHL-LYX3	03/04/21	5.97	79704
213-351-740.00	FOOD SUPPLIES	CANTEN SERVICES	FOOD SUPP 02/14/21 TO 02/20/21	105030	02/25/21	1,884.17	79654
213-351-740.00	FOOD SUPPLIES	CANTEN SERVICES	FOOD SUPPLIES 02/21 TO 02/27/2021	105201	03/04/21	1,938.60	79717
213-351-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	JAN 2021 FUEL	1406	03/04/21	10.41	79709
213-351-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FEB 2021 FUEL	1416	03/04/21	20.18	79709
213-351-752.10	DRY CLEANERS	ROBBIE'S DRY CLEANERS	FEB 2021 DRY CLEANING	2704	03/04/21	278.25	79765
213-351-834.00	PRISONER MEDICAL - BENZI	ALL ACCESS CARE PLLC	JAN 2021 MEDICAL CARE	49838	02/25/21	10,450.68	79648
213-351-834.00	PRISONER MEDICAL - BENZI	ALL ACCESS CARE PLLC	FEB 2021 JAIL MEDICAL CARE	50014	03/04/21	10,563.41	79702
213-351-956.00	EMPLOYEE PHYSICALS	THE WALK IN CLINIC	GALLOUP PRE EMPLOY PHYSICAL	264626	02/25/21	57.00	79690
213-351-956.00	EMPLOYEE PHYSICALS	MANAGEMENT & BEHAVIOR	PRE EMPLOY EVAL	GALLOUP 022121	03/04/21	950.00	79744
213-351-961.00	TRAINING & SCHOOLS	VISA=DAN SMITH	TRAINING & SCHOOLS	7195-02282021	03/04/21	90.00	79786
213-351-963.00	COMPUTER EQUIPMENT	AMAZON CAPITAL SERVIC	LABEL WRITER - JAIL	19PL-4YNV-D9KT	02/25/21	261.49	79649
213-351-963.00	COMPUTER EQUIPMENT	ID NETWORKS, INC.	LIVESCAN 03012021 -002282022	277272	02/25/21	1,995.00	79671
213-351-963.00	COMPUTER EQUIPMENT	AMAZON CAPITAL SERVIC	LABEL PRINTER	1X1C-RILY-1CVC	03/04/21	59.98	79704
213-351-963.00	COMPUTER EQUIPMENT	ID NETWORKS, INC.	LS SUPPLIES	277360	03/04/21	458.00	79731
Total For Dept 351 JAIL - CORRECTIONS						29,277.12	
Dept 852 MEDICAL INSURANCE							
213-852-800.00	CONTRACTED SERVICES - CA	44 NORTH	HRA/FLEX SPENDING COBRA MONTHLY FE	210469	02/25/21	258.15	79645
Total For Dept 852 MEDICAL INSURANCE						258.15	
Total For Fund 213 JAIL OPERATIONS FUND						34,545.18	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 265 BUILDING & GROUNDS							
214-265-850.01	INTERNET SERVICE	CENTURYLINK	ST 2 WIFI	3-19-21	03/04/21	308.11	79718
214-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELLPHONES	9873285532	02/25/21	250.33	79694
214-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELLPHONES FEB 2021	9873285531	02/25/21	14.39	79694
214-265-922.00	WATER & SEWER	KERBY'S BACKHOE SERVI	CLEANING CLOGGED GARAGE DRAINS AT	3353	03/04/21	420.00	79736
214-265-922.00	WATER & SEWER	THE PUMPING SERVICE L	SEPTIC PUMPING FOR ST 2 GARAGE	130	03/04/21	250.00	79782
214-265-923.00	FUEL - PROPANE GAS	DTE ENERGY	GAS FEB 2021	920005954614	02/25/21	447.62	79659
214-265-970.00	EQUIPMENT & REPAIR	VISA=THOMAS KING	VISA BILL	3-10-21	02/25/21	1,528.00	79700
Total For Dept 265 BUILDING & GROUNDS						3,189.67	
Dept 655 ADVANCED LIFE SUPPORT (ALS)							

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
214-655-727.00	OFFICE SUPPLIES	VISA=THOMAS KING	VISA BILL	3-10-21	02/25/21	11.54	79700
214-655-727.00	OFFICE SUPPLIES	VISA=THOMAS KING	VISA BILL	3-10-21	02/25/21	51.02	79700
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MED SUPPLIES	83969672	03/04/21	234.40	79715
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MED SUPPLIES	83966044	03/04/21	157.40	79715
214-655-735.00	MEDICAL SUPPLIES	TELEFLEX LLC	IO NEEDLES	9503184519	03/04/21	2,010.50	79780
214-655-735.00	MEDICAL SUPPLIES	TELEFLEX LLC	IO DRIVER	9503389080	03/04/21	308.50	79781
214-655-748.00	GAS, OIL & GREASE	SHELL CREDIT CARD	FUEL BILL	70177018	02/25/21	281.59	79687
214-655-748.00	GAS, OIL & GREASE	BENZIE TRANSPORTATION	E62 OIL CHANGE	2511	03/04/21	131.46	79713
214-655-749.00	VEHICLE REPAIRS	BENZIE TRANSPORTATION	A33 OIL CHANGE	2504	02/25/21	194.08	79652
214-655-749.00	VEHICLE REPAIRS	BENZIE TRANSPORTATION	A21 HEAD LIGHT REPLACE	2503	02/25/21	65.73	79652
214-655-751.00	UNIFORMS	TELE-RAD, INC.	AMANDA BROWN PANTS	901082	02/25/21	99.98	79689
214-655-970.00	EQUIPMENT	STRYKER FLEX FINANCIA	CARDIAC MONITOR PAYMENT	201901	03/04/21	3,945.00	79778
			Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)			7,491.20	
Dept 852 MEDICAL INSURANCE							
214-852-800.00	CONTRACTED SERVICES - CA	44 NORTH	HRA/FLEX SPENDING COBRA MONTHLY FE	210469	02/25/21	275.60	79645
			Total For Dept 852 MEDICAL INSURANCE			275.60	
			Total For Fund 214 EMERGENCY MEDICAL SERVICES (E			10,956.47	
Fund 217 SNOWMOBILE PATROL FUND							
Dept 332 SNOWMOBILE LAW ENFORCEMENT							
217-332-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	JAN 2021 FUEL	1406	03/04/21	136.33	79709
217-332-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FEB 2021 FUEL	1416	03/04/21	165.64	79709
			Total For Dept 332 SNOWMOBILE LAW ENFORCEMENT			301.97	
			Total For Fund 217 SNOWMOBILE PATROL FUND			301.97	
Fund 228 SOLID WASTE/RECYCLING FUND							
Dept 000							
228-000-850.00	TELEPHONE	VERIZON WIRELESS	CELLPHONES FEB 2021	9873285530	02/25/21	43.74	79694
228-000-900.00	PUBLIC RELATIONS-PRINTG/	BENZIE TRANSPORTATION	BUS WRAP FEBRUARY 2021	2507	03/04/21	187.50	79713
228-000-955.00	CONVENTIONS & DUES	MICHIGAN RECYCLING CO	MRC MEMBERSHIP RENEWAL	3678	04/30/21	200.00	79751
			Total For Dept 000			431.24	
Dept 852 MEDICAL INSURANCE							
228-852-800.00	CONTRACTED SRVS - CADILL	44 NORTH	HRA/FLEX SPENDING COBRA MONTHLY FE	210469	02/25/21	22.90	79645
			Total For Dept 852 MEDICAL INSURANCE			22.90	
			Total For Fund 228 SOLID WASTE/RECYCLING FUND			454.14	
Fund 241 LAND BANK AUTHORITY FUND							
Dept 000							
241-000-967.00	PROJECT EXPENSES	LUCAS MIDDLETON	LAND BANK SERVICES	47	03/04/21	200.00	79741
			Total For Dept 000			200.00	
			Total For Fund 241 LAND BANK AUTHORITY FUND			200.00	
Fund 247 ANIMAL CONTROL FUND							
Dept 265 BUILDING & GROUNDS							
247-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELLPHONES FEB 2021	9873285530	02/25/21	97.48	79694
247-265-924.00	ELECTRIC & HEATING	CONSUMERS ENERGY	MARCH ELECTRIC BILL	203409477854	02/25/21	168.44	79658
247-265-924.00	ELECTRIC & HEATING	DTE ENERGY	GAS BILL FOR FEB	910020929329	03/04/21	220.31	79725

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 247 ANIMAL CONTROL FUND							
Dept 265 BUILDING & GROUNDS							
Total For Dept 265 BUILDING & GROUNDS							
486.23							
Dept 430 ANIMAL CONTROL							
247-430-727.00	OFFICE SUPPLIES	MENARDS-TRAVERSE CITY	TILEBOARD FOR CATS ROOM	49230	02/25/21	172.62	79675
247-430-727.00	OFFICE SUPPLIES	NUGENT ACE HARDWARE	FASTENERS /STAINERS/WD40	1450	02/25/21	39.95	79680
247-430-727.00	OFFICE SUPPLIES	VISA=KYLE MAURER	GAS FOR CAN/HOSE REPAIR COUPLER/TA	3-10-2021	02/25/21	17.47	79695
247-430-727.00	OFFICE SUPPLIES	VISA=KYLE MAURER	GAS FOR CAN/HOSE REPAIR COUPLER/TA	3-10-2021	02/25/21	31.79	79695
247-430-727.00	OFFICE SUPPLIES	VISA=KYLE MAURER	GAS FOR CAN/HOSE REPAIR COUPLER/TA	3-10-2021	02/25/21	164.25	79695
247-430-727.00	OFFICE SUPPLIES	VISA=KYLE MAURER	GAS FOR CAN/HOSE REPAIR COUPLER/TA	3-10-2021	02/25/21	2.79	79695
247-430-748.00	GAS, OIL & GREASE	NUGENT ACE HARDWARE	SALT FOR WATER SOFTENER	177473	02/25/21	79.90	79695
247-430-751.00	UNIFORMS	VISA=KYLE MAURER	GAS FOR CAN/HOSE REPAIR COUPLER/TA	3-10-2021	02/25/21	2.89	79695
247-430-835.20	VET & DRUG FEES	BETSIE RIVER VETERINAR	GAS FOR CAN/HOSE REPAIR COUPLER/TA	3-10-2021	02/25/21	101.05	79695
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINAR	7-21C NEUTER AND VACC	80013	02/25/21	138.25	79653
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINAR	1-21D SPAY AND VACC	301589	03/04/21	223.94	79758
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINAR	3-21D NEUTER AND VACC/128-20D NEUT	300838	03/04/21	582.97	79758
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINAR	4-21D SPAY AND VACC/2-21D NEUTER A	301547	03/04/21	595.30	79758
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINAR	PANACUR FOR CATS	301806	03/04/21	14.00	79758
247-430-835.30	LIVESTOCK EXPENSES	ROGER KNAPP	SNICKERS NEUTER AND VACC	301674	03/04/21	187.37	79758
247-430-970.00	EQUIPMENT	VISA=KYLE MAURER	SMITH CASE HORSES BOARDING FEED AN	02-2021	03/04/21	526.00	79767
247-430-970.00	EQUIPMENT	VISA=KYLE MAURER	GAS FOR CAN/HOSE REPAIR COUPLER/TA	3-10-2021	02/25/21	51.41	79695
			GAS FOR CAN/HOSE REPAIR COUPLER/TA	3-10-2021	02/25/21	111.22	79695
Total For Dept 430 ANIMAL CONTROL						3,043.17	
Dept 852 MEDICAL INSURANCE							
247-852-800.00	CONTRACTED SERVICES - CA	44 NORTH	HRA/FLEX SPENDING COBRA MONTHLY FE	210469	02/25/21	36.80	79645
Total For Dept 852 MEDICAL INSURANCE						36.80	
Fund 261 911 EMERGENCY SERVICE FUND							
261-325-830.00	911 MAINTENANCE CONTRACT	WESTTEL INTERNATIONAL	MONTHLY SERVICE AND MAINTENANCE AP	1723	03/04/21	938.00	79794
Total For Dept 325 DISPATCH/COMMUNICATION						938.00	
Dept 852 MEDICAL INSURANCE							
261-852-800.00	CONTRACTED SERVICES - CA	44 NORTH	HRA/FLEX SPENDING COBRA MONTHLY FE	210469	02/25/21	147.00	79645
Total For Dept 852 MEDICAL INSURANCE						147.00	
Total For Fund 261 911 EMERGENCY SERVICE FUND						1,085.00	
Fund 263 LOCAL CORRECTION OFFICER'S TRAINING FUND							
263-362-961.00	TRAINING & SCHOOLS	VISA-SHERIFF DEPT	T&S/JAIL REP/K9 SUPP	7419-02282021	03/04/21	269.00	79790
Total For Dept 362 OTHER CORRECTIONS ACTIVITIES						269.00	
Total For Fund 263 LOCAL CORRECTION OFFICER'S TR						269.00	
Fund 269 LAW LIBRARY FUND							
269-000-901.00	RESOURCE MATERIALS	ICLE	MI APPELLATE HANDBOOK	771919	02/25/21	108.50	79670
Total For Dept 000						108.50	
Total For Fund 269 LAW LIBRARY FUND						108.50	
Fund 276 COMMISSION ON AGING MILLAGE FUND							
Total For Fund 276 COMMISSION ON AGING MILLAGE FUND						108.50	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 276 COMMISSION ON AGING MILLAGE FUND Dept 000							
276-000-800.00	CONTRACTED SERVICES	BENZIE SENIOR RESOURC	MMTHLY PYMT FOR CONTRACTED SERVICE	03/04/2021	03/04/21	96,453.33	79712
			Total For Dept 000			96,453.33	
			Total For Fund 276 COMMISSION ON AGING MILLAGE F			96,453.33	
Fund 285 POINT BETSIE LIGHTHOUSE FUND Dept 000							
285-000-967.00	PROJECT EXPENSES	FLEIS & VANDENBRINK	POINT BETSIE ROAD END/PARKING 2019	58168	03/04/21	4,694.50	79727
			Total For Dept 000			4,694.50	
			Total For Fund 285 POINT BETSIE LIGHTHOUSE FUND			4,694.50	
Fund 292 CHILD CARE FUND Dept 000							
292-000-704.02	SALARY - CASEWORKER	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JAN 2021	JANUARY 2021	02/25/21	4,728.13	79674
292-000-725.00	FRINGE BENEFITS - JUVENI	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JAN 2021	JANUARY 2021	02/25/21	736.46	79674
292-000-725.06	FRINGE BENEFITS - CASEWO	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JAN 2021	JANUARY 2021	02/25/21	2,288.98	79674
292-000-850.00	TELEPHONE	CAMERON CLARK	MILEAGE, PHONE REIM	3/1	03/04/21	50.00	79716
			Total For Dept 000			7,803.57	
			Total For Fund 292 CHILD CARE FUND			7,803.57	
Fund 296 JUVENILE JUSTICE FUND Dept 000							
296-000-800.00	CONTRACTUAL SERVICES	LORI WADE	CONTRACT FOR SOCIAL WORK SERVICES	MARCH	03/04/21	1,250.00	79740
			Total For Dept 000			1,250.00	
			Total For Fund 296 JUVENILE JUSTICE FUND			1,250.00	
Fund 401 CAPITAL IMPROVEMENT FUND Dept 000							
401-000-967.00	PROJECT EXPENSES	WATSON BENZIE LLC	2021 DODGE CHARGER 2C3CDXKGMH5408	221001	02/19/21	31,068.00	79644
			Total For Dept 000			31,068.00	
			Total For Fund 401 CAPITAL IMPROVEMENT FUND			31,068.00	
Fund 425 EQUIPMENT REPLACEMENT FUND Dept 301 SHERIFF							
425-301-749.00	PATROL CAR EXPENSES	WATSON BENZIE LLC	2021 DODGE CHARGER 2C3CDXKGMH5492	221002	03/04/21	31,068.00	79792
			Total For Dept 301 SHERIFF			31,068.00	
			Total For Fund 425 EQUIPMENT REPLACEMENT FUND			31,068.00	
Fund 516 DELINQUENT TAX REVOLVING FUND Dept 000							
516-000-694.00	CASH OVER/SHORT	BENZIE COUNTY TREASUR	OVERPAYMENT ON TAXES, APPLY TO 202	02222021	02/25/21	297.74	79651
516-000-694.00	CASH OVER/SHORT	BENZIE COUNTY TREASUR	OVERPAID ON DELINQUENT TAXES #0800	03022021	03/04/21	61.17	79711
516-000-694.00	CASH OVER/SHORT	ROGER SORNA	OVERPAID ON DELINQUENT TAXES FOR #	03022021	03/04/21	459.40	79768
			Total For Dept 000			818.31	
			Total For Fund 516 DELINQUENT TAX REVOLVING FUND			818.31	
Fund 532 TAX FORECLOSURE FUND Dept 253 COUNTY TREASURER							
532-253-730.00	POSTAGE	TITLE CHECK LLC	FEBRUARY CERTIFIED MAILING EXPENSE	21FEBM-29	02/25/21	2,478.90	79692

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 532 TAX FORECLOSURE FUND							
Dept 253 COUNTY TREASURER							
532-253-810.00	LEGAL FEES	LUCAS MIDDLETON	SERVICES FOR FORECLOSURE TY 2018 P 65		03/04/21	500.00	79742
			Total For Dept 253 COUNTY TREASURER			2,978.90	
			Total For Fund 532 TAX FORECLOSURE FUND			2,978.90	
Fund 701 GENERAL AGENCY FUND							
Dept 136 DISTRICT COURT							
701-136-228.20	DUE STATE - DNR JUDGE	STATE OF MICHIGAN	FEBRUARY 2021 FEE TRANSMITTAL	DCST02/2021	03/04/21	170.00	79775
701-136-228.30	DUE STATE - D. L. REINS	STATE OF MICHIGAN	FEBRUARY 2021 FEE TRANSMITTAL	DCST02/2021	03/04/21	105.00	79775
701-136-228.37	DUE STATE - CRIME VICTIM	STATE OF MICHIGAN	FEBRUARY 2021 FEE TRANSMITTAL	DCST02/2021	03/04/21	1,496.25	79775
701-136-228.42	DUE STATE - STATE COURT	STATE OF MICHIGAN	FEBRUARY 2021 FEE TRANSMITTAL	DCST02/2021	03/04/21	60.00	79775
701-136-228.47	DUE STATE - OWI REIMBURS	STATE OF MICHIGAN	FEBRUARY 2021 FEE TRANSMITTAL	DCST02/2021	03/04/21	200.00	79775
701-136-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	FEBRUARY 2021 FEE TRANSMITTAL	DCST02/2021	03/04/21	545.00	79775
701-136-228.57	DUE STATE - STATE JURY	STATE OF MICHIGAN	FEBRUARY 2021 FEE TRANSMITTAL	DCST02/2021	03/04/21	105.00	79775
701-136-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	FEBRUARY 2021 FEE TRANSMITTAL	DCST02/2021	03/04/21	2,100.00	79775
701-136-228.59	DUE STATE - JUSTICE SYST	STATE OF MICHIGAN	FEBRUARY 2021 FEE TRANSMITTAL	DCST02/2021	03/04/21	3,025.00	79775
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED	DP0216	02/25/21	100.00	79646
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND TRANSFER: JOSHUA BENJAMIN KR	DP0217	02/25/21	650.00	79647
701-136-271.00	RESTITUTIONS PAYABLE	19TH CIRCUIT COURT -	RESTITUTION PYMT FROM ELIZABETH FI	21-039-FD	03/04/21	1,000.00	79701
701-136-271.00	RESTITUTIONS PAYABLE	BLARNEY CASTLE OIL CO	RESTITUTION PYMT FROM SHERRY LEE M	17-284-FY	02/25/21	30.00	79665
701-136-271.00	RESTITUTIONS PAYABLE	RYKSE, BRAD	RESTITUTION PYMT FROM LARRY L BROW	17-267-SM	03/04/21	80.00	79714
701-136-271.00	RESTITUTIONS PAYABLE	STATE FARM INSURANCE	RESTITUTION PYMT FROM WILLIAM FORT	19-203-FY	03/04/21	25.00	79769
701-136-271.00	RESTITUTIONS PAYABLE	ZAVALLA, LOTTIE	RESTITUTION PYMT FROM KRAIG HUMSTA	11-089-FD	03/04/21	20.00	79773
			Total For Dept 136 DISTRICT COURT	17-139-SM	03/04/21	5.00	79795
						9,716.25	
Dept 141 FRIEND OF THE COURT							
701-141-222.04	DUE MANISTEE - STATUTORY	MANISTEE COUNTY TREAS	FEBRUARY 2021 STATUTORY FEES FOC/P	FEBRUARY 2021	03/04/21	1,498.71	79746
701-141-222.05	DUE MANISTEE - PROCESSIN	MANISTEE COUNTY TREAS	FEBRUARY 2021 STATUTORY FEES FOC/P	FEBRUARY 2021	03/04/21	224.80	79746
			Total For Dept 141 FRIEND OF THE COURT			1,723.51	
Dept 148 PROBATE COURT							
701-148-228.06	DUE STATE - SHARED FEES	STATE OF MICHIGAN	FEBRUARY 2021 FEE TRANSMITTAL	PCST02/2021	03/04/21	1,988.14	79774
701-148-228.42	DUE STATE - GENERAL FEES	STATE OF MICHIGAN	FEBRUARY 2021 FEE TRANSMITTAL	PCST02/2021	03/04/21	100.00	79774
701-148-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	FEBRUARY 2021 FEE TRANSMITTAL	PCST02/2021	03/04/21	200.00	79774
701-148-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	FEBRUARY 2021 FEE TRANSMITTAL	PCST02/2021	03/04/21	1,200.00	79774
			Total For Dept 148 PROBATE COURT			3,488.14	
Dept 215 COUNTY CLERK							
701-215-228.05	DUE STATE - NOTARY FEES	MICHIGAN DEPARTMENT O	NOTARY FEE TRANSMITTAL	FEBRUARY 2021	03/04/21	4.00	79750
701-215-228.16	DUE STATE - PISTOL PERMI	STATE OF MICHIGAN (#3	CPL APPLICATIONS	FEBRUARY 2021	03/04/21	2,260.00	79777
701-215-228.37	DUE STATE - CRIME VICTIM	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	FEBRUARY 2021	03/04/21	391.50	79776
701-215-228.42	DUE STATE - STATE COURT	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	FEBRUARY 2021	03/04/21	190.00	79776
701-215-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	FEBRUARY 2021	03/04/21	300.00	79776
701-215-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	FEBRUARY 2021	03/04/21	1,428.00	79776
701-215-228.59	DUE STATE - JUSTICE SYST	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	FEBRUARY 2021	03/04/21	314.24	79776
701-215-265.00	CASH BONDS PAYABLE	BENZIE COUNTY CLERK	BOND MONEY APPLIED MICAH CARNES	20-2703-FH	02/25/21	450.00	79650
701-215-265.00	CASH BONDS PAYABLE	BENZIE COUNTY CLERK	BOND MONEY APPLIED JOSEPH TAFOYA	20-2699-FH	03/04/21	180.00	79707
701-215-271.00	RESTITUTIONS PAYABLE	GRACELAND FRUIT COMPA	RESTITUTION FROM CHRISTOPHER BURLE	14-2378-FH	02/25/21	50.00	79662
701-215-271.00	RESTITUTIONS PAYABLE	BENZIE COUNTY SHERIFF	OWI REIMBURSEMENT FROM PAUL THOMAS	20-2689-FH	03/04/21	35.00	79710
701-215-271.00	RESTITUTIONS PAYABLE	LISA SPADOFORE	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	03/04/21	10.00	79739
701-215-271.00	RESTITUTIONS PAYABLE	RACHEL ROMAN	RESTITUTION FROM JACOB CUTLER	19-2604-FH	03/04/21	40.00	79763
			Total For Dept 215 COUNTY CLERK			5,652.74	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 701 GENERAL AGENCY FUND							
Dept 253 COUNTY TREASURER							
701-253-275.00	TAX OVERPAYMENTS/REFUNDS	IRENE SHRAKE	OVERPAID ON DOG LICENSE	03032021	03/04/21	15.00	79732
			Total For Dept 253 COUNTY TREASURER			15.00	
			Total For Fund 701 GENERAL AGENCY FUND			20,595.64	

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 02/19/2021 - 03/04/2021
JOURNALIZED
PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund Totals:						
	Fund 101 GENERAL FUND					61,209.78
	Fund 205 TNT OFFICER MILLAGE FUND					460.10
	Fund 206 SHERIFF'S K-9 FUND					112.98
	Fund 209 SCHOOL RESOURCE OFFICER					246.35
	Fund 213 JAIL OPERATIONS FUND					34,545.18
	Fund 214 EMERGENCY MEDICAL SERVICES					10,956.47
	Fund 217 SNOWMOBILE PATROL FUND					301.97
	Fund 228 SOLID WASTE/RECYCLING FUND					454.14
	Fund 241 LAND BANK AUTHORITY FUND					200.00
	Fund 247 ANIMAL CONTROL FUND					3,566.20
	Fund 261 911 EMERGENCY SERVICE FUND					1,085.00
	Fund 263 LOCAL CORRECTION OFFICER'S					269.00
	Fund 269 LAW LIBRARY FUND					108.50
	Fund 276 COMMISSION ON AGING MILLAGE					96,453.33
	Fund 285 POINT BETSIE LIGHHOUSE FUN					4,694.50
	Fund 292 CHILD CARE FUND					7,803.57
	Fund 296 JUVENILE JUSTICE FUND					1,250.00
	Fund 401 CAPITAL IMPROVEMENT FUND					31,068.00
	Fund 425 EQUIPMENT REPLACEMENT FUND					31,068.00
	Fund 516 DELINQUENT TAX REVOLVING FU					818.31
	Fund 532 TAX FORECLOSURE FUND					2,978.90
	Fund 701 GENERAL AGENCY FUND					20,595.64
Total For All Funds:						310,245.92

Elected Officials And Department Heads

Committee Meeting Agenda Request Form

Date 02/26/2021

Department: Benzie County Sheriff's Office, Corrections

Project Name and Scope: RFP Inmate Telephone System, Video Visitation

Is this request for a budget amendment? No *If so, the amendment must be attached.*

Project Scope (explain reason for your project or amendment): I am requesting that a board member be on the committee to approve an RFP for Inmate Phone System. The RFP will need full board approval on April 13, 2021.

Cost of project \$ 0

Is the project over \$3,500?

If, yes please attach your three bids/quotes.

Is the bid/quote recommended the lowest received: No

If not the lowest bid/quote, provide a reason for your recommendation? The bid should go to the company that benefits the County the most.

Have you checked your fund, do you have the required funds for your project? No cost to County

Is there a contract/agreement that will need to be signed? Yes

If yes, has the County Attorney reviewed and approved the contract/agreement? *If so, attach the attorney's approval and contract/agreement. He currently has it. He has RFP*

Please Place an "X" next to the appropriate committee:

Finance

B & G

Technology

HR

**Please note, Committee Meeting Agenda Requests will not be considered without the completion of this form. Deadline for submitting forms is the Thursday before the normal Committee Meeting date.*

RECEIVED

2/22/2018

FEB 26 2021

Page 1

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



BENZIE COUNTY SHERIFF'S OFFICE

Kyle Rosa, Sheriff • Greg Hubers, Undersheriff

505 S. Michigan Ave, Beulah MI 49617
(231) 882-4484 – Fax (231) 882-5814

REQUEST FOR PROPOSAL

INMATE PHONE SYSTEM

ISSUED BY BENZIE COUNTY SHERIFF KYLE ROSA

PROPOSAL

The Benzie County Sheriff's Office will be receiving sealed Proposals for the establishment of an Inmate Phone System; with a three-year and/or five-year contract at no cost to Benzie County. The contract will be with a contractor(s) who will design, furnish, install, operate, and perpetually maintain the Inmate Phone System, which includes the following:

1. Video Visitation
2. Interface with Commissary Service Provider
3. Tablet Availability for Inmates
4. Investigative Tools

The facility is located at 505 S. Michigan Avenue, Beulah, Michigan 49617

RECEIVED

FEB 26 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Issue Date: March 01, 2021

BENZIE COUNTY REQUEST FOR PROPOSALS

INMATE PHONE SERVICE

Benzie County is accepting proposals from experienced and knowledgeable firms and individuals to provide inmate phone services including a monitoring system and equipment for the inmates at the Benzie County Jail.

I INTRODUCTION

1.1 Purpose

Benzie County, hereafter called "County," maintains a correctional facility. The County currently maintains a contract with Securus Technologies Inc. Securus provides inmate phone services, recording, monitoring, reporting and other related services.

1.2 Background

Benzie County operates a correctional facility with a 47-bed capacity. Under the provision of the Michigan Constitution, the correctional facility is operated under the authority of the Benzie County Sheriff. Funding for the correctional facility operation is allocated by the Benzie County Board of Commissioners.

1.3 Objective

The Primary objective of the work resulting from this RFP is to define the parameters for the delivery of inmate phone services and to define the cost of this service.

1.4 Minimum Qualifications

Proposals will be accepted from agencies who:

1. Are licensed to do business in the State of Michigan.
2. Are able to provide staffing and support for inmate phone services.
3. Possess demonstrable experience in providing inmate phones and related services.
4. Demonstrate a capability to comply with state and federal regulations related to inmate phone services.

RECEIVED

FEB 26 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

2.3 Submission of Proposals

Responding agencies are required to submit two (2) copies of their proposal. One copy must have original signatures and the other copy can have photocopied signatures. The proposal, whether mailed or hand delivered, must arrive at the Benzie County Sheriff's Office, at the address noted in Section 2.1 no later than 11:00 a.m., local time, on April 12, 2021.

Responding agencies may contact the Project Administrator to schedule a time for a visit of the facility and/or demonstrate their respective product, between March 1, 2021 and April 7, 2021.

The proposal is to be sent to the Project Administrator at the address noted in Section 2.1, above. The envelope should be clearly marked "INMATE PHONE SERVICES" and addressed to the attention of the Project Administrator.

Bidders who mail proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the Project Administrator. Consultants assume the risk for the method of delivery chosen. The County assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using electronic media such as Facsimile transmission.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of Benzie County and will not be returned.

2.4 Proprietary Information and Public Disclosure

Materials submitted in response to this competitive procurement shall become the property of Benzie County. All proposals received shall remain confidential until the deadline for submission of bids or proposals has expired, as defined by Michigan statute MCL 15.243(i), (the Freedom of Information Act).

2.10 No Obligation Contract

This RFP does not obligate the Benzie County Board of Commissioners to contract for services specified herein.

2.11 Rejection of Proposal

The County reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

2.12 Failure to Comply

The Consultant is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

2.13 Signatures

The Letter of Submittal and the Certification and Assurances form must be signed and dated by a person authorized to legally bind the Consultant to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

2.14 Selection Criteria

1. Overall Benefit to County
2. Financial Proposal
3. Proposed Solution
4. Corporate Experience

III. STATEMENT OF WORK

3.1 Overview

Objective: To provide a phone system to be utilized by the inmate population of the Benzie County Corrections Facility that is managed by the staff of the facility and the vendor.

3. Telephone support shall be available to accept calls regarding maintenance twenty-four (24) hours a day seven (7) days a week.

3.4 Call Rating and Commission Accountability

1. The service provider shall notify the County, in writing of any proposed increases or decreases in the rates charged.

2. The commission offered to the County shall be based on total gross revenues, with no deductions for fraud, bad debt or uncollectible calls. No deductions shall be made for any cost of providing the services described.

3. Commissions shall be paid monthly and shall be accompanied by and inmate telephone commission and summary report which shall include, at a minimum, the following information:

1. Date of Report
2. Time Period Covered
3. Total Number of Calls
4. Total Number of Minutes
5. Total Gross Revenue (as defined above)

Such payment shall arrive no later than 45 days following the calendar month for which commissions are being paid.

4. Failure to pay accurate commission on a regular monthly basis shall be grounds for cancellation, without penalty, of any agreement as a result of the RFP.

5. The County reserves the right to audit commissions on an annual basis. In the event any error to the detriment of the County is found, the Vendor shall be responsible for immediate payment of the underpaid amount plus a penalty equal to 25% of the underpaid amount. Payment of such amount and penalty is non-negotiable. Failure to remit such payment within 15 days of notice shall constitute default by the vendor.

- A. Deny access to numbers at the discretions of the County including blocking numbers of staff, witnesses, and victims.
- B. The system shall be capable of allowing free non-recorded calls to certain numbers such as the Public Defender's Office.
- C. Ability to control call duration on the basis of time limits and time of day restrictions.
- D. The ability to set time limits and calling hours for destination.
- E. Provide the capability to assign and use "PIN" management with the inmate telephone system.
- F. The system shall provide an integrated capability to monitor, record, store and retrieve inmate phone conversations on real time basis and retrieve conversations. Recordings must be stored on-line for a minimum of one (1) year with the option to archive data.
- G. Provide correct and accurate call detail and management reports for all calls placed from the inmate phones. Reports shall include as a minimum, origination number, destination number, type of call, number of minutes of call, reason for disconnecting and total call charges. Reports must be available on-site.
- H. The system shall be capable of producing detailed summary reports which reveal inmate telephone activity, such as telephone numbers called by more than one inmate.
- I. The system shall have the ability to use "Tip line" type calling for inmate use.

3.6 Equipment

1. All equipment provided shall be new and completely operational at cutover.
2. All equipment shall comply with applicable FCC, State and Federal Rules and meet or exceed all applicable codes and standards for installation and service.

2. Statement of Work.
3. Management Proposal.
4. Commissions

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal, but should assist the Consultant in preparing a thorough response.

4.1 Letter of Submittal

The Letter of Submittal, the attached Certifications and Assurances form (Exhibit A to this RFP), and all RFP amendments must be signed and dated by a person authorized to legally bind the Consultant to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the Consultant and any proposed subcontractors:

1. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom a contract would be written.
2. Name, address, and telephone number of each principal officer (President, Vice President, Treasurer).
3. Legal status of the Consultant (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business.
4. Federal Employer Tax Identification number or Social Security number.
5. Location of the facility from which the Consultant would operate.
6. Identify any Benzie County employees or former County employees employed on the firm's governing board as of the date of the proposal. Include their position and responsibilities within the Consultant's organization. If following a review of this

2. Staff Qualifications/Experience – Identify staff, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project. Provide resumes for the named staff, which includes information on the individual's particular skills related to this projects, education, experience, significant accomplishments, and any other pertinent information. The Consultant must commit that staff identified in the proposal will perform that assigned work. Any staff substitution must have prior approval of the County.

3. References – List names, addresses, telephone numbers and fax numbers/e-mail addresses of three public agency references for which similar work has been accomplished and briefly describe the type of services provided. The Consultant must grant permission to the County to contact the references. Do not include current Benzie County staff as references. References will be contacted for the top-scoring proposal(s) only.

4.4 Related Information

1. If the Consultant or any subcontractor has contracted with Benzie County during the past 24 months, provide a project description and/or other information available to identify the contract.

2. If the Consultant's staff or subcontractor's staff was an employee of Benzie County during the past 24 months, or is currently a Benzie County employee, identify the individual by name, the department previously or currently employed by, job title or position held and separation date.

3. If the Consultant has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Consultant's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.

EXHIBIT A

CERTIFICATIONS AND ASSURANCES

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL
FAILURE TO SUBMIT THIS COMPLETED FORM MAY RESULT IN DISQUALIFICATION

Firm Name: _____

I/We make the following statement of assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s).

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with other proposers for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal or bid.
2. The attached proposal or bid is a firm offer for a period of 60 days following receipt, and it may be accepted by Benzie County without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
3. In preparing this proposal or bid, I/we have not been assisted by any current or former employee of Benzie County whose duties relate (or did relate) to this proposal, bid or prospective contract, and who was assisting in other than his or her official public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of proposal bid. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document).

9-1-1
Police
Fire / EMS

Benzie County Central Dispatch

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



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

Re: Recap of February 2021

Christopher Cervantes and Shaun Meyers both resigned their training efforts in February. This leaves three full time vacancies at Benzie County Central Dispatch. Job postings have been put out on social media and hiring sites. Applications and job descriptions are available on the Benzie County website under Departments/Central Dispatch.

We have been lucky to hire some great people recently – but unfortunately not all great people can dispatch. It takes a special multitasking knack, and the current staff are a great reflection of some quality multi-tasking heroes.

Benzie County Central Dispatch is making strides to continually review and update policies for efficient and professional service to our responders and citizens. I try to review 1-3 policies with every Advisory Board Meeting – many of these policies are coordinated through police, fire, and EMS departments prior to the final issuance.

BCCD will be addressing the continuation of the County \$3.00 surcharge at the March 23, 2021 BOC meeting. This is part of the packet and Report to Legislature that is due into the State in May. To those not aware, BCCD is completely funded by telephone surcharge. There are no additional support millage funds or general funds.

The FCC is currently in an evaluation round of State surcharge usage changes. This is a result of finding some states using surcharge funds for items not associated to 911. Michigan does have restrictions on 911 funds (see allowable/disallowable attachment). While controlling 911 spending is ideal – the FCC changes currently in consideration will be more strict than the current Michigan restrictions. Michigan sees the surcharge funding as allowable in a “911 ecosystem” to allow for responder radios and mobile dispatch computers and connectivity as a continuation of 911 services. Under the proposed FCC restrictions these items would not be allowable and only items inside the PSAP will be allowable. This will impact the Benzie County responder community significantly, as those items, if no longer allowed, will have to be funded from a source other than surcharge. More communication will be available on this topic, as it is progressing.

BCCD is excited to move forward with conversations regarding space needs and the recent feasibility study. A copy of the feasibility study completed by Byce and Associates for an expansion of the Benzie County Sheriff's office is available if requested.

The next 911 Dispatch Advisory Board meeting is scheduled for March 11, 2021.

Thompsonville Fire Department is the only department billed for Mobile CAD – Docking Station reimbursement that has yet to respond.

Sincerely – Rebecca Hubers

RECEIVED

MAR 03 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

ALLOWABLE/DISALLOWABLE USAGE OF 9-1-1 SURCHARGE FUNDS

BY WAY OF EXAMPLE, BUT NOT LIMITATION, THE FOLLOWING COSTS ARE ALLOWABLE OR
DISALLOWABLE (as approved by the STATE 9-1-1 COMMITTEE on June 23, 2009):

ALLOWABLE 9-1-1 SURCHARGE FUNDS 9-1-1 SURCHARGE EXPENDITURES

Personnel Costs directly attributable to the delivery of 9-1-1 service (i.e.; directors, supervisors, dispatchers, call-takers, technical staff, support staff):

Salaries	MSAG Coordination	Uniforms
Fringe Benefits	Addressing/Database	EAP

Note: If 9-1-1 staff serves dual functions (i.e.; a director who is also in charge of Emergency Management, a dispatcher who is also a police officer) then only those portions of personnel costs attributable to their 9-1-1 functions should be allowable.

Facility Costs of the dispatch center directly attributable to the delivery of 9-1-1 service:

- Capital improvements for construction, remodeling, or expansion of dispatch center
- Electrical/Heat/AC/Water
- Fire Suppression System
- Cleaning, Maintenance, Trash Removal
- Telephone
- Generator/UPS and Grounding
- Insurance
- Office Supplies
- Printing and copying
- Furniture

Note: If a shared facility, only those portions of facility costs attributable to the 9-1-1 functions should be allowable.

Training and Memberships directly related to 9-1-1 service:

- On the job training
- Vendor provided training
- Conferences
- Travel and lodging as necessary
- Membership in associations (APCO, NENA, etc.)

THE BELOW DISALLOWABLE EXPENSES ARE MEANT TO SERVE AS EXAMPLES ONLY - PLEASE REFER TO THE STATE 9-1-1 COMMITTEE APPEALS PROCESS FOR QUESTIONS.

Personnel Costs of law enforcement, fire, and EMS responders, emergency management staff, shared support or technical staff, except for portions of time directly functioning as 9-1-1 allowable staff.

Facility Costs of law enforcement, fire, EMS, emergency management, or other municipal facilities, except for that portion housing the 9-1-1 center or back up center, or leased to the 9-1-1 center for allowable training or meeting facilities.

Capital costs and furnishing for facilities for which the primary purpose is other than 9-1-1 (i.e.; a conference room used primarily for the City Council but occasionally leased/loaned to the 9-1-1 center for meetings).

Training for staff not involved directly in the delivery of 9-1-1 service, or for any staff for courses not directly attributable to 9-1-1 or dispatching services.
Memberships for staff not involved directly in the delivery of 9-1-1 service, or for associations with a primary purpose other than public safety communications (i.e., sheriff's associations, police or fire chief associations, etc.)

RECEIVED

MAR 03 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

ALLOWABLE/DISALLOWABLE USAGE OF 9-1-1 SURCHARGE FUNDS

ALLOWABLE 9-1-1 SURCHARGE FUNDS 9-1-1 SURCHARGE EXPENDITURES

Hardware, software, connectivity and peripherals directly attributable to the delivery of 9-1-1 service:

- Customer Premise Equipment
- Remote CPE Hardware/Modems
- Computer-Aided Dispatch
- Radio system (consoles, infrastructure, field equipment)
- LEIN costs for dispatch purposes
- Paging System, pagers and related costs
- Voice logging equipment
- Mobile Data Systems
- GIS/Mapping Systems/AVL Systems
- Alarms/Security Systems
- Connectivity for any of the above
- Maintenance and service agreements of above
- Software licensing of the above
- Associated database costs

Vehicle costs (staff vehicle, pool car, mileage reimbursement, fuel, etc.) directly attributable to the delivery of 9-1-1 service:

- Travel for meetings, training, conferences
- Travel for MSAG verification and testing
- Travel for 9-1-1 Public Education purposes

Professional Services

Attorneys	Consultants	Insurance
Architects	Auditor	

Public Information/Education Expenses directly attributable to the delivery of 9-1-1 service.

Miscellaneous

DISALLOWED 9-1-1 SURCHARGE FUNDS 9-1-1 SURCHARGE EXPENDITURES

Hardware, software, connectivity and peripherals not attributable to the delivery of 9-1-1 service:

- Law Enforcement Record Management Systems
- Fire Records Management Systems
- EMS Records Management Systems
- Jail Records Management Systems
- LEIN costs for non-9-1-1 functions (e.g., Records unit)
- Word processing, databases, etc. not directly attributable to 9-1-1 service
- GIS not directly related to the delivery of 9-1-1 service
- Court Information Systems
- Connectivity for any of the above
- Maintenance and service agreements for any of the above
- Software licensing for any of the above
- Non-Emergency N-1-1 systems

Vehicle costs (fleet vehicle, pool car, mileage reimbursement, etc.) for law enforcement, fire, or EMS responders, such as patrol cars, fire apparatus, ambulances, etc.

Professional Services not directly attributable to the delivery of 9-1-1 service.

Public Information not directly attributable to the delivery of 9-1-1 service.

Miscellaneous:

- Road Signs/Addressing Implements

Emergency Telephone Service Committee
6/21/2005

State 9-1-1 Committee revised
6/23/2009

	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	
9-1-1 Calls	647	590	506	532	431	
Admin Inbound calls	1535	1554	1160	1286	1227	
Transferred 9-1-1 to another PSAP	46	38	25	17	14	
Transfers within building	117	126	109	121	88	
Call for Service Nature types:						
Abandoned 9-1-1	70	45	57	83	63	
Abandoned Vehicle		2	3	19	1	
Accidental Dial	29	43	45	59	33	
Aircraft Down						
Alarm - Commercial	6	10	7	10	8	
Alarm - Medical	16	11	6	5	10	
Alarm - Residential	17	15	9	7	7	
Ambulance Request	143	146	124	151	129	
Ambulance Transfer	36	43	36	26	38	
Animal Control Complaint	21	8	9	8	15	
Assault	5	2	4	4	3	
Assist Other Dept / County	9	4	6	9	8	
Be on the Lookout	1					
Boater in Distress						
Boating Complaint	1		1			
Breaking and Entering		1	1	3	1	
Breaking and Entering - In progress		1			1	
Breaking and Entering - Vehicle		1	1			
Bullying						
Bus Lights Disregarded		2				
Car vs Bear - Property Damage Accident						
Car vs Deer - Property Damage Accident	49	49	30	26	12	
Careless Use						
Child Neglect	1		1			
Child Abuse				1	1	
Citizen Assist	14	4	6	13	9	
Civil - Assist	2		2	3	3	
Civil - Dispute		4	6	1	4	
Civil - Standby	1	2	5	1	1	
Computer Crime	1		1		1	
Conservation Law Violations	5	3	1	1		
Counterfeit Money / ID						
COVID - Executive Order response	3	1	1			
Criminal Sexual Conduct (CSC)	2					
Custody Dispute	1	2	2	2	2	
Deer Permit Issued	1	4		2		
Disorderly Subject	1		1			
Domestic Violence	3	11	12	6	4	
Drowning						
Drug Activity	3	1		3	1	
Embezzlement					1	
EMS Centralize						
Family Trouble	11	6	7	6	7	
Fight in Progress		1	1	1	1	
Fire - Alarm	4	3	5	3	3	
Fire - Brush	2	3	1			
Fire - Chimney				1		

RECEIVED

MAR 03 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

	Oct-20	Nov-20	Dec-20	Jan-21	Jan-21	
Fire - Grass		3				
Fire - Other	2	8	5		2	
Fire - Structure	2	2	1	3	8	
Fire - Vehicle					1	
Fireworks Complaint						
Found Property	2	4	2	2		
Fraud	1	6	4	6	6	
Gas Drive Off	2	2				
Gas Leak (Natural Gas)		1	2	1	1	
Harassment	1	5	6	2	8	
Harassing Telephone Calls / Text	1	2	1	3	2	
Hazardous Material Spill / Leak					1	
Identity Theft						
Illegal Burn		2	1	1		
Illegal Dumping			1	1	1	
Illegal Fireworks						
Incorrigible Youth	1	1	3	2	2	
Injured Animal	3	12	7	9	5	
Intoxicated Driver - Suspected	1		3	1	3	
Intoxicated Subject				5		
Landlord / Tenant Dispute		1		3	2	
Larceny	18	9	10	3	7	
Leaving the scene of accident		1				
Livestock in the roadway	2	2				
School Lock down (including drills)				1		
Lost Property / Animal		1			1	
Loud Party						
Marijuana Possession						
Malicious Destruction of Property	2	6	2	4	4	
Minor in possession of tobacco						
Minor in posession of alcohol	1	1				
Misdialed 9-1-1	19	8	18	21	12	
Missing Person		3	3		2	
Motorist Assist	3	1	3	4	10	
Neighbor Dispute	3		2	2	3	
Noise Complaint	7	1	1			
Off Road Vehicle Complaint						
Open Door	2	1			1	
Open Intoxicant in a Motor Vehicle						
Other / Misc	34	25	13	17	27	
Paper Service	3	1		1		
Parking Complaint		1	3	2	2	
Patient Transfer - EMS						
Peeping Tom						
Person in the Water				1	1	
Personal Injury Accident	3	6	2	4	8	
Personal Protection Order - Entry	8	5	2	3	2	
Personal Protection Order - Violation	1	2			4	
Possession of Illegal Substance			1			
Power Line - Down, Fire, Arcing	5	32	3	3		
	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	
Private Property Accident	2	2	1	2	7	

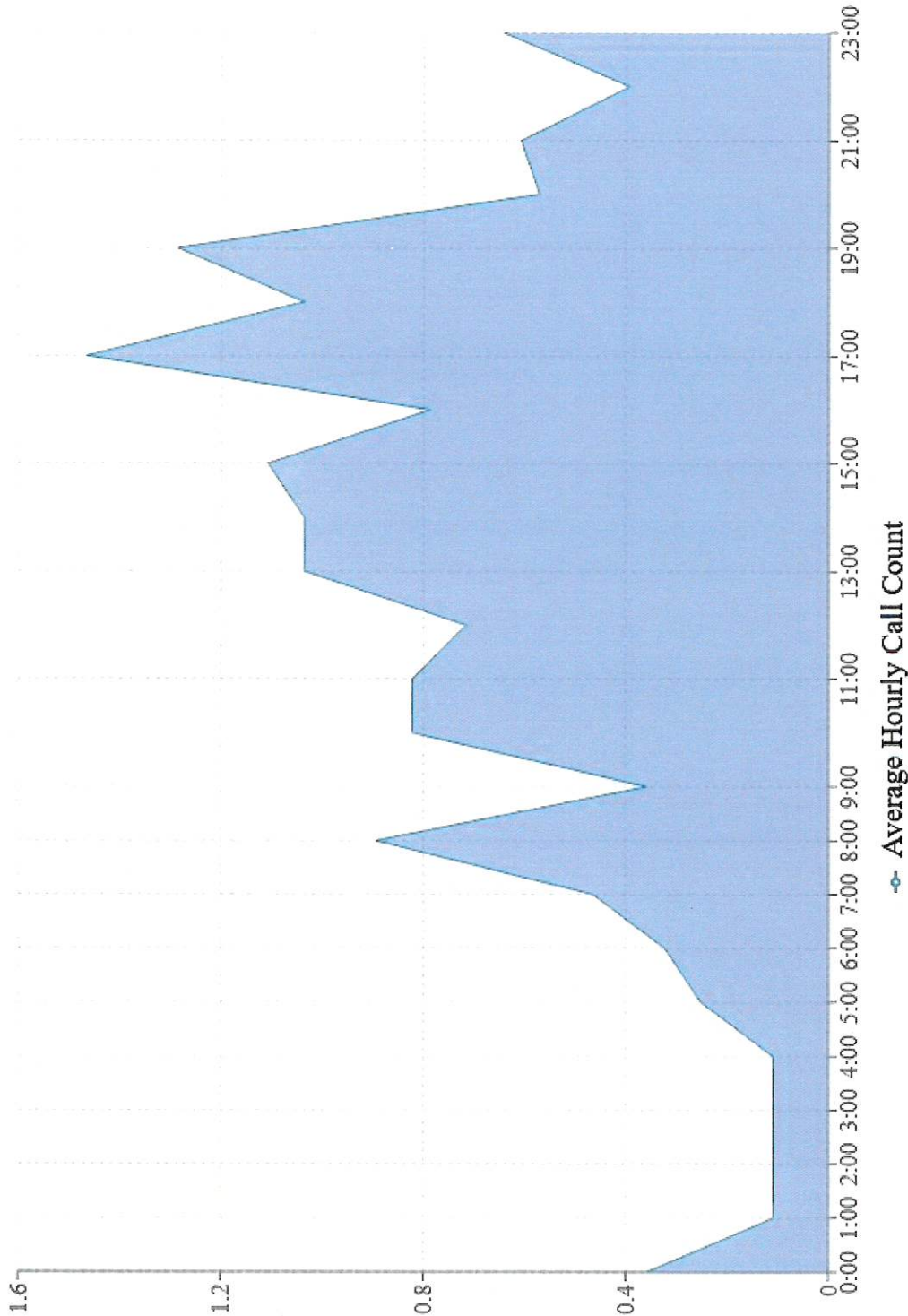
Probation Violation					1	
Property Check		1	5			
Property Damage Accident	11	14	11	19	29	
Property Dispute				1		
Prowler						
Reckless Driver	24	14	8	18	11	
Road Hazard	12	8	4	5	14	
Robbery - Armed						
Robbery - Unarmed						
Roll Over - Personal Injury Accident		2	2	1		
Roll Over - Property Damage Accident	1	1	7	2		
Runaway		4	1		2	
Sex Offender Violations						
Shoplifting			2		2	
Shots fired complaint	4	5	5	1		
Snowmobile Complaint				1	4	
Stalking			1			
Suicide		1				
Suicidal Subject	4	2	2	4	4	
Suspicious Mail / Package	1		1	1		
Suspicious Person	3	3	2	2	2	
Suspicious Telephone Call / Text		1				
Suspicious Situation	21	19	10	21	20	
Suspicious Vehicle	4	6	5	8	3	
Test Call	10	17	13	24	4	
Threats	7	5	6	6	6	
Traffic Stop	396	212	173	399	256	
Tree Down in Road	23	65	9	3	1	
Trespassing	9		5	1	1	
Truancy				1		
Unauthorized Driving Away Automobile	1	1		1		
Uninitiated 9-1-1 call	3	4	2	3	1	
Unknown Accident	5	1		1	5	
Unwanted Person	6	4	7	5	3	
Unwanted Telephone Calls / Texts				1		
Vandalism	4			1		
Vehicle in Ditch	2	1	7	7	24	
Verbal Dispute	1	1		2		
VIN Inspection	1		4		1	
Warrant Attempt	1			1		
Warrant Arrest						
Warrant Entry	5	7	1	5	8	
Warrant TIP	1		1	2	1	
Water Rescue						
Welfare Check	14	16	18	26	14	
TOTAL	1161	998	818	1134	863	

Disclaimer - The calls for service nature type represents what the calltaker has determined best fits the type of call for service the caller requested, reported or described. Not all call for service nature types are listed. These call for service natures do not always represent how they are recorded by a public safety officer. Not all activity by a dispatcher is represented here.						
	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	
Smart911						
Total number of profiles as of =	809	811	814	811	814	
9-1-1 calls to Dispatch with profile	9	11	8	8	12	
Chat by text	12	12	17	24	8	
Chat with response	5	5	9	13	3	
Tickets with SOS Location				234	245	

BENZIE COUNTY (CENTRAL DISPATCH), MI

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

2/1/2021 to 2/28/2021



RECEIVED

MAR 03 2021

DAWN OLNEY
 BENZIE COUNTY CLERK
 BEULAH, MI 49617

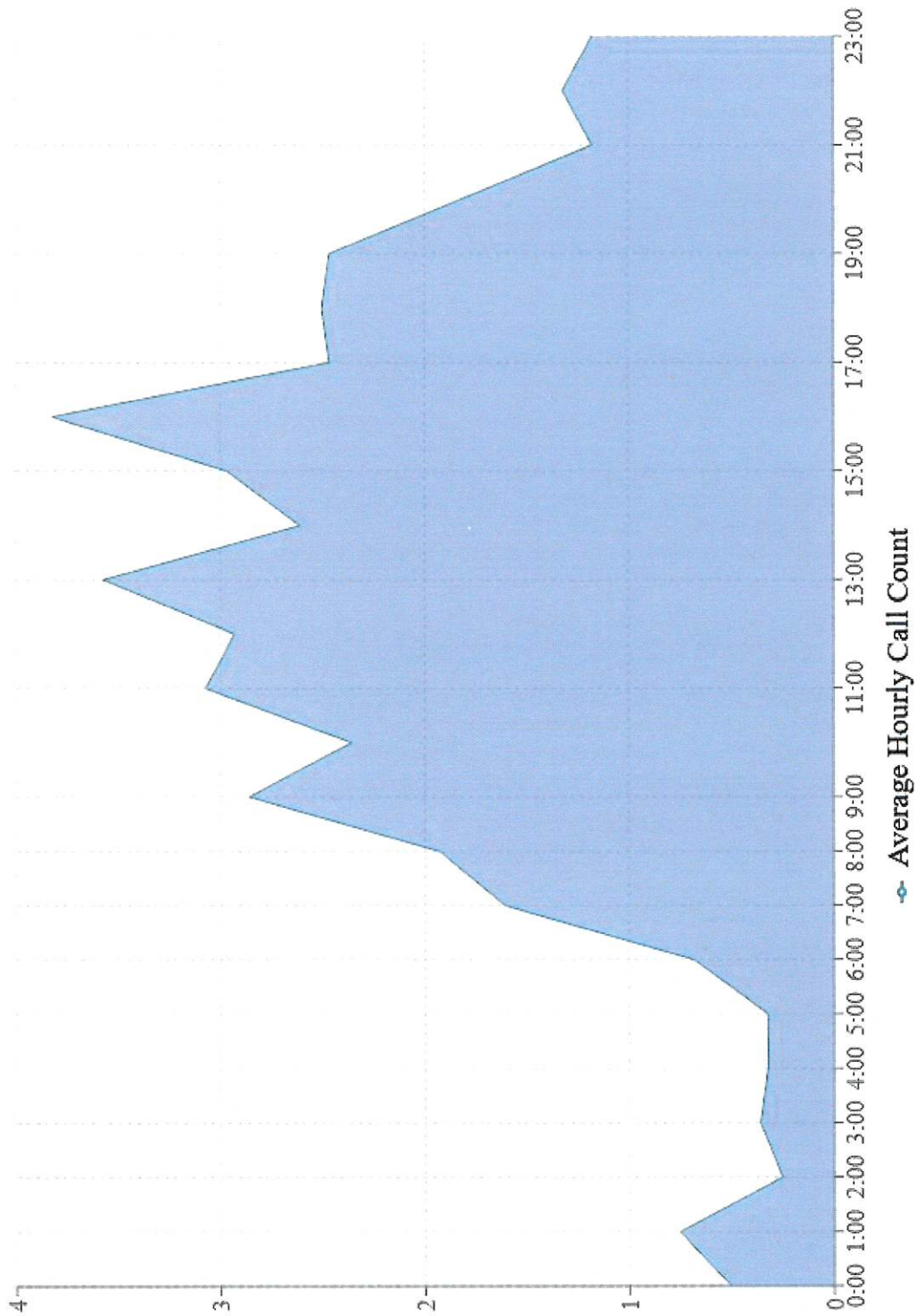
SUMMARY

Hour	Average Hourly Call Count	Highest Hourly Call Count	Total Call Count	Percentage	Tandem Transfers	NG911 Transfers	Blind Transfers	Attended Transfers	Conference Transfers	Total Transfers
—	0.6	6.0	431	100.0%	13	0	0	1	0	14

BENZIE COUNTY (CENTRAL DISPATCH), MI

Admin Inbound Calls – Calls by Hour of Day

2/1/2021 to 2/28/2021



RECEIVED

MAR 03 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

SUMMARY

Hour	Average Hourly Call Count	Highest Hourly Call Count	Total Call Count	Percentage	Tandem Transfers	NG911 Transfers	Blind Transfers	Attended Transfers	Conference Transfers	Total Transfers
—	1.8	15.0	1227	100.0%	0	0	83	5	0	88



Michigan Department of Agriculture and Rural Development
Animal Industry Division
P.O. Box 30017, Lansing, MI 48909
www.michigan.gov/animalshelters
Email animalshelters@michigan.gov

Animal Shelter Annual Report

In accordance with Act 287, PA 1969 as amended

Animal Shelter Information									
Full Legal Name of the Animal Shelter Benzie County Animal Control					Shelter Operated By (organization name) Benzie County				
Name of Shelter Manager Kyle Maurer		Zip Code 49617	County Benzie		Email kmaurer@benzieco.net				
Act 287, Section 9(a) requires that animal shelters maintain written records on the total number of dogs, cats, ferrets and other animals received by the shelter and provide certain annual statistics to the Michigan Department of Agriculture and Rural Development (MDARD) by March 31st, of the year following the year for which the statistics were compiled.									
Year Reporting Statistics For 2020 (4 digit)		Main Companion Animals			Other Companion Animals				Total Other
Type of Companion Animals ¹	Dogs	Cats	Ferrets	Horse	Iguana	Tortise			
Check box if shelter did NOT intake last year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
Shelter Intakes	Less than six (6) months of age	13	23						
	Six (6) months of age & older	117	55						
	Total Intake	130	78	0	2	1	1	4	
Shelter Adoptions ²	Altered (before adoption)	27	61						
	Not Altered (before adoption)	3	1						
	Total Adopted To New Owners	30	62	0		1		1	
Other Disposition	Total Returned to Owner	95	7				1		
	Total Sold² for Research	0	0						
	Total Transferred³ To Shelters	0	5		0	0	0	0	
Euthanasia	Shelter Animals Euthanized	5	4						
	Owner Request Euthanization ⁴	0	0						
	Total Euthanized	5	4	0	0	0	0	0	
Shelter Euthanasia Policy. Please select ONLY one, regarding your shelter: <input checked="" type="checkbox"/> This shelter does NOT provide euthanasia services to the public. <input type="checkbox"/> This shelter provides euthanasia services to the public, and the owner requested euthanized animals ARE included in our intake totals. <input type="checkbox"/> This shelter provides euthanasia services to the public, and the owner requested euthanized animals are NOT included in our intake totals.									
Optional Comments 2 Horses still in house, up for adoption. <div style="text-align: right; font-weight: bold; font-size: 1.2em;"> RECEIVED MAR 03 2021 DAWN OLNEY BENZIE COUNTY CLERK BENZIE CO, MI 49617 </div>									
Submitter's Name and Title Kyle Maurer, Department Head			Submitter's Phone (231) 882-9505		Submitter's Email kmaurer@benzieco.net				

¹ Per MCL 287.331(d), report LIVE "animals"; specifically rodents, mammals except livestock as defined in Act 284 of 1937.

² Per MCL 287.339a, only LIVE animals that are sold get reported in this category. Do NOT include dead animals, carcasses that are sold for research, or road kill.

³ Per MCL 287.338a(7), shelter animals may ONLY be transferred to other REGISTERED SHELTERS, law enforcement agencies, and certain service organizations. All other transactions are ADOPTIONS.

⁴ Per MCL 287.339a shelters must report the number of animals by category they euthanize each year. If you are separately reporting shelter and "owner requested" animals, then you MUST indicate below whether the number of "owner requested" euthanized animals are also included in your intake numbers.

Benzie County Animal Control Monthly Report

	Previous Month	Current Month	Year To Date
IMPOUNDED ANIMAL	January	February	2021
Dogs	9	8	17
Cats	4	4	8
Livestock	0	0	0
Wildlife/Other	0	0	0

Total IMPOUNDS:	13	12	25
------------------------	-----------	-----------	-----------

BITE REPORT	3	0	0
NOTICE TO COMPLY	4	0	0
CITATIONS ISSUED	1	1	2

DISPOSTIONS:

Return to Owner	Dog-4/Cat-0	Dog-3/Cat-0	Dog-7/Cat-0
Surrender	Dog-1/Cat-4	Dog-4/Cat-2	Dog-5/Cat-6
Euthanized	Dog-0/Cat-0	Dog-0/Cat-0	Dog-0/Cat-0
Rescued	Dog-0/Cat-0	Dog-0/Cat-0	Dog-0/Cat-0
Adopted	Dog-5/Cat-0	Dog-8/Cat-0	Dog-13/Cat-0
Stray/Found	Dog-5/Cat-0	Dog-0/Cat-2	Dog-5/Cat-2
ACO Pick up	Dog-3/Cat-0	Dog-4/Cat-0	Dog-7/Cat-0
Transfers	Dog-0/Cat-0	Dog-1/Cat-0	Dog-1/Cat-0

TOTAL DISPOSTIONS:	Dog-18/Cat-4	Dog-20/Cat-4	Dog-38/Cat-8
---------------------------	---------------------	---------------------	---------------------

CALLS FOR SERVICE:

Dog Running at Large	14	13	48
Livestock Running at Large	0	0	0
Welfare check	15	7	15
Aggressive animal	7	1	7
Animal bite	3	0	3
Wildlife	0	0	0
Agency Assist	4	1	4
Other/Follow up	6	5	6
AFTER HOURS CALLS	5	0	5

TOTAL CALLS FOR SERVICE:	55	0	55
---------------------------------	-----------	----------	-----------

RECEIVED

MAR 03 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

ACTION ITEMS



448 Court Place • Beulah, MI 49617

Memo To: Board of Commission
From: Mitchell D. Deisch, Administrator
Date: March 2, 2021
Subject: Consultant Service Agreement with Hiring Solutions LLC

Attached is the Consultant Service Agreement with Hiring Solutions LLC for them to complete the County Administrator executive search for a not to exceed amount of \$16,300.

The agreement has been prepared and approved by Matt Nordfjord, CST and has been reviewed and approved by Todd Surline, President of Hiring Solutions LLC.

Recommendation

The Benzie County Board of Commission make a motion to approve the Consultant Service Agreement for a not to exceed amount of \$16,300 with Hiring Solutions LLC and authorize the chairperson to sign the agreement.

RECEIVED

MAR 02 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of March, 2021, by and between the **COUNTY OF BENZIE**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County") and **HIRING SOLUTIONS, LLC**, with offices at 2104 Jolly Rd., Suite 200, Okemos, MI 48864 (hereinafter referred to as the "Consultant").

RECITALS:

WHEREAS, the County requires an executive search process for the recruitment, selection and assessment of potential candidates to fill the position of County Administrator; and

WHEREAS, the Consultant is staffed with personnel knowledgeable and experienced with the type of services required by the County and has submitted a proposal to the County, dated February 16, 2021, for the provision of such services; and

WHEREAS, the County accepts the Consultant's proposal, subject to the revisions and other terms and conditions of this Agreement.

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

FIRST: Services to be Performed by the Consultant. The Consultant shall provide executive search services for the recruitment, selection and assessment of potential candidates for the County Administrator position, in conjunction with the County's designated Search Team and/or the County Board of Commissioners. The services include but are not limited to: networking and source potential candidates; advertising, screening (including, but not limited to conducting and documenting reference checks) and interviewing candidates; professionally administering and interpreting pre-employment assessments; preparing and presenting candidate portfolios (including, but not limited to, a comprehensive background check, employment history and reference checks and assessment result information), and; assisting in employment negotiations and preparation of an offer letter.

The services to be performed and the manner in which the Consultant shall perform the services required by the County are further described in the Consultant's Proposal dated February 16, 2021, a copy of which is attached to this Agreement as **Exhibit A**, and incorporated by reference. In the event of conflicts between Exhibit A and the terms of this Agreement, the County, in its sole discretion, shall determine which of the conflicting provisions shall take precedence and prevail.

SECOND: Personnel. It is expressly understood and agreed by the County and the Consultant that all services Consultant is required to perform under this Agreement shall be performed by such personnel of the Consultant as the Consultant has identified in its Proposal (Exhibit A). Consultant shall use its best efforts to perform the services in an

RECEIVED

MAR 02 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

prudent, loyal, trustworthy and professional manner. All services shall comply with the law, this Agreement; the Consultant's Proposal dated February 16, 2021, and shall meet or exceed industry standards.

THIRD: Compensation and Payment. The Consultant agrees that its compensation under this Agreement for all professional services provided is a fixed fee and not to exceed fee of \$16,300.00 inclusive of individual candidate background investigations and candidate assessments.

The Consultant guarantees placement of a qualified candidate for a period of one year effective on the starting date of the employee. If the employee is discharged, resigns, or otherwise leaves County employment of his or her own volition during this time, the Consultant shall, upon the County's written request (which shall be sent no later than five business days after the date of the vacancy in the position), reopen the search and replace the individual on an expense only basis, and without additional professional fees.

FOURTH: Method of Invoicing and Payment. The County shall pay the Consultant the compensation set forth in this Agreement in two (2) installments, upon receipt of invoices for each installment. The first installment shall be in the amount of \$8,150.00, to be invoiced upon the execution of this Agreement by both parties. The second installment shall be in the amount of \$8,150.00 to be invoiced upon completion of the search and acceptance of the County's employment offer by the successful candidate.

In addition to its invoices the Consultant shall provide the County with such supporting documentation as the County may reasonably require. The County shall, when it receives Consultant's invoices and all satisfactory supporting documentation the County may require, pay Consultant's invoice in accordance with the County's procedure for processing and payment of Accounts Payable.

FIFTH: Title to Records and Documents Pertaining to Activities Performed Under the Agreement. The County shall have the sole and exclusive right, title and ownership to any and all job classifications and job descriptions, records, documents, papers, reports, charts, maps, graphics or manuscripts prepared for the County under this Agreement. Upon completion or termination of this Agreement all such materials shall be turned over to the County by the Consultant.

SIXTH: Compliance with the Law. The Consultant shall provide all the services to be performed under this Agreement in compliance with all applicable Federal, State and local laws, ordinances, rules and regulations.

SEVENTH: Not an Iran Linked Business Certification. The Consultant by its entry into this Agreement certifies to the County that neither the Consultant, nor any of its successors, parent companies, subsidiaries, or companies under common control, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012 and shall not become an Iran Linked Business during the term of this Agreement.

EIGHTH: Nondiscrimination. The Consultant, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of this Agreement.

The Consultant agrees to post notices containing the above-stated non-discrimination covenant in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on behalf of the Consultant, shall state that all qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability, age, height, weight, marital status, religion or other legally protected status.

NINTH: Independent Contractor. It is expressly understood and agreed that the Consultant is an independent contractor. The employees, servants or agents of the Consultant or the Consultant's subcontractors or sub-subcontractors shall in no way be deemed to be and shall not hold themselves out as the employees, servants or agents of the County and shall not be entitled to any fringe benefits of the County, such as, but not limited to, health and accident insurance, life insurance, longevity, or paid sick or vacation leave. The Consultant shall be responsible for paying all compensation due its personnel for services they have performed under this Agreement and for withholding and payment of all applicable taxes, including, but not limited to, income and social security taxes, to the proper Federal, State and local governments. The Contractor shall carry workers' compensation insurance coverage and pay unemployment compensation coverage for its personnel, as required by law, and require the same of any subcontractor or sub-subcontractors.

TENTH: Indemnification and Hold Harmless. The Consultant shall, at its own expense, protect, defend, indemnify and hold harmless the County, and the County's elected and appointed officers, employees, and agents from all claims, damages (including but not limited to direct, indirect, incidental, consequential, special and punitive damages), costs, lawsuits and expenses, including, but not limited to, all costs from administrative proceedings, court costs and attorney fees, that they may incur as a result of any acts, omissions of the Consultant, its subcontractors, sub-subcontractors, or any of the Consultant's or its subcontractors or sub-subcontractors officers, employees, or agents that arise from this Agreement.

The Consultant's indemnification responsibilities shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out on behalf of or reimbursed to the County, and the County's officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the Consultant.

ELEVENTH: Insurance. The Consultant shall procure and maintain and shall require that all consultants and subcontractors procure and maintain during the term of this Agreement, the insurance coverages outlined below. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers acceptable to the County and who have a minimum A.M. Best Company's Insurance Reports Rating of A or A- (Excellent).

A. **Worker's Compensation Insurance.** Workers' Compensation Insurance, including Employers Liability Coverage in accordance with all applicable statutes of the State of Michigan. In the event the Consultant uses subcontractors and sub-subcontractors for the performance of services required under this Agreement, the Consultant shall ensure that said subcontractors and sub-subcontractors carry Workers' Compensation Insurance and Employer's Liability Coverage, as required by law.

B. **Commercial General Liability Insurance.** Commercial General Liability Insurance on an "occurrence basis" with limits of liability of not less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) per occurrence and/or aggregate combined single limit, personal injury, bodily injury and property damage. Coverage shall include the following: (1) Broad Form General Liability Endorsement or equivalent if not in policy proper and (2) Contractual Liability; (3) Products and Completed Operations Coverage; (4) Independent Contractors Coverage; and (5) Deletion of all Explosion, Collapse, and Underground (XCU) exclusion, if applicable.

C. **Motor Vehicle Liability.** The Consultant shall procure and maintain, during the life of this Agreement, Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability of not less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) per occurrence and annual aggregate, combined single limit, bodily injury and property damage. Coverage shall include all owned, non-owned and hired vehicles.

D. **Deductibles.** The Consultant shall be responsible for paying any deductibles in its insurance coverages.

E. **Additional Insured.** The Commercial General Liability Insurance Policy and Motor Vehicle Liability Insurance as described above shall include an endorsement stating that the following shall be "Additional Insured"; the County of Benzie, and all the County's elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. Said insurances shall be considered to be primary to the Additional Insureds regardless of whether said other available coverage be primary, contributing or excess.

- F. Cancellation Notice. The Consultant shall give the County thirty (30) days (ten (10) days for non-payment of premium) advance written notice of cancellation, non-renewal, reduction and/or significant change to Workers' Compensation Insurance, Commercial General Liability Insurance Policy and Motor Vehicle Liability Insurance as described above. Such notice shall be sent to: Benzie County, 448 Court Place, Beulah, Michigan 49617.
- G. Proof of Insurance. The Consultant shall provide to the County at the time the Agreement is returned by it for execution, with certificates of insurance showing Consultant's possession of the insurances required by this Section.
- H. Continuation of Coverage. If any of the above coverages expire during the term of this Agreement, the Consultant shall deliver renewal certificates and/or policies to the Benzie County, 448 Court Place, Beulah, Michigan 49617 at least thirty (30) days prior to the expiration date.

TWELFTH: Waivers. No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

No waiver of any provision of this Agreement by either party hereto shall in any event be effective unless the same is in writing and signed by the party granting the waiver, and then such waiver or consent shall be effective only in the specific instance and for the purpose for which it was given.

THIRTEENTH: Amendment or Modification. All modifications, amendments or waivers of any provisions of this Agreement or the services to be performed hereunder, shall be made only by the written mutual consent of the parties hereto that is signed by the authorized representatives of both parties.

FOURTEENTH: Assignment or Subcontracting. The Consultant shall not assign, subcontract or otherwise transfer its duties and/or obligations under this Agreement, without the prior written consent of the County. The County acknowledges and consents to the Consultant's use of outside suppliers to provide Consultant with reports regarding criminal, credit, motor vehicle, or education verification.

FIFTEENTH: Applicable Law and Venue. This Agreement shall be subject to and construed according to the laws of the State of Michigan. In the event any actions arising under this Agreement are brought by or against the County, or the County is made a party thereof, the County and the Consultant acknowledges and agree that the venue for such actions shall be in Michigan courts whose jurisdiction is established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event that any action is brought under this Agreement in or is moved to a Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Eastern District, Southern Division.

SIXTEENTH: Purpose of Section Titles. The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

SEVENTEENTH: Complete Agreement. This Agreement and its Exhibit A contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

EIGHTEENTH: Agreement Period and Termination. This Agreement shall commence on the _____ day of March, 2021. The Consultant shall complete all required services by no later than the _____ day of _____, 2021, **Time Being of the Essence.**

Notwithstanding any other provision in this Agreement to the contrary, the County may terminate this Agreement with or without cause upon thirty (30) days prior written notice to the Consultant. In the event of premature termination of this Agreement without cause, the Consultant shall be compensated for services performed up to of the effective date of termination as set forth in the THIRD section of this Agreement. Consultant stipulates and agrees that it will discontinue services upon written notice of termination. The Consultant agrees that the second installment payment in the FOURTH section of this Agreement shall be fully waived if the notice of termination is received prior to submission to the County of candidates by Consultant for on-site interviews, irrespective of actual costs incurred by the Consultant. If the County terminates this Agreement with cause such termination shall not be construed as a waiver of any other rights and/or remedies the County may have in law and/or equity.

NINETEENTH: Survival Clause. All rights, duties and responsibilities of any party that either expressly or by their nature, extend into the future, including but not limited to those set forth in the FIFTH and TENTH sections of this Agreement, shall extend beyond and survive the end of the term or termination of this Agreement.

TWENTIETH: Invalid/Unenforceable Provisions. If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the clause or provision was rendered invalid or unenforceable.

TWENTY-FIRST: Certification of Authority to Sign Agreement. The people signing on behalf of the parties to this Agreement certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

THE AUTHORIZED REPRESENTATIVES OF THE PARTIES TO THIS
CONSULTANT SERVICES AGREEMENT HAVE FULLY EXECUTED THIS AGREEMENT
IN THE SPACES PROVIDED BELOW ON THE DAY AND YEAR FIRST ABOVE
WRITTEN.

COUNTY OF BENZIE

By: _____
Bob Roelofs, Chairperson
County Board of Commissioners

Date: _____

HIRING SOLUTIONS, LLC

By:  _____
Todd Surline, President

Date: March 2, 2021

APPROVED AS TO FORM FOR COUNTY OF BENZIE:	
COHL, STOKER & TOSKEY, P.C.	
By:	Mattis D. Nordfjord
On:	March 1, 2021

n:\client\benzie\agrs\hiring solutions\benzie agreement with hiring solutions 3 1.21.doc

THE UNITED STATES OF AMERICA
DO hereby certify that the within and foregoing is a true and correct copy of the original as the same appears in the records of the
County of [] State of []

Witness my hand and seal of office this [] day of [] 19[]

Notary Public for the State of []

EXHIBIT A

THE UNITED STATES OF AMERICA
DO hereby certify that the within and foregoing is a true and correct copy of the original as the same appears in the records of the
County of [] State of []

Witness my hand and seal of office this [] day of [] 19[]
Notary Public for the State of []

THE UNITED STATES OF AMERICA
DO hereby certify that the within and foregoing is a true and correct copy of the original as the same appears in the records of the
County of [] State of []



PROPOSAL FOR **SEARCH SERVICES**

BENZIE COUNTY

COUNTY ADMINISTRATOR

February 16, 2021

Submitted by

Hiring Solutions LLC

Todd Surline, President

Dione Peña, Vice President

Devon Klomp-Mao, Client Services Specialist

Kiera Hamada, Associate HR Consultant



2104 Jolly Road, Suite 200 • Okemos, MI 48864

phone: 517.347.0590 • fax: 517.347.0590

hslc@hiringsolutionsllc.com • www.hiringsolutionsllc.com



EXECUTIVE SEARCH • HUMAN CAPITAL CONSULTING • ASSESSMENT & DEVELOPMENT
2104 Jolly Road, Suite 200 • Okemos, Michigan 48864 • 517-347-0590 • FAX: 517-347-1243
Email: hslc@hiringsolutionsllc.com WEB SITE: www.hiringsolutionsllc.com

Mr. Bob Roelofs
Chairman of the Board
Benzie County
448 Court Place
Beulah, MI 49617

February 16, 2021

***Proposal - Search Services
County Administrator***

Dear Bob:

Thank you for the opportunity to submit this proposal to provide search services to the Benzie County. This assistance is in connection with sourcing, screening, and recommending qualified candidates for your County Administrator opening. We believe that Hiring Solutions LLC is exceptionally qualified to help you achieve success in completing this important search.

Hiring Solutions LLC is a 33-year-old human resources consulting firm that specializes in executive search, human resource consulting, and pre-employment assessments. With over 250 clients, we have the expertise to assist you attract, screen, and hire top talent. Some of our key differentiators have been outlined below:

- **Process:** We believe in an ethical, inclusive, and meticulous process that considers critical factors in the talent acquisition process. Attracting a talented pool of diverse applicants is a crucial part of the process. To do so, we must be familiar with your organization in order to convey to candidates the specifics about this excellent opportunity. We employ a rigorous and systematic search process to identify top talent.
- **Assessments:** A key component to our selection process is the use of pre-employment assessments. These assessments provide the selection committee objective information about the candidates that is not readily apparent on resumes or during interviews. We would administer assessments that measure mental acuity, personality dimensions, and leadership style.
- **Experience:** We have completed more than 50 searches over the past year and our client satisfaction is a testament to our success. We specialize in finding talent for hard-to-fill positions and have a track record of successful placements at the Chief Executive Officer and Managerial levels, as well as the Technical and Support Staff levels.

Thank you again; it is our pleasure to present this information.

Sincerely,

Todd Sarline

Todd Sarline
President
Hiring Solutions LLC
2104 Jolly Rd, Suite 200
Okemos, MI 48864



OUR CONSULTING **APPROACH**

Our first step in the search process would be to review your current organization and any strategic issues facing Benzie County. During this discussion we will gather information to adequately prepare us for recruiting activities to attract top talent. We will develop future performance expectations if they exist and discuss any strategic initiatives already in place for this position. We would expect to gather this information in our first search meeting in order to develop a comprehensive position description and posting for this position.

ORGANIZATION CULTURE & DIRECTION

In order to build an understanding of Benzie County and its culture, direction, and priorities, we would gather input from you to identify challenges and important issues facing the organization.

During our first meeting we will begin the intake process and the Employee Value Proposition. We will distribute a Leadership Qualities Feedback form to the Search Committee. The results of this form identifies the committees desired and undesired leadership traits of the County Administrator and allows us to recruit accordingly.

BACKGROUND INFORMATION

In order to adequately recruit for the County Administrator position, we will gather relevant information including your current benefit plan

details, special compensation, if given, to the incumbent, and any leads or candidates that may be a good fit for Benzie County. It is critical that all candidates go through the same screening process including those attracted as a result of both Benzie County and Hiring Solutions, LLC advertising and networking.

SALARY EXPECTATIONS

We will review your current salary range and discuss relevant salary surveys to ensure your salary range is competitive and meets 2021 labor market conditions. We would plan to post the salary range unless otherwise instructed by you.

NETWORKING CAMPAIGN

The key element to achieving an effective networking campaign is the number and quality of contacts made in the community. We have a strong network in Michigan and beyond. As the ways in which potential applicants identify career opportunities has changed, so have our recruitment techniques and strategies. We employ a number of different outreach tactics including Social Media Networking (Twitter, LinkedIn, Facebook etc.), traditional advertising, County, State, and University sponsored job boards, multiple applicant databases, and the leveraging of our network of candidates.

The remainder of our efforts will be spent speaking with our contacts, posting the position on our website, discretely identifying and contacting individuals who are uniquely qualified for this position, and following up on leads from you. We have talent acquisition expertise in a variety of industries which enables us to bring a fresh approach to every search and identify top talent both passively and actively considering new employment. Our diligent and systematic approach to candidate identification and selection ensures we surface the best possible candidates. We will contact local, state, and national sources to locate candidates. We also network with diverse candidates and minority organizations for possible leads and to ensure we have a diverse and well-qualified pool of applicants. In the past, we have successfully located top candidates not actively seeking employment.

Our philosophy in recruiting is to cast a wide net to ensure a diverse pool of candidates. Our experience has proven qualified candidates can be located in a variety of venues, both traditional and nontraditional. The consultant's role is to screen these candidates based on their background, experience, skill set, and cultural fit.

CANDIDATE SCREENING PROCESS

It typically takes 30-45 days to cultivate and develop a strong pool of candidates. Although candidates will still apply outside of this time frame, we will generally have a good idea of the candidate pool at this time. The candidate screening occurs after candidate paper credentials have been received. The next step is to conduct telephone-screening interviews and confirm basic aspects of each candidate's interest in the position, background and qualifications, and salary requirements. We also will explore essential issues such as willingness and ability to relocate.

Candidates who are selected for further consideration will be asked to complete our copyrighted "Background and Employment History Form." This is similar to an employment application and details the applicant's dates of employment, what they liked most and least about each position, overall responsibilities, supervisory experience, salary history, current and former supervisors, reasons for leaving, strengths and weaknesses, and reference information. Should we find that certain candidates deviate from their presentation in resumes or cover letters, we will screen them

out. At this stage, we would select candidates for onsite (virtual) interviews with us where we would also have candidates complete the assessments. From there, we would recommend 3-4 candidates for you to interview and we would prepare a packet of information on each candidate including their resume, cover letter, Background and Employment History Form, assessment results, background check results, performance reviews/letters of reference (if applicable) and a report on our assessment of the candidate's strengths and weaknesses. We will also facilitate the interview process and prepare interview questions. After the final interviews are complete with the Search Committee, we will move forward to coordinate and extend the offer.

ASSESSMENT ADMINISTRATION

Pre-employment testing is the cornerstone to effective candidate screening and to the final hiring decision. This step of the process is distinct in that it is employed only with final candidates. For this position we would administer a personality and cognitive ability assessment along with a leadership assessment. They will provide insight on the candidates' personality and mental acuity traits and their behavioral leadership style. All of our assessments are in compliance with the Equal Employment Opportunity Commission (EEOC) and other State and Federal regulations and should not be used as the sole determinant in the hiring process.

HIRING SOLUTIONS LLC is recognized as a premiere firm in offering modern, effective and legally defensible tools to public and private sector organizations. We have used these tools with hundreds of organizations. We propose to assess all final candidates to ascertain mental acuity, personality traits and behavioral tendencies. This is typically only a group of 3-4 candidates, but provides objective information to compare candidates across several different competencies. As part of our process, we would provide both written and verbal interpretations of these assessments to the Search Committee.



PROFESSIONAL FEES

Professional fees for a full search are offered on a retained and fixed cost basis of 18% of the mid-point of the salary range. Candidate assessment and individual background investigations are in addition to professional fees. We charge \$250 per candidate for each Personality Assessment and \$100 for each Leadership Assessment. Background checks are \$125 per candidate, including credit, criminal conviction, motor vehicle, education verification, and social security number validation, which will be conducted on all final candidates. Candidate assessment costs will not exceed four (4) candidates without prior approval in order to control your final costs. This search includes advertising on our website and placement on suggested websites.

The Full Search fee is payable as follows: (1) 50% upon approval to proceed; and (2) 50% upon completion of the search and acceptance of Benzie County's employment offer by the successful candidate. If significant changes are made to the position specifications (e.g. education, salary), additional professional fees may apply. We will invoice for both installments. Expenses and costs associated with assessment of candidates, external advertisements, and background investigations are itemized and billed with the second installment. We do not invoice for travel-related expenses.

The above retainer and professional fees are payable to Hiring Solutions LLC even in the

event that a candidate is identified and hired by Benzie County from other outside sources, or through the independent efforts of its executives.

TOTAL COSTS

Professional Fees for a full search: **\$14,400**

Assessments:

Up to four (4) candidates for assessments (Mental Acuity, Personality & Leadership) **\$1,400**

Background Checks:

Up to four (4) candidate background checks
\$500

Reference Checks:

Up to three (3) reference checks per candidate at no charge

Advertisements:

No charge

Travel costs for Hiring Solutions LLC:

No charge

TOTAL COST: \$16,300.00

GUARANTEE AND INSURANCE **COVERAGE**

GUARANTEE

For this search, we are offering to guarantee placement of a qualified candidate for one year effective on the starting date of the employee. If an employee is discharged or leaves of his or her own volition during this time, upon written request, within five days after the date of termination, Hiring Solutions LLC will reopen the search and replace the individual on an expense only basis, and without additional professional fees. This is one of the primary benefits of conducting a Full Search.

LIABILITY AND OTHER INSURANCE COVERAGES

Coverage for Professional Liability is written with RATHBUN INSURANCE AGENCY with a limit of \$1 Million per claim.

Coverage for Commercial Liability Policy is written through ACUTY with a limit of \$1 Million per claim.

We carry Worker's Compensation and Employer's Liability Insurance.

We carry Automobile Public Liability on an "occurrence" basis.

18% of the midpoint of the salary range

Assessments:

Up to four (4) assessments at \$350.00 per candidate
(including Mental Acuity, Personality & Leadership)

Background Checks:

Up to four (4) background checks at \$125.00 per candidate

Reference Checks:

Up to three (3) reference checks per candidate at \$0.00, no charge

Advertisements:

No charge

Travel costs for Hiring Solutions LLC:

No charge



TYPICAL 90 DAY SEARCH **TIMETABLE EXAMPLE**

Hiring Solutions LLC is committed to meeting the time frame dictated by Benzie County. Customarily, searches of this nature can be successfully completed within 60 days of commencement of the search agreement.

ON OR BEFORE	THE FOLLOWING OCCURS:
Week 1	This is the official kick-off of the search process. Meet with Benzie County to discuss the duties, responsibilities, and qualifications for the County Administrator position along with parameters for salary. Prepare position profile and update the position description if required. Identify advertising sources.
Week 2	Launch networking and advertising campaign with a "must apply by" date of five weeks.
Weeks 2 – 7	Receive credentials, conduct sourcing activities and continue screening of candidate credentials.
Weeks 7- 8	Hiring Solutions LLC telephone screens candidates, and acquires Background and Employment History information from qualified candidates.
Week 8	This is the second meeting. Review candidate credentials to identify the candidate pool for further consideration.
Weeks 9 – 10	Hiring Solutions LLC onsite interviews selected candidates and administers assessments, and initiates final candidates background checks and references. Candidate portfolios are prepared outlining finalists' background and experience for review. We will also prepare a set of recommended interview questions to be used at the final selection meeting.
Week 11	This meeting is to interview the group of candidates.
Week 12	Second interviews are set up as appropriate.
Week 13-15	Offer made to the new County Administrator.

Suggested overlap time of 30 days if possible between the new County Administrator and the current County Administrator.



REFERENCES

You are encouraged to contact any of the following client executives to verify our commitment to excellent client service in our search work.

LIVINGSTON COUNTY

Ms. Jennifer Palmbos
Director of Human Resources/Labor Relations
304 E. Grand River Avenue, Suite 205
Howell, MI 48843
Email: JPalmbo@livgov.com
Phone: (517) 540-8790

WEXFORD COUNTY

Mr. Gary Taylor
County Commissioner
437 E. Division Street
Cadillac, MI 49601
Email: gtaylor@wexfordcounty.org
Phone: (231) 779-9453

MARSP: MICHIGAN ASSOCIATION OF RETIRED SCHOOL PERSONNEL

Mr. Royce Humm
Executive Director
3645 East Jolly Rd
Lansing, MI 48910
Email: Royce@marsp.org
Phone: (517) 337-1757

NEWAYGO COUNTY

Mr. Christopher Wren
Administrator
187 E. Newell Street
White Cloud, MI 49349
Email: chrisw@co.newaygo.mi.us
Phone: (231) 689-7200

From: [Carol Griffith](#)
To: [Todd Surline](#)
Cc: [Dione Peña](#)
Subject: LC Search
Date: Tuesday, May 12, 2020 3:41:19 PM
Attachments: [image001.png](#)

Todd and Dione, thank you again for your professionalism and assistance to guide us through a successful candidate outcome for the County Administrator search.
It's been an unrepresented time: the emotional death of Ken, the onset of COVID, the economic downturn, the unexpected death of a Commissioner and an "internal" candidate for the County's key position.....you assisted us very well during a very unsettling time for so many of us.
I know with your assistance and guidance the employment contract with Nathan Burd will continue to be a seamless transition.

Thank you again. It's wonderful to work with trusted professionals.
BTW: I was able to sleep very well last night ☺

Carol

Carol S. Griffith
Vice President/Co Broker



502 W. Grand River, Brighton, MI 48116
810-227-1016 Ext. 203

Livingston County, Realtor of the Year-1983, 2005, 2013, 2018
Past President, Michigan Association of Realtors
National Association of Realtors, Hall of Fame & Presidents Circle
Livingston County Board of Commissioners, since 2009-Chairwoman



SEARCH TEAM DESCRIPTION

The success of this project will be directly related to the experience and qualifications of the consultants who execute the work plan. As noted in the cover letter, the work will be directed by Mr. Todd Surline, President. Ms. Dione Peña, Vice President, will assist with the project on an as needed basis. Ms. Devon Klomp-Mao will facilitate the process, and Ms. Kiera Hamada will actively source candidates. The Consultants have solid experience in executive search and have managed and participated in all areas of the employment function.

The biographical sketches of our team are presented along with this proposal.

FIRM DESCRIPTION

HIRING SOLUTIONS LLC is a privately held firm, authorized to do business in the state of Michigan, specializing in executive search, human capital consulting, and assessment and development. Founded in 1988 by Sandra Rich, Hiring Solutions LLC provides professional services to over 200 clients in both the private and public sectors. Mr. Todd Surline, President of Hiring Solutions LLC, leads and directs the Human Resources Consulting practice and has 33 years of experience in executive Search Human Resources.

NON-DISCRIMINATION POLICY

Hiring Solutions LLC complies with the Fair Labor Practices Act and all Federal, State, and local laws and legislation and does not discriminate based on race, color, religion, national origin, creed, ancestry, age, sex, height, weight, marital status, sexual orientation, veterans status, or a handicap that is unrelated to the candidate's ability to perform the duties of a particular job or position.

OFFICES

Our offices, located at 2104 Jolly Road Suite 200, Okemos, MI 48864, are conducive to interviewing high level candidates and are often used by Board and Search Committees to conduct final interviews. Our offices are open for business from 8:00 a.m. – 5:00 p.m., five days a week and off hours as required by our clients. For further information regarding Hiring Solutions LLC, we encourage a visit to our website at www.hiringsolutionsllc.com.

STAFF BIOGRAPHIES



TODD C. SURLINE
PRESIDENT

Mr. Surline was previously Vice President of Capitol National Bank where he was responsible for the development, implementation and administration of various areas of the bank including business development, operations, client relations, credit administration, special projects, and human resources. He also served as Capitol Bancorp Ltd. Chief Administrative Officer where he was responsible for leading the Human Resources, Staff Development, Marketing, Communications, Accounting and Risk Management divisions of the bank holding company.

Mr. Surline has also been Vice President - Human Resources for MSU Federal Credit Union. He developed and administered a variety of programs to recruit, retain, reward, motivate, train, and develop outstanding staff members.



DIONE PEÑA
VICE PRESIDENT

Ms. Dione Peña is Vice President of Hiring Solutions. Her previous role was Vice President Human Resources and Marketing at CASE Credit Union where she was responsible for the oversight, leadership and strategic direction in the areas of human resources, learning & development, marketing, financial education and community development.

With over 20 years' experience working mostly in the credit union industry, Dione has gained knowledge and expertise in recruitment, employee recognition, leadership development, organizational development and performance management. She has proven success in creating cultures of collaboration and implementing change to achieve workforce excellence.



DEVON KLOMP-MAO
CLIENT SERVICES SPECIALIST

Ms. Devon Klomp-Mao is a Client Services Specialist with Hiring Solutions LLC and possesses a Bachelor of Arts Degree in Business Administration and Art from Aquinas College in Grand Rapids, MI. During her time at Aquinas College, Devon was highly involved with the Campus Life Office and their Programming Board. She designed advertisements and planned various student events to enrich their experience on campus.

Prior to working for Hiring Solutions LLC Devon utilized her education in business and her marketing experience by working as a Business Consultant and Office Manager at Gadd Business Consultants. She assisted businesses to move to the next level through business assessments, business and financial analysis/forensics, strategic planning, website/social media management.



KIERA HAMADA
ASSOCIATE CONSULTANT

Ms. Hamada is a Human Resources Intern with Hiring Solutions LLC and is currently working towards a Bachelor of Arts Degree in Human Resource Management from Michigan State University. She is on the executive board of MSU's Human Resource Association serving as the President for the 2019-2020 academic year.

During her time at Michigan State University, Ms. Hamada has been actively involved in various student and volunteer organizations. She currently serves as the Treasurer of MSU's Stand Tall Project, an organization dedicated to providing free self-defense seminars to girls in at-risk neighborhoods in Michigan. During the summer of 2019, she worked as an ITA Undergraduate Assistant helping the STEM PHD students learn the best practices and methods for teaching undergraduate students in America.

Commissioner Reports

County Administrator Report

Committee Of The Whole

**THE BENZIE COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE
February 23, 2021**

The Benzie County Board of Commissioners met as a Committee of the Whole on Tuesday, February 23, 2021, 448 Court Place, Government Center, Beulah, Michigan.

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

Present were: Commissioners Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke

The Pledge of Allegiance was recited.

Agenda:

Motion by Roelofs, seconded by Warsecke, to approve the agenda as presented. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Minutes:

Motion by Jeannot, seconded by Roelofs, to approve the Committee of the Whole minutes of February 9, 2021 as presented. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

1:32 p.m. Public Input – None

Jesse Zylstra – 2021 Household Hazardous Waste Collection Events:

Motion by Warsecke, seconded by Miller, to recommend to the Board of Commissioners to enter into contract with ERG Environmental Services for HHW collection events for 2021 season, as recommended by the Solid Waste Advisory Committee. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Kyle Mauer – Animal Control Officer Salary Adjustment: Requesting a wage adjustment based on the 10-county region comparison; requesting salary be set at \$51,626.40 which would include overtime and is 27.2% increase; not asking for a raise, just want fair compensation for what I do.

Motion by Warsecke, seconded by Miller, to recommend to the Board of Commissioners to change the Animal Control Officer to salary and increase salary to \$41,343 (which is wage plus current overtime) and increase by 10% (with no future overtime), beginning first pay period after March 9, 2021. Ayes: Markey, Miller, Nye, Roelofs and Warsecke Nays: Jeannot and Sauer Motion carried.

Maridee Cutler – Audio/Visual Conference Room: As requested, Buist Electric and A Better Sound were given the opportunity to bid the full project, where they were not when their initial bid was provided.

Motion by Roelofs, seconded by Sauer, to recommend to the Board of Commissioners to enter into contract with A Better Sound to provide Audio/Visual services for the Frank Walterhouse Board Room in the amount of \$22,640 as presented. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Mitch Deisch:

- a. County Administrator Goals: Revised Goals: Make sure that the goals will reflect on what you need and want. Comm Jeannot asks how we fill in on the interim basis.

Committee of the Whole

Page 2 of 3

February 23, 2021

County Administrator Office: For the interim period, the following applies:

- 1) Accounts Payable -- Sherry Taylor
- 2) Payroll -- Maridee agrees to continue handling Payroll for a limited time.
- 3) Technology -- Rebecca Hubers, together with IT Right
- 4) HR
- 5) Benefits -- 44North & Kelly Long
- 6) OMA -- Mitch
- 7) FOIA -- Mitch
- 8) Budget
- 9) Miscellaneous

Issues to think about with the organization of the County Administrator's Office:

- i. Should that office be a three-person department
- ii. We need to eliminate the drama that continues to exist here
- iii. Someone needs to have financial skillsets
- iv. Perhaps a part-time person

Motion by Jeannot, seconded by Warsecke, to recommend to the Board of Commissioners to authorize the County Administrator to bring in a part-time employee with the understanding that this may happen before the next board meeting. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

March 1, 2021 at 9:00 a.m. we will have a Special Meeting regarding Strategic Plan.
Union contract -- 7 contracts will expire this year and need to be done.

3:33 p.m. Public Input

Amy Bissell, Register of Deeds, stated that she has always been told that raises are done at budget time -- not mid-year; you have department heads that have a supervisor and that supervisor has a supervisor and that is you -- ACO is 3 steps down; you have department heads that are making more than Chief Deputies are; Equalization Director makes more than the Elected Officials; I asked for \$1.00 per hour for her staff at budget time for handling passports which are non-mandated, I did it because Dawn's staff received \$1.00 more for court recording, they trained for it and we have to train every year for acceptance of passports. You will have people coming for more money. Rebecca Hubers stated that the glass for the three main offices has been shipped and will be delivered tomorrow; your general contractor will be looking for a start time, so you need to decide on the mail issue.

3:38 p.m. Public Input Closed

Motion by Roelofs, seconded by Markey, to adjourn at 3:40 p.m. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Rhonda Nye, Vice Chair (BOC)

Dawn Olney, Benzie County Clerk

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

Committee of the Whole

Page 3 of 3

February 23, 2021

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

1. To enter into contract with ERG Environmental Services for HHW collection events for 2021 season, as recommended by the Solid Waste Advisory Committee.
2. To change the Animal Control Officer to salary and increase salary to \$41,343 (which is wage plus current overtime) and increase by 10% (with no future overtime), beginning first pay period after March 9, 2021.
3. To enter into contract with A Better Sound to provide Audio/Visual services for the Frank Walterhouse Board Room in the amount of \$22,640 as presented.
4. To authorize the County Administrator to bring in a part-time employee with the understanding that this may happen before the next board meeting.

Committee Appointments

March 1, 2021

Benzie County Board of Commissioners
Benzie County Government Center
448 Court Place
Beulah, Michigan 49617

Honorable Commissioners:

I would like to take the opportunity to make application for the Centra Wellness Network Board of Directors (CWNB), The board formally known as the Manistee-Benzie Community Mental Health Services Board. I am currently serving as vice chair of the CWNB.

The particular vacancy that I am interested in is that of a secondary consumer of mental health services per the membership requirements of Community Mental Health (CMH) Boards as directed in the Michigan Mental Health Code.

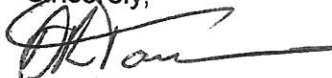
Many of you are aware of the fact that Rae Ann, my wife, and I are the parents of Sheridan Tanner. Sheridan is classified as Mildly Cognitively Impaired / Developmentally disabled (MCI/DD). He has Trisomy 21, also known as Down Syndrome. Sheridan is also hearing impaired and within the scope of the diagnoses has qualified to receive services. Personally, I prefer to use the term "differently abled" as Sheridan has grown into an active and vibrant member of the community.

My qualifications for this position are extensive and include many years of service on our CMH Board of Directors and as an advocate for persons with disabilities and mental illness. My advocacy transcends our local community and I am currently working on projects that are regional in nature. I am one of the three representatives appointed to the Northern Michigan Regional Entity Board (NMRE) by the CWNB in that capacity serving as vice chair and also on its policy committee. The NMRE is our regional mental health board and funder of our local services for mental health and substance use disorders (SUD). Also I have been very active in statewide advocacy and deeply involved in the current restructuring of healthcare delivery in the State of Michigan. I have always been an advocate for funding equity within the mental health system, and I am determined to get our share of dollars for our consumers. We are now seeing some activity on the State level in addressing this issue and I promise to continue to play a significant role in that process. Recently I was also appointed by our region to the By-Laws Committee of the Mental Health Association of Michigan to help review those documents. Institutional knowledge and continuity of representation are still very, very important factors to be considered in your appointment.

I would appreciate your consideration for my reappointment to another three year term to the Centra Wellness Network Board of Directors as a secondary consumer.

Thank You.

Sincerely,



Donald R. Tanner
Consumer Advocate

RECEIVED

MAR 02 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

March 3, 2021

Academy Park Therapy
6912 Walker Street
Benzonia, Michigan, 49616

As a current member of the Board of Directors of Centra Wellness Network I am to the imminent end of my tenure. It is my hope to be reappointed to the Board.

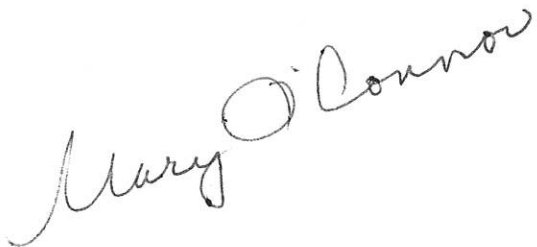
In my time I have been instrumental in bringing Medical Assisted Treatment to Manistee and Benzie Counties. I worked with Dr. Bruce Baker from Grand Rapids who was generous with his time and traveling. We were able to gather Doctors from both counties and present the possibilities to address to Opioid addiction effectively. This program is ongoing and has been a significant recovery tool.

Additionally, I am able to bring to the Board my expertise in many areas. I have included my resume which outlines my education and experiences. I have served on the CWS Policy Committee since my first term.

I look forward to a new term in these unsettled times. Please do not hesitate to contact me for further information.

Respectfully Submitted

Mary O'Connor, LMSW

A handwritten signature in cursive script that reads "Mary O'Connor". The signature is written in dark ink and is positioned to the right of the typed name.

RECEIVED

MAR 03 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

6912 Walker Street
Benzonia, Michigan 49616

231 360 5275
231 383 4222 f

**Mary O'Connor, MA,
MSW, LMSW**

Adolescent and Family Therapist/ Addiction Treatment

Experience

- 1967 - 1993 Pontiac Board of Education – Early Childhood Education Teacher; Parenting Consultant
- 1980-1984 – Pediatric Developmental Consultant – Dr. William Donnelly.
- 1994-1995 - Volunteer Coordinator – Catholic Human Services
- 1995-1996 Infant Mental Health Specialist; Substance Abuse Therapist/Women's Treatment Manistee /Benzie Community Mental Health
- 1996-1998 – Director Women's Wellness Lodge – Grand Traverse Band of Ottawa and Chippewa Indians.
- 1997 – Current - Provider of clinical group services – Michigan Health Professional Recovery Program.
- 1997 to present – Michigan Health Professional Recovery Program – Provider of therapy and monitoring services to health professionals at risk of sanction for addiction or mental health issues.
- 1998-2001 Clinical Director/ Director of Development – Addiction Treatment Services
- 2001-2005 Executive Director-Founder– Overlook Resources, Inc/Clinical Director of Miracle Manor.
- 2004 – Adjunct Professor – Graduate School of Social Work/ Grand Valley State University
- 2005 – Adjunct Professor – Bachelor Program in Human Services- Administration; Education – Early Childhood Development II
- 2006 – 2013 Adjunct Professor – Northwestern Community College English Department.
- 2005 - Private Practice Clinician; Central Park Therapy-sole owned
- 2018 – Private Practice Clinician; Academy Park Therapy-sole owned

Education

- 1965 – Bachelor of Arts-Nazareth College
- 1980 – Master of Arts Early Childhood Development Oakland University
- 1994 – Graduate Certificate in Addiction Studies University of Detroit Mercy
- 1998 – Master of Social Work – Grand Valley State University

Boards and Commissions:

Michigan Board of Social Work Examiners - Governor appointed –

Traverse City Human Rights Commission –1998-2012

Diocese of Gaylord - Bishop's Task Force on Clergy Sexual Abuse 2004
current

RECEIVED

MAR 03 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Correspondence

①

BENZIE COUNTY
PARKS AND RECREATION COMMISSION

Cathy Demitroff- Chair
Tad Peacock- Vice Chair
Barb Skurdall- Secretary
Sean Duperron

Ted Mick
Rhonda Nye
Charles Kraus
Ed Hoogterp
Susan Zenker

Regular Meeting
January 25, 2021
Benzie County Government Center

Vice Chair Tad Peacock called the meeting to order at 5:01pm.

Present: Charles Kraus, Susan Zenker, Ed Hoogterp, Sean Duperron, Tad Peacock

Call In's: Rhonda Nye, Ted Mick

Absent: Cathy Demitroff, Barbara Skurdall

Others Present: None

Election of Officers:

Peacock opened the floor for nominations for Chair; Kraus nominated Hoogterp, Duperron Seconded.

After three nomination requests, no other nominations made. Hoogterp to become Chair.

Roll Call: Hoogterp-Abstain, Peacock- Y, Duperron-Y, Kraus-Y, Zenker-Y, Nye-Y, Mick-Y. All in favor, motion passed.

Peacock opened the floor for nominations for Vice Chair. Peacock nominated Kraus, Hoogterp seconded.

After three nomination requests, no other nominations were made. Kraus to become Vice-Chair.

Roll Call: Hoogterp-Y, Peacock-Y, Duperron-Y, Kraus-Abstain, Zenker-Y, Nye-Y, Mick-Y. All in favor, motion passed.

Peacock opened the floor for nominations for Secretary. Peacock nominated Skurdall, Duperron

seconded. After three nomination requests, no other nominations were made. Skurdall to remain

secretary. Roll Call: Hoogterp-Y, Peacock-Y, Duperron-Y, Kraus-Y, Zenker-Y, Nye-Y, Mick-Y. All in Favor, motion passed.

Peacock moved approval of agenda; Kraus moved to approve; Zenker seconded. All in Favor, Motion Carried.

RECEIVED

FEB 25 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Peacock moved approval of October 26th regular meeting minutes; Correction to be made: Trail Reports- Change from "could be paid" to "would be paid" in 2nd paragraph. Kraus motioned to approve minutes as amended, Duperron supported. All in favor, Motion carried.

Public Input: None

Committee Reports:

Railroad Point: Nye shared she received the draft ruled for Railroad Point from the Land Conservancy, the draft had 4 additional rules added that were not approved or discussed by this Committee or the Board of Commissioners. The listed submitted was approved by both bodies. Nye is going back to the Conservancy to see who added the rules and the reason for adding those rules.

The added rules: 1) Closed between Dusk to Dawn 2) Remain on established trail 3) Remain within the property boundaries 4) No drones or other aircrafts. Sentence also added at bottom "Remember you are a visitor to a place that is home to many unique plants and animals"

After discussion between this committee it was decided the rules need to be printed as approved, and if problems come in the future the two bodies can revisit the rules at that time. Nye going back to Land Conservancy for correction.

Point Betsie Lighthouse: Hoogterp shared that negotiations continue over the extent to which the historic preservation regulations should govern the reconstruction of the double seawall that protect the Point Betsie Lighthouse from Lake Michigan. Engineers state the current seawall is failing. Engineers recommend replacing it with a steel sheet-piling wall several feet higher than the current wall, and a "revetment" of large stones on the water side of the wall. The State Historic Preservation Office contents that the present seawall is historic, and that any replacement should reflect what's there now.

The Friends of Point Betsie are looking at possible compromises, including a smaller revetment of stones or a "Step down" section of the concrete apron between the light tower and the seawall. It is not clear yet what can be worked out.

The water levels are down about seven inches from this time in 2020 and more than a foot since last summer.

Trail Reports: Duperron shared the Trail Management Council has been working on plans with DNR on the Lewis Bridge project, along the Betsie Valley Trail, off River Rd. They are hoping for a spring construction start with a private contractors, completing slated for mid to late June 2021. They originally had funding from both State and Federal grants dollars, State funding on hold due to COVID delay, Federal grants appear they are still available. DNR trail analyst has worked managing the Mitchell park unit, the DNR work crews they used in the past were told they were not going to open Orchard Beach until Mid-June, consequently they were available to do additional work. The DNR work crew was lined up to start work on the Lewis Bridge Project with likely the Federal dollars that were still available. They have started clearing trees, and staking work with the late winter. They are hoping to use DNR work crews, instead of going out for proposals from private contractors. Duperron also shared another set of plans for this area.

The Trail Management Council has been working to line up a passport grant to fund a surface project on a good portion of the Crystal Lake segment. In process of going out for proposals from private contractors. Hoping for a spring start, and should not take long to complete.

The Platte single track motorcycle only trail proposal now has an official application number from the DNR, that number is 060210202004, Benzie Single Track. The Plan was to meet at the Platte Township to discuss the plan proposal on Jan. 19th, this meeting was cancelled due to governor's guidelines. They are back on the schedule for February 2nd meeting to update and discuss with Platte Township. February 6th the State Of MI has an ORV advisory work group that is meeting, the trail council has asked to be on their agenda to provide information.

Recreational Facilities & Access: No Update

Zada Price Park: Peacock stated the Sign has been received and installed and the park is now complete with stairs done, picnic tables in place, bench at beach, and sign installed.

Tad presented an invoice for \$180.00 from the Conservation District for the installation on the sign. 6 hours putting together and installing sign at \$30.00 an hour for a total of \$180.00.

Peacock asked for a motion to accept this invoice. Duperron moved to approve, Hoogterp seconded.

Roll call: Peacock-Abstain, Duperron-Y, Zenker-Y, Kraus-Y, Nye-Y, Mick-Y, Hoogterp-Y.

Recreational Programs: Barb absent- Hoogterp shared the skating rink at the Benzonia Park is open.

Old Business: None

New Business: Peacock presented the 2021 Meeting Schedule, with a motion to accept the proposed dates. Kraus moved to approve, Zenker seconded. All in favor, motion passed.

Public Input: None

Correspondence: None

Other Business: None

No other business to come before the board.

Meeting adjourned at 5:38pm

Minutes respectfully submitted by Kassie Leach, Recording Secretary

 Barbara Skurdall, Secretary

Minutes of a regular meeting of the Otsego County Board of Commissioners, held in Room 100 at the County Building, 225 W. Main St., Gaylord, Michigan on the 23rd, day of February, 2021 beginning at 9:30a.m.

PRESENT: Henry Mason, Paul Liss, Brett McVannel, Rob Pallarito, Ken Glasser, Doug Johnson, Jason Caverson, Bruce Brown.

ABSENT: Julie Powers.

The following preamble and resolution was offered by Commissioner Paul Liss, seconded by Commissioner Doug Johnson.

RESOLUTION NO. OCR 21-08
PANDEMIC RESOLUTION
OTSEGO COUNTY BOARD OF COMMISSIONERS

WHEREAS, the novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death with resulting widespread disruptions to everyday life and;

WHEREAS, the Otsego County Board of Commissioners recognizes that COVID-19 restrictions are having and will continue to have, direct short and long term impacts on all County residents, impacts which include, but are not limited to, physical and mental health care difficulties, educational constraints, and financial strains; and

WHEREAS, the Otsego County Board of Commissioners understands that many local private businesses and industries have suffered and continue to suffer economic harm due to COVID-19 thru no fault of their own; and

WHEREAS, the COVID-19 shutdown, pause, and mandates have created a desperate situation for our county's constituents, businesses, schools, and organizations.

WHEREAS, the Otsego County Board of Commissioners asserts that the vitality of our local restaurants, hotels, recreation venues, industries, service providers, etc., contributes substantially to the overall physical and mental well-being of residents of the County, and further asserts that the seasonal nature of our area places a heavy dependence for employment on the food and recreation industries and the loss of these businesses will have long term effects on employment for our citizens; and

WHEREAS, it is our belief that while public health must be prioritized, unconstitutional burdens have been placed on certain sectors of our economy, community groups, and citizenry. We believe Gubernatorial actions have polarized, politicized, and antagonized Michigan leaders in all sectors. These challenging times call for unity, coordination, and balance to protect lives and livelihoods with actions considered by the many hands that hold the responsibility.

RECEIVED

FEB 26 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

NOW THEREFORE BE IT RESOLVED, that the duly elected Commissioners of Otsego County, with the sworn duty to uphold the Constitution of the United States, the Constitution of the State of Michigan, and responsibility to serve the people of Otsego County, do hereby resolve to oppose, the distress and destruction continuing to impact our community, our state, and our nation due to COVID-19 restrictions.

BE IT FURTHER RESOLVED that the Otsego County Board of Commissioners encourages the lifting of restrictions as soon as is feasible.

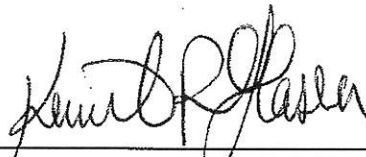
BE IT FURTHER RESOLVED, that we call for actions that restore our faith in a Michigan leadership that is unified, not unilateral, and driven by decisions that serve the needs of the many without polarization. It is with the utmost serious reflection and responsibility, that we stand resolved in our sworn duty to serve our community and demand our freedom of choice be reinstated.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

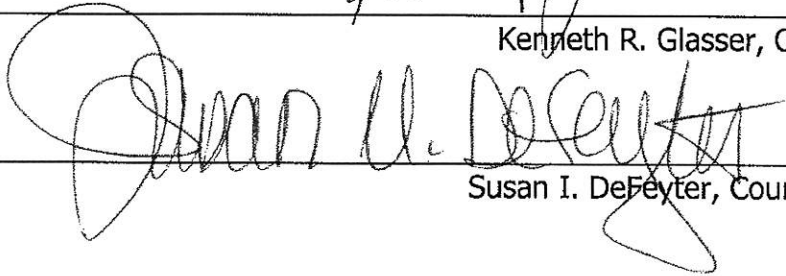
YES: Paul Liss, Brett McVannel, Ken Glasser, Doug Johnson, Jason Caverson, Bruce Brown.

NO: Henry Mason, Rob Pallarito.

RESOLUTION DECLARED ADOPTED.



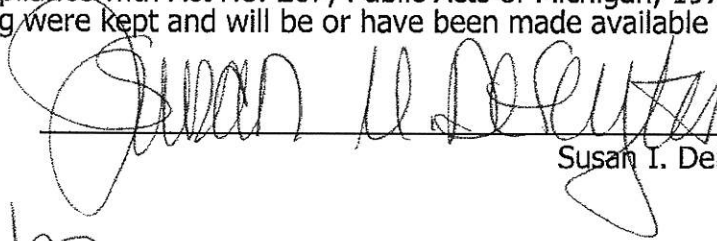
Kenneth R. Glasser, Chairman



Susan I. DeFeyer, County Clerk

STATE OF MICHIGAN)
§
COUNTY OF OTSEGO)

The undersigned, being the duly qualified and acting Clerk of the County of Otsego, hereby certifies that the foregoing is a true and complete copy of a resolution duly adopted by the Otsego County Board of Commissioners at its regular meeting held on the 23rd day of February, 2021, at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and of such meeting were kept and will be or have been made available as required thereby.



Susan I. DeFeyter, County Clerk

DATED: 2/23, 2021



THE HONORABLE BOARD OF COMMISSIONERS OF BERRIEN COUNTY, MICHIGAN ADOPTS
THE FOLLOWING RESOLUTION:

WHEREAS, the Berrien County Board of Commissioners recognizes the heroic efforts of our front-line workers and first responders and applauds the citizens and businesses who have diligently adhered to mitigation measures; and

WHEREAS, the Berrien County Board of Commissioners appreciates the need for appropriate executive and epidemic orders and policies to mitigate the spread of the COVID-19 virus and promote public safety, while also protecting local and state economic interests; and

WHEREAS, Berrien County's cases and positivity rates continue to decline, hospital capacity continues to improve, and the number of citizens who have been vaccinated to protect themselves from the virus, increases daily; and

WHEREAS, the Berrien County Board of Commissioners addressed the need to regionalize the response to COVID-19 in a letter to Governor Whitmer in April of 2020, recognizing that what is necessary for some areas of our state may not be necessary in Southwest Michigan; and

WHEREAS, those of us in border counties have seen a magnified effect on our economy due to our citizens being able to drive a short distance to Indiana, where the restrictions are less; and

WHEREAS, the proximity to Indiana has particularly impacted our local restaurant industry which is already struggling to recover from another dine-in closure order, followed by a curfew and 25% capacity restriction that lacks financial viability for most area establishes; and

WHEREAS, while some local businesses may have received some governmental financial assistance it was not enough to offset the losses of revenue due to closures and restrictions, thus many local businesses have been forced to close permanently due to the irreparable economic harm they have experienced throughout this past year and many more will follow if the state does not adopt a new approach to mitigation policies; and

WHEREAS, Berrien County has seen a consistent downward trend in the numbers affected by COVID-19, it is now time for all of our businesses, including but not limited to restaurants and banquet facilities, to remain open in accordance with CDC guidelines with industry-specific procedures and protocols aimed at containing the spread of COVID-19 in place.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Berrien County Board of Commissioners calls upon the Governor to implement a new, regional approach to mitigation that values local input; takes cases, vaccinations, seasonality, and regional differences into consideration; and sets clear benchmarks for the easing of restrictions on businesses for the public to follow.

Respectfully,
Berrien County Board of Commissioners

R. McKinley Elliott

Jim Curran

Julie Wuerfel

Ezra A. Scott

David Vollrath

Michael J. Majerek

Don Meeks

Teri Sue Freehling

Robert P. Harrison

Mamie L. Yarbrough

Jon Hinkelman

Rayonda D. Bell

RECEIVED

FEB 26 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

RESOLUTION

NO: 2021-02-029

LIVINGSTON COUNTY

DATE: February 22, 2021

64

Resolution Calling Upon the Governor and the Michigan Department of Health and Human Services to Retract their SVI Social Factor Based Plan and Replace it with a Scientific Medical Factor Based Plan that Results in a Pro-Rata Uniform Distribution to Michigan's Most Medically Vulnerable Population

- WHEREAS,** the 2020-2021 Covid-19 Pandemic and the State of Michigan's handling of said pandemic remain cause for serious concern for Livingston County residents; and
- WHEREAS,** the State of Michigan is responsible for distributing the limited supply of Covid-19 vaccine; and
- WHEREAS,** the State of Michigan has failed or refused to perform its constitutional obligation to distribute the limited amount of vaccines efficiently, fairly, and uniformly; and
- WHEREAS,** Livingston County is home to approximately 188,482 residents, approximately 41,000 of whom are eligible to receive Covid-19 vaccinations under the terms of the Michigan Department of Health and Human Services (MDHHS) current priority phase, and at least 18,300 eligible persons over 65 years of age have expressed an interest in receiving vaccinations according to the vaccine interest survey on the Livingston County web page; and
- WHEREAS,** the State has only allocated 6,300 vaccine doses for first dose administration to the Livingston County Health Department – a grossly disproportionate amount as compared to other counties and based on the size of the vaccine eligible population; and
- WHEREAS,** it is generally accepted, based on the commentary from the CDC and the State of Michigan, the population most vulnerable to Covid-19 are those 65 years of age and older; and
- WHEREAS,** the CDC has specifically said that “We do know that older adults and people who have severe underlying medical conditions like obesity, diabetes, or heart or lung disease are at higher risk for developing more serious complications when they have COVID-19”; and
- WHEREAS,** for nearly one year, the State of Michigan experts have emphasized repeatedly to Michigan residents that Covid-19 is especially deadly for seniors, especially for those with underlying conditions; and
- WHEREAS,** based on the best available health information, we understand that compared to young, healthy individuals, 65-74 year olds have an increase in the relative risk of death of 90-times, 75-84 year olds have an increase in the relative risk of death of 220-times, and individuals 85 years old and older have an increase in the relative risk of death of 630-times. Additionally, we are informed that comorbidities also play a role in an increased risk compared to young, healthy individuals, ranging broadly from a 2- to 3-fold increase in relative risk of hospitalization. We also understand that race and ethnicity play a role in increasing risk compared to young, healthy, non-minority groups, with estimates of a relative risk of increase in hospitalization of 4-fold and an increase in the relative risk of death of 3-fold; and
- WHEREAS,** the State of Michigan's Plan for the distribution of Covid-19 vaccine was not updated until January 31, 2021, more than one month after distribution of the vaccine began; and
- WHEREAS,** the State of Michigan has chosen for unknown reasons to use an algorithm based upon social factors versus medically established risk factors as the basis on which to allocate vaccine to Michigan counties, and the Michigan experts selected the Social Vulnerability Index (SVI) as a means to prioritize vaccine shipments to counties; and

RECEIVED

FEB 24 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

-
- WHEREAS,** the SVI Algorithm calculates a value, from 0 to 1, based upon 15 Social Factors rather than medical factors, with a lower value resulting in a county receiving less vaccine, while a higher value results in a county receiving more vaccine, and as a direct result of the application of this selected formula, Livingston County has been assessed as having the lowest priority of all 83 Michigan counties; and
- WHEREAS,** had the State of Michigan elected to fairly and objectively and uniformly distribute vaccine based on a county's population of its most at risk—e.g. its senior citizens—Livingston County should be prioritized as the 11th highest, rather than the lowest or 83rd; and
- WHEREAS,** a review of the State's Plan reveals that it has the direct impact of depriving Livingston County's most vulnerable citizens of their right to a fair share of vaccine because rather than allocating vaccine based upon demonstrated and accepted medical factors, State of Michigan experts primarily rely on social factors to allocate vaccine to counties; and
- WHEREAS,** the State of Michigan's Plan specifically identifies the importance of vaccinating persons who, by way of example, are incarcerated and non-citizens, when these factors present little, if any, cause for Covid-19 risk or connection to protecting Michigan's and Livingston County's most vulnerable population; and
- WHEREAS,** this SVI or social factor approach was not used by the State of Michigan when dealing with the H1N1 Pandemic, when it, instead, relied upon medical factors such as age and pregnancy which directly correlated with the vulnerable population for that disease; and
- WHEREAS,** citizens desiring more information regarding this disparate treatment of Livingston County Residents are encouraged to read the attached report titled, "COVID-19 Vaccine Allocation: Social Equity vs. Vaccine Fairness."

NOW THEREFORE, BE IT RESOLVED, the Livingston County Commission calls upon the Michigan Governor and the Michigan Department of Health and Human Services to rescind their SVI Social Factor Based Plan and replace it with a scientific medical factor based plan that results in a pro-rata uniform distribution to Michigan's most medically vulnerable population; and

BE IT FURTHER RESOLVED, the Livingston County Commission rejects any advice or opinion, expert or otherwise, from the State of Michigan that may be used to justify the selection of the SVI Social Factor Based Plan over a scientific medical factor based plan that fairly and uniformly addresses the needs of all of Michigan's most medically vulnerable population regardless of which county they reside in; and

BE IT FURTHER RESOLVED, we urge citizens to call, email, text, write, and otherwise correspond with the Governor's Office, the office of our state representatives, the office of our state senator, and the office of the Michigan Department of Health and Human Services to voice their rightful concerns with the fundamental inequities of the SVI Social Factor Plan and how it unfairly ignores the needs of the most medically vulnerable population in our County; and

5

BE IT FURTHER RESOLVED, that copies of this Resolution and the attached Report be transmitted to Governor Whitmer, the Michigan Department of Health and Human Services, Representative Bezotte, Representative Bollin, Senator Theis, both United States Senators, all Michigan Members of Congress, the Speaker of the State House of Representatives and the Majority Leader of the State Senate, the Michigan Association of Counties and all Counties within Michigan, along with the Michigan Township Association and all Townships, Cities and Villages within Livingston County, Michigan.

BE IT FURTHER RESOLVED, that the County Administrator and County Corporate Counsel are directed to investigate and report to the Board of Commissioners, by March 1, 2021, possible administrative appeals and legal avenues to compel the State of Michigan to protect our most medically vulnerable citizens by fairly allocating vaccine doses to counties based upon proportional vaccination phase population estimates and not based upon non-medical or social factors.

#

#

#

MOVED:**M. Zajac****SECONDED:****J. Gross****CARRIED:**

Roll Call Vote: Yes (8): M. Zajac, J. Gross, B. Plank, W. Nakagiri, C. Griffith, C. Reader, D. Helzerman, and J. Drick; No (0): None; Absent (1): K. Lawrence

STATE OF MICHIGAN)

) §

COUNTY OF LIVINGSTON)

I, **ELIZABETH HUNDLEY**, the duly qualified and acting Clerk of the County of Livingston, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the County Board of Commissioners at a regular meeting on the 22nd day of February 2021, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 23rd day of February 2021 A.D.



Elizabeth Hundley
ELIZABETH HUNDLEY, LIVINGSTON COUNTY CLERK

(6)

**RESOLUTION IN SUPPORT OF WAIVING FEES FOR
LICENSES/PERMITS FOR SMALL BUSINESSES
SERVICING THE PUBLIC**

WHEREAS the COVID-19 pandemic has placed a substantial public health risk upon society as a whole;

WHEREAS scientifically tailored public health restrictions to limit the opportunity for spread of COVID-19 amongst services to the public can be a responsible exercise of public health, welfare and safety powers;

WHEREAS many small businesses providing service to the general public that were ordered closed in whole and/or part have yearly licenses and/or permits issued by the State of Michigan;

WHEREAS if safety of society requires closure of small businesses it is inequitable to not provide a waiver in whole and/or part of State of Michigan yearly license and/or permit fees when such activities are ordered closed and/or restricted;

WHEREAS in rural small communities in Iron County, Michigan, small businesses serving the general public are significant centers of economic activity that employ significant numbers of employees and mutually contribute to the economic well being the community;

WHEREAS the small businesses serving the general public have been economically devastated by being unable to serve the general public due to public health orders;

NOW THEREFORE BE IT RESOLVED the **BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF IRON** as representatives of the citizens of Iron County implore the Governor and the Legislature to immediately adopt legislation providing fee waivers of licenses/permit fees required by the State of Michigan for small businesses serving the general public during such periods service to the public is prohibited and/or limited by public health orders;

RECEIVED

FEB 24 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

The foregoing resolution was moved by Stauber and supported by
Ofsdahl.

Yeas: 5

Nays: 0

Absent: 0

BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF IRON

By: Patti A. Peretto
Patti A. Peretto
Its Chairperson

By: Julie Kezerle
Julie Kezerle
Its Clerk

I hereby certify that the foregoing is a true and correct copy of the
resolution adopted at a meeting of the **BOARD OF COUNTY COMMISSIONERS OF THE**
COUNTY OF IRON held on February 8, 2021.

BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF IRON

By: Julie Kezerle
Julie Kezerle
Its Clerk



①

CRAWFORD COUNTY RESOLUTION
Supporting Local Businesses -2252021

WHEREAS, the novel coronavirus (COVID - 19) is a respiratory disease that can result in serious illness and death; and

WHEREAS, the Crawford County Board of Commissioners recognizes that COVID-19 is having direct impacts on all County residents, impacts which include, but are not limited to, physical and mental health care difficulties, educational constraints and financial strains; and

WHEREAS, the Crawford County Board of Commissioners understands that many local businesses have suffered and continue to suffer economic harm due to COVID - 19; and

WHEREAS, the Crawford County Board of Commissioners furthermore recognizes that the local hospitality industry is being hit particularly hard with financial losses due to COVID - 19; and

WHEREAS, the Crawford County Board of Commissioners believes that the ability of county residents and visitors to patronize local restaurants, hotels, recreation venues, etc., contributes substantially to the overall well-being of the County; and

WHEREAS, the Crawford County Board of Commissioners is aware of many options to support Crawford County small businesses, such as ordering takeout food, making advance reservations and purchasing gift cards; and

NOW THEREFORE BE IT RESOLVED THAT, The Crawford County Board of Commissioners encourages county residents to support local businesses at all times, but particularly during this global pandemic; and

BE IT FURTHER RESOLVED THAT, that this resolution is sent to all counties in Michigan, the Michigan Association of Counties, Representative Daire Rendon, Senator Curt VanderWall and Governor Gretchen Whitmer.

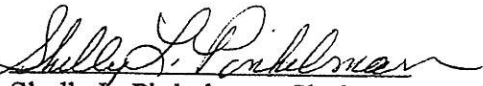
APPROVED AS TO FORM

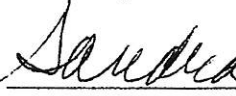
Commissioner Jamison	Yes	Commissioner McClain	Yes
Commissioner Priebe	Absent	Commissioner Jansen	Yes
Commissioner Pinkelman	Yes	Commissioner Powers	Yes
Commissioner Lewis	Yes		

ADOPTED DATE: February 25th, 2021

I, Sandra Moore, Clerk of the Crawford County Board of Commissioners and Clerk of the County of Crawford, do hereby certify that the above Resolution was duly adopted by the said Board on February 25th, 2021.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County and Court at Grayling, Michigan, this 25th day of February, 2021


Shelly L. Pinkelman, Chair
Crawford County Board of Commissioners


Sandra M. Moore
Clerk/ROD

RECEIVED

FEB 26 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Resolution: United Against Insurrection

A resolution calling for confirmation by Benzie County Commissioners that the results of the 2020 Presidential election were accurate and above reproach, and that insisting otherwise contributes to a climate of insurrection that threatens our democracy:

WHEREAS the events that occurred on January 6th, 2021; represent an unprecedented domestic terrorist attack on the Capitol and the United States of America; and

WHEREAS the rhetoric used by President Donald J. Trump, and his allies in Congress, over the last year, created an environment that openly encouraged insurrection; and

WHEREAS President Trump's refusal to concede the 2020 General Election, combined with his demonstrably false claim that the election was rigged, continue to undermine the legitimacy of one of the oldest democracies in the world; and

WHEREAS at no point in the history of the United States of America until Donald Trump, has a sitting President openly rejected the results of a free and fair election; and

WHEREAS as a result of, and following, the attempted coup d'état largely driven by such rejection, five Americans tragically lost their lives, while dozens of others were seriously injured; and

WHEREAS 63 of the 64 legal cases contesting the 2020 General Election results that were filed by the Trump campaign in courtrooms around the country, were dismissed by judges—even those appointed by President Trump—due to the lack of sufficient evidence; and

WHEREAS Benzie's county clerk, (Dawn Olney), our township and city clerks (Tammy Clous, Diana Heller, Melanie Taylor, DeAnn Mosher, Sue Sullivan, Kim Kidder, Shannon Spencley, Mary Geetings, Rose Wirth, Dodie Putney, Dotty Blank, Alison Michalak, and Fran Griffin) and poll workers, the Benzie County Board of Canvassers, and citizens holding similar positions in Michigan's approximately five thousands precincts, worked faithfully, and at some risk to their health, to conduct a free, fair, and accurate election that their communities respect; only to be insulted by President Trump, who accused them of fraud; and

WHEREAS any member of Congress who objected to and ultimately voted to reject the Electoral Count on January 6th and January 7th, 2021; did so in an attempt to overturn the democratic will of more than 156,000,000 Americans who voted; and

WHEREAS Joe Biden won the 2020 Presidential election with 81,283,485 votes; a record number of votes for any Presidential Candidate in the history of the United States of America; and

WHEREAS any member of Congress, State Legislature, or other publicly elected office at any level of government attempting to downplay or de-legitimize the events that occurred on January 6th is forsaking his or her oath to support and defend the Constitution of the United States against all enemies, foreign and domestic.

THEREFORE, BE IT RESOLVED:

The Benzie County Board of Commissioners, as the duly elected representatives of all Benzie County voters and citizens, and in accordance with the oath of office and U.S. Constitution, and the members represented therein, declare that the 2020 Presidential Election was free, fair, transparent, and rendered an accurate count of the vote, and that insisting otherwise undermines faith in our democratic system, amounts to encouraging insurrection, and could be misused to promote further violent attack against the will of the people and our government.

Dated: March 9, 2021

Bob Roelofs, Chair

I, Dawn Olney, Clerk to the Benzie County Board of Commissioners, do hereby certify that the above resolution was adopted by the Benzie County Board of Commissioners on the 9th day of March, 2021.

Dawn Olney
Benzie County Clerk