

BENZIE COUNTY BOARD OF COMMISSIONERS

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

www.benzieco.net

MEETING AGENDA

July 13, 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 – 6/22; 6/25; 6/30; 7/1; 7/7/2021 PUBLIC INPUT FINANCE – Approval of Bills ELECTED OFFICIALS & DEPT HEAD COMMENTS ACTION ITEMS – CDBG Program Income Guidelines COMMISSIONER REPORTS – COUNTY ADMINISTRATOR’S REPORT – COMMITTEE OF THE WHOLE – 6/22/2021 COMMITTEE APPOINTMENTS – Benzie Bus; Land Bank UNFINISHED BUSINESS – NEW BUSINESS –
10:00	Yarrow Brown – Housing North Executive Director
10:15	Jennifer Berkey, MSUE – Annual Report
10:30	Marilyn Passmore – Charter Spectrum
11:00	Closed Session – Matt Nordfjord – MCL 268(c) for the purpose of discussing contract negotiations with the FOPLC Deputies union.
11:45	Closed Session – Tim Smith – MC115.268(e) to consult with attorney regarding trial or settlement strategy in connection with specific pending litigation. 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

June 22, 2021

The Benzie County Board of Commissioners met in a regular session on Tuesday, June 22, 2021, in the Frank Walterhouse Board Room, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Vice Chair Rhonda Nye.

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

Excused: Chair Roelofs

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

Agenda:

Motion by Warsecke, seconded by Miller, to approve the agenda as amended, adding Remonumentation Contract under Action Items and Betsie Valley Trail Appointment under Committee Appointments. Ayes: Jeannot, Markey, Miller, Nye, Sauer and Warsecke Nays: None Exc: Roelofs Motion carried.

Minutes:

Motion by Jeannot, seconded by Markey, to approve the regular session minutes of June 8, 2021, as presented. Ayes: Jeannot, Markey, Miller, Nye, Sauer Warsecke Nays: None Exc: Roelofs Motion carried.

Motion by Sauer, seconded by Warsecke, to approve the special session minutes of June 11, 2021, as presented. Ayes: Jeannot, Markey, Miller, Nye, Sauer Warsecke Nays: None Exc: Roelofs Motion carried.

Motion by Sauer, seconded by Miller, to approve the special session minutes of June 15, 2021, as presented. Ayes: Jeannot, Markey, Miller, Nye, Sauer Warsecke Nays: None Exc: Roelofs Motion carried.

9:03 a.m. Public Input

Annie Browning, Benzonia Township, will speak later about disability discrimination.

9:04 a.m. Public Input Closed

FINANCE

Bills: Motion by Jeannot, seconded by Warsecke, to approve payment of the bills from June 8, 2021, thru June 21, 2021, in the amount of \$431,495.00, as presented. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Sauer and Warsecke Nays: None Exc: Roelofs Motion carried.

Budget Amendment: Motion by Sauer, seconded by Miller, to amend the 2020-21 budget for Fund 230 Betsie Valley Trail as follows:

Increase:

230-754-539.00	State Grants	\$150,000.00
231-754-585.00	Local Match	\$ 50,000.00

Increase:

230-754-800.00	Contracted Services – Design/Engineering	\$ 10,000.00
230-754-801.00	Contracted Services – Construction	\$190,000.00

COMMISSIONERS

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June 22, 2021

Roll call. Ayes: Jeannot, Markey, Miller, Nye, Sauer and Warsecke Nays: None Exc: Roelofs
Motion carried.

ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS

Tom King, EMS Director, reported that in May they had 156 requests for service and 148 were Benzie County calls; had to have complete brakes done on one of the vehicles together with new tires, other than that all trucks are in good working condition; Fire Recovery took over the ambulance billing on June 1.

Doug Durand, Benzie Senior Resources, provided a written report and reported to the board the need for staff for home health care; the Gathering Place will reopen on July 6 with activities limited to one in the morning and one in the afternoon; foot care clinic is tomorrow; they are over 200 Home Delivered Meals per day.

Rebecca Hubers, Emergency Management and 911 Director, publicly recognizes the generous donations from the community members/business owners that contributed to Benzie County Services when resources were needed by way of gloves and masks during the pandemic.
911 is short staffed, received a resignation notice from a dispatcher; the afternoon shift is overwhelmed; 3 openings in all. Regionalization of 911 was briefly discussed.

ACTION ITEMS

Remonumentation Contract: Motion by Warsecke, seconded by Sauer, to enter into a Remonumentation Contract with Crystal Surveying LLC as presented. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Sauer and Warsecke Nays: None Exc: Roelofs Motion carried.

MIOSHA Rules: Motion by Warsecke, seconded by Miller, to recognize the newly developed MIOSHA rules dated June 20, 2021, that repeals all restrictions that were in place under the Benzie County COVID-19 Plan, Prepare and Respond Plan. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Sauer and Warsecke Nays: None Exc: Roelofs Motion carried.

COMMISSIONER REPORTS

Comm Sauer attended the following meetings: Gilmore Township; Road Commission; Village of Thompsonville, Village of Elberta, School Safety Meeting; LEPC.

Comm Miller attended the following meetings: HR meeting; Frankfort Elberta Area Schools; Buildings & Grounds; City of Frankfort; Crystal Lake Township; Friends of Point Betsie Lighthouse.

10:00 a.m. Jeri VanAntwerp and Gwen VanDorp – BACN

Ms. VanAntwerp gave a report to the board and Ms. VanDorp reported to the board about their Building Plan – they have raised \$3.1 of the \$3.5 million needed; construction will begin September 2021 through June 2022; July 26 from 5:00 - 7:00 p.m. they will hold a Public Kickoff at BACN.

10:13 a.m. Break

10:19 a.m. Reconvene

COMMISSIONER REPORTS (continued)

COMMISSIONERS

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June 22, 2021

Comm Markey attended the following meetings: HR; Centra Wellness Board Meeting; Village of Honor; Benzie Senior Resources; LEPC.

Comm Nye attended Benzonia Township; HR; Village of Beulah; Centra Wellness Board Meeting; Special BOC meetings for County Administrator Interviews and Tax Rate; union negotiations.

Comm Warsecke attended Colfax Township; Conservation District; Inland Township; BTA.

Comm Jeannot provided a written report (attached).

COUNTY ADMINISTRATOR'S REPORT – Mitch Deisch

The Strategic Plan has been completed and will be placed on the website; Budget meetings are scheduled for July 1 and 7 at 9:00 a.m.; EDC/BRA Special Meeting will be held June 30 regarding the Broadband survey RFP; County Administrator interviews will continue on Friday, June 25 with another applicant; Katie is working with 44North on getting health insurance rates for the budget.

COMMITTEE OF THE WHOLE – No meeting on June 8, 2021

COMMITTEE APPOINTMENTS

BVT: Motion by Sauer, seconded by Warsecke, to acknowledge the appointment of Jen Kennedy as the Village of Elberta appointment to the Betsie Valley Trail Management Council for a term expiring August 1, 2022. Ayes: Jeannot, Markey, Miller, Nye, Sauer and Warsecke Nays: None Exc: Roelofs Motion carried.

UNFINISHED BUSINESS – None

NEW BUSINESS – None

PRESENTATION OF CORRESPONDENCE

- Crawford County resolution Supporting 4-Year Terms for Commissioners received.
- Benzie Leelanau Health Dept minutes of May 26, 2021 received.
- Roscommon County resolution Opposing Secretary of State “By Appointment Only” received.
- Oceana County resolution Opposing COVID-19 Vaccine Passports received.
- Lenawee County resolution Opposing to Gearing Towards Integration Proposal received.
- Benzie Transportation Authority May 2021 Financial Report received.

10:49 a.m. Public Input

Annie Browning, Benzonia Twp, stated that the presenters today were great.

10:50 a.m. Public Input Closed

Motion by Warsecke, seconded by Markey, to adjourn at 10:51 a.m. Ayes: Jeannot, Markey, Miller, Nye, Sauer and Warsecke Nays: None Exc: Roelofs Motion carried.

COMMISSIONERS

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1. Approved the agenda as amended.
2. Approved the regular session minutes of June 8, 2021, as presented.
3. Approved the special session minutes of June 11, 2021, as presented.
4. Approved the special session minutes of June 15, 2021, as presented.
5. Approved payment of the bills in the amount of \$431,495.00, as presented.
6. Amended the 2020-21 budget for Fund 230 Betsie Valley Trail in the amount of \$200,000.00 as presented.
7. Approved to enter into a Remonumentation Contract with Crystal Surveying LLC as presented.
8. Approved to recognize the newly developed MIOSHA rules dated June 20, 2021, that repeals all restrictions that were in place under the Benzie County COVID-19 Plan, Prepare and Respond Plan.
9. Acknowledged the appointment of Jen Kennedy as the Village of Elberta appointment to the Betsie Valley Trail Management Council for a term expiring August 1, 2022.

Art Jeannot
Commissioner Report
June 22, 2021

- Participated in 6 meetings on behalf of the County since our June 8th meeting.
- **6/11 County Administrator Interviews** – Attended by all Commissioners.
- **6/14 Almira Township** – EGLE reported on continuing issues regarding soil contamination in parts of Lake Ann Village. It is believed that the issues cannot be resolved without the demolition of the Party Store. EGLE will continue to monitor the sites.
- **6/15 Special Meeting** – Attended by full BOC.
- **6/16 Benzie County Chamber** – The Chamber has re-implemented their after-hours event. It is now referred to as “Off the Clock”. They are working with Networks Northwest to provide programing in Benzie County for a variety of work force development initiatives. I have requested that the Chamber Board work with the agency to identify applicants for the Workforce Development Board. At some point the recommendations will come to the BOC for final support.
- **6/17 Northern MI Community Action Agency** – The program funding for “Weatherization” has been upgraded to include multi-family rentals. The agency has recently hired several staff; however, they continue to have openings for up to 25 additional positions.
- **6/21 Northern MI Counties Association** – Discussion was about board rules and governance. My take away is that Benzie County does a good job organizing itself, following the rules and respecting the positions and dialogue of other board members. This committee will begin meeting in person starting with our July meeting.
- **Other** – I have been in contact with a variety of sources to seek funding for broadband expansion. I anticipate the EDC will bring a request to the BOC for funding also. A position paper is being developed before the request is made. We can anticipate a request up to \$45k to perform a needs survey. We cannot move forward with grant request until this task is completed.

I have taken a number of calls from the public regarding our process on selecting a new Administrator. I have invited them to join us at our Friday, June 25th meeting.

RECEIVED
JUN 21 2021
DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

THE BENZIE COUNTY BOARD OF COMMISSIONERS
June 25, 2021

The Benzie County Board of Commissioners met in a special meeting on Friday, June 25, 2021, in the Frank Waltherhouse 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: Commissioners Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke

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

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

9.01 a.m. Public Input – None

Purpose of this meeting: County Administrator Interviews

#1 Katie Zeits

9:50 a.m. Break

10:05 a.m. Reconvene

#2 Joel Johnson

#3 Josh Mills – Withdrew

#4 Custer Carland – proceed through the process

Special meeting scheduled for Wednesday, June 30, 2021 at 5:00 p.m. to interview Custer Carland

11:26 a.m. Public Input – None

Motion by Sauer, seconded by Markey, to adjourn this special meeting at 11:26 a.m. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Bob Roelofs – Chair

Dawn Olney, Benzie County Clerk

THE BENZIE COUNTY BOARD OF COMMISSIONERS
June 30, 2021

The Benzie County Board of Commissioners met in a special meeting on Wednesday, June 30, 2021, in the Frank Waltherhouse Meeting Room, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chairman Bob Roelofs at 5:00 p.m.

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

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

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

5:01 p.m. Public Input – None

Purpose of this meeting: County Administrator Interviews

Todd Surline, Hiring Solutions reminded the board about the Leadership Characteristics that this board felt were important for filling this position.

5:07 p.m. Candidate Custer (Cory) Carland

6:02 p.m. Completed

6:03 p.m. Recess

6:08 p.m. Reconvene

Mr. Surline reported to the board that there was not enough time to prepare the evaluations and reference checks. Discussions held; consensus was to not offer a second interview.

Motion by Warsecke, seconded by Jeannot, to offer the position of County Administrator to Katelyn Zeits and begin negotiations. Roll call. Ayes: Markey, Miller, Nye, Roelofs and Warsecke Nays: Jeannot and Sauer Motion carried.

Motion by Jeannot, seconded by Warsecke, to direct the Chair and Vice Chair to enter into negotiations through Hiring Solutions to put together an initial offer to Ms. Zeits. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Chairman Roelofs thanked Mr. Surline and his staff for their continued assistance.

6:36 p.m. Public Input

Rebecca Hubers, Joyfield Township, stated that she has had the opportunity to work with Katelyn since Katelyn started here and stated that she has the capability to build her own team.

Congratulations

6:37 p.m. Public Input Closed

Motion by Sauer, seconded by Warsecke, to adjourn this special meeting at 6:38 p.m. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Bob Roelofs – Chair

Dawn Olney, Benzie County Clerk

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1. To offer the position of County Administrator to Katelyn Zeits and begin negotiations.
2. To direct the Chair and Vice Chair to enter into negotiations through Hiring Solutions to put together an initial offer to Ms. Zeits.

THE BENZIE COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS -- BUDGET
July 1, 2021

The Benzie County Board of Commissioners met in a special meeting for the purpose of holding 2021-22 Budget Hearings on Thursday, July 1, 2021, in the Frank Walterhouse Board Room, 448 Court Place, Government Center, Beulah, Michigan.

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

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

The Invocation was given by Chair Roelofs, and the Pledge of Allegiance was recited.

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

9:01 a.m. Public Input -- None

Katelyn Zeits, HR/Finance Manager, indicated at this point with the budgets that have been submitted, we are +\$241,585.

The following budgets were discussed today:

101-261 MSUE – Jennifer Berkey: Slight increase in the contracted services; no other changes.

231 – Soil Erosion – Mitch Deisch: No changes.

249 – Building Dept – Mitch Deisch: No changes; fund balance \$145,756.

243 – Brownfield/EDC – Mitch Deisch: No changes.

101-275 – Drain Commission – Ed Hoogterp: Added \$2,200 for State-Mandated Inspections for 3 dams; 101-819.00 should be \$4,000.

101-751 – Parks & Rec – Ed Hoogterp: Added \$12,000 to contracted services to have a study completed regarding the hiring of a Parks & Rec Director.

101-268 – Register of Deeds – Amy Bissell: Increased Remote Access -- Laredo by \$3,000; requested a 10% salary increase for Elected Official and Chief Deputy; also requests an additional \$1.00 per hour for the entire staff for accepting passports.

256 – ROD Automation Fund – Amy Bissell: Slight increases in both revenue and expenditures.

101-670 – DHHS Board – Lori Smith: No changes; all OK.

101-267 – Prosecuting Attorney – Sara Swanson: Will be before the COTW on July 13 to request approval to move Child Support Collections to the Friend of the Court; that will make changes in this budget.

101-101 – Board of Commissioners – Katelyn Zeits: Increased the Dues/Registrations by \$500 and reduced Conventions & Meetings by \$200.

Board of Commissioners -- Budget

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July 1, 2021

101-215 – County Clerk – Dawn Olney: Revenue – Marriages should be increased to \$600; requested 10% salary increase for Elected Official and Chief Deputy; rest of budget request is OK.

101-262 – Elections – Dawn Olney: Revenue has been reduced due to election programming vendor to bill the townships directly rather than us pay and collect from the townships; rest of budget is OK.

260 – CPL Technology – Dawn Olney: This budget is to be used for CPL related expenses.

535 – Housing – Dawn Olney: This program runs on program income only – grants are no longer received; budget is derived from fund balance.

214 – EMS – Tom King: Slight increase in revenue; Expenses have a 2-3% increase and looking to add 1 full-time paramedic for the day car; rest of the budget is OK.

10:55 a.m. Recess

11:00 a.m. Reconvene

261 – 911 Central Dispatch – Rebecca Hubers: Budget is OK; Katelyn to check on the fund balance amount.

262 – Dispatcher Training Fund – Rebecca Hubers: All OK

426 – Emergency Management – Rebecca Hubers: All OK

228 – Solid Waste – Jesse Zylstra: Only change is \$10,000 into Contingency for update of the Solid Waste Plan, if the state does not cover the cost.

11:27 a.m. Commissioner Sauer Excused

257 – Equalization – Tom Longanbach: Proposed budget is the same as last year.

101-142 – Juvenile Division – Cameron Clark: Budget is pretty much the same as the current budget.

292 – Child Care Fund – Cameron Clark: Same as Juvenile budget.

101-141 – Friend of the Court – Connie Krusniak: Will be requesting the board to approve transferring the Child Support collection and the Cooperative Reimbursement grant that goes with it from the Prosecutor to the Friend of the Court; there will be changes in the budget due to that.

101-136 – District Court – Kim Nowak: No changes requested for the proposed budget; they are getting prepared for the e-filing; hope to get back on track with jury trials.

101-131 – Circuit Court – Pat Heins: Have added in the cost of a new AS400 server – with a 60/40 split with Manistee County.

269 – Law Library – Pat Heins: Have included a slight increase for the resource materials – books.

11:59 a.m. Public Input – None

Motion by Markey, seconded by Miller, to adjourn at 12:00 p.m. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: Exc: Sauer Motion carried.

THE BENZIE COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS -- BUDGET
July 7, 2021

The Benzie County Board of Commissioners met in a special meeting for the purpose of holding 2021-22 Budget Hearings on Wednesday, July 7, 2021, in the Frank Walterhouse Board Room, 448 Court Place, Government Center, Beulah, Michigan.

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

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

The Invocation was given by Chair Roelofs, and the Pledge of Allegiance was recited.

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

9:01 a.m. Public Input -- None

The following budgets were discussed today:

101-601—Health Dept – Lisa Peacock, Health Officer: requesting a 3% increase in appropriations which is \$7,900.

276 – Commission on Aging – Doug Durant: Gathering Place reopened yesterday; received \$45,000 in CARES funding in June and expect another \$45,000 – will be used for new equipment; still down 5 positions; would like to hire another RN.

101-649 – Mental Health – Donna Neiman: Requesting increase of \$2,366.

213 – Jail Operations – U/S Hubers and Lt Dan Smith: General Fund transfer was not added yet; still have five vacancies; budget was prepared as if it was fully staffed; misdemeanor arrests are not being done unless there is a threat; 2.5% wage increase.

Sheriff Rosa and U/S Hubers:

101-301 – Sheriff: overall budget is less than last year; will no longer transfer wages for the TNT officer from that fund – need to build up a fund balance for vehicle replacement.

101-333 – Secondary Road Patrol: Grant driven.

101-334 – Zero Tolerance, Bailiff: No changes.

205 - TNT: asks to use expected amounts in the budget, rather than do a budget amendment throughout the year – this fund is self-funded with millage.

206 – K9: Donation based.

208 – Dive Team: 1 deputy is part of Regional Dive Team

209 – School Resource Officer: Working through the renewal process with the millage.

212 – Benzie Kids: Funded with fund raisers.

216 – Seasonal Road Patrol: No wage increase.

217 – Snowmobile: Grant funded with match; use expected budget.

220 – Marine: Grant funded with match; use expected budget.

264 – Sheriff's Forfeiture:

265 – Justice Training Fund: State funded.

263 – Local Corrections Officer Training Fund: No changes.

Board of Commissioners -- Budget

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July 7, 2021

595 – Commissary: No changes.

10:47 a.m. Break

10:52 a.m. Reconvene

County Treasurer, Michelle Thompson:

101-253 – Treasurer: Revenue: added Medical Marijuana Excise Tax of \$84,000; transfer in fund 516 DTRF \$85,000 is administration fee to collect delinquent taxes; transfer in Fund 532 is to support one employee's wages. Expense: Similar to previous years; asked for 10% wage increase for elected official and chief deputy for additional duties – general ledger, grant administration, Land Bank.

101-278 – Surveyor: No changes.

101-278 – Intergovernmental: This fund is the liquor tax money.

101-899 – Tax Tribunal/Board of Review Refunds: This is for chargebacks from hearings.

101-966 – Transfer Out: this should be added during the budget process; request for the law library had a slight increase.

219 – FCCAA (Airport): reimbursement of wages for part time administrator – transferred quarterly.

230 – Betsie Valley Trail: grant based.

241 – Land Bank: working with Home Stretch for housing project in Honor; partnering with Habitat regarding Thompsonville property.

245 – Remonumentation: Budget is based on what the State allows.

285 – Point Betsie Lighthouse: Grants and donation.

293 – Veterans' Relief: Millage and grant based.

295 – Veteran's Memorial: Donation based; no known projects.

310 – Government Center Addition: Revenue is rent from DHHS.

312 – Maples Debt/Millage Fund: Ms. Thompson will be asking the board to reduce the millage amount from 0.6350 to .2500 and use the fund balance to pay off some of the debt.

401 – Capital Improvement:

412 – Medical Care Renovations: project is complete; fund balance = \$68,113.

415 – Railroad Point Endowment: No changes.

425 – Equipment Replacement: Holding spot for purchase of large ticket items.

512 – Medical Care Facility: This is an in and out fund for the Maples.

532 – Tax Foreclosures:

569 – Building Authority: Projects are completed; small budget presented in case a meeting is needed.

616 – Treasurer's Tax Administration: revenue from DTRF and management of funds; County Treasurer can use these funds for her office needs only.

516 – DTRF: No changes.

County Administrator – Mitch Deisch, Katelyn Zeits

101-172 – Administrator: Revenue – increased by \$62,000; Expenses: Requests full time secretary; overtime amount to be doubled; printing and publishing – will be advertising more widely.

247 – Animal Control: Will use fund balance to purchase new vehicle; Revenue is status quo.

101-266 – Legal & Contracted Services: Increase Admin Fees – Manistee by \$500.

101-282 – Plat Board: No changes.

101-285 – Central Services: Slight decrease.

101-648 – Medical Examiner: Services are down a bit.

101-851 – Insurance & Bonds: Expenses are up.

Board of Commissioners -- Budget

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July 7, 2021

101-852 – Medical Insurance: We are seeing a 4.87% increase in rates; Lise Hoppe with 44N has been asked to look further for other options to reduce that increase; she will present at the July 27 meeting.

101-861 – Retirement:

101-862 – Social Security: Change is based on budgeting for full staff.

101-870 – Unemployment: We are self-funded.

101-871 – Workers Compensation Insurance:

101-265 – Buildings & Grounds: Rounded numbers up; slight increase.

101-286 – Technology Support: Reduction due to new contract with IT Right.

201 – Road Commission: Status quo.

Comm Nye asked if we have a balance budget. Ms. Zeits stated that we are \$176,318 in the black, however that is just the general fund 101, not the transfer to the jail and the jail is \$450,000 in the red. Comm Sauer addressed raises stating that he doesn't want to be told that we don't give raises, we have.

12:57 p.m. Public Input

Mitch Deisch reported that we will have two closed sessions at the July 13 board meeting.

12:59 p.m. Public Input Closed

Motion by Sauer, seconded by Markey, to adjourn at 1:00 p.m. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: Exc: Sauer Motion carried.

Bob Roelofs, Chair

Dawn Olney, Benzie County Clerk

Finance Report

BILLS TO BE APPROVED JULY 13, 2021

Motion to approve Vouchers in the amount of:

\$	80,350.33	General Fund (101)
\$	20,879.36	Jail Fund (213)
\$	25,239.96	Ambulance Fund & ALS (214)
\$	200,829.04	Funds 105-238
\$	2,306.54	ACO Fund (247)
\$	-	Building (249)
\$	10,745.55	Dispatch 911 Fund (261)
\$	5,944.59	Funds 239-292
\$	2,368.35	Funds 293-640
\$	168,796.41	701 Fund
\$	-	Trust and Agency Funds & MSU Trust and Agency Fund (702-771)
<u>\$</u>	<u>517,460.13</u>	

[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	

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Fund 101 GENERAL FUND							
Dept 101 BOARD OF COMMISSIONERS							
101-101-860.00	TRAVEL	JEANNOT, ART	MILEAGE JUNE 2021	JUNE 2021	07/08/21	16.80	81176
101-101-860.00	TRAVEL	MARKEY, TIM	MILEAGE JUNE 2021	JUNE 2021	07/08/21	54.32	81187
101-101-860.00	TRAVEL	SAUER, GARY	MILEAGE JUNE 2021	JUNE 2021	07/08/21	135.52	81202
			Total For Dept 101 BOARD OF COMMISSIONERS			206.64	
Dept 131 CIRCUIT COURT							
101-131-800.00	CONTRACTED SERV - THINKI	CATHOLIC HUMAN SERVIC	THINKING MATTERS GROUP MAY 2021	MAY 2021	07/01/21	285.00	81071
101-131-802.00	TRANSCRIPTS	AMANDA O'BRIEN	TRANSCRIPTS 4/29/2021 - WEBB	21-020-FY/230-F	07/01/21	36.90	81062
101-131-802.00	TRANSCRIPTS	AMANDA O'BRIEN	TRANSCRIPT 18-10849-DS	18-10849-DS	07/01/21	20.50	81062
101-131-802.00	TRANSCRIPTS	AMANDA O'BRIEN	TRANSCRIPTS - BELANGER JUNE '21	06/25/2021	07/08/21	480.75	81146
101-131-810.00	LEGAL FEES	BROWN, NICHOLAS	CRT APPT ATTY NA CASES 21-3130, 21	MAY 2021	06/24/21	493.75	81002
101-131-810.00	LEGAL FEES	SPILLAN, JOHN	CRT APPT ATTY NA - 20-3109,20-3127	MAY 2021	06/24/21	900.00	81041
101-131-810.00	LEGAL FEES	DAUGHERTY, JOHN	CRT APPT ATTY NA 21-003129-DL	APRIL-MAY 2021	07/01/21	206.25	81080
101-131-810.00	LEGAL FEES	MCDONALD, PATRICK	CRT APPT ATTY NA MAY 2021	MAY 2021	07/01/21	2,099.95	81110
101-131-813.00	PROBATION EXPENSES	JACKPINE BUSINESS CEN	TAPE AND PENS	465463-0	07/08/21	26.28	81175
101-131-813.00	PROBATION EXPENSES	WELLS FARGO VENDOR FI	COPIER - PROBATION	5015537191	07/08/21	67.52	81220
101-131-860.00	TRAVEL	QUAGLIA, VINCENT	MILEAGE COURT REPORTER JUNE 1 & 8	JUNE 1, 2021	06/24/21	106.16	81037
101-131-860.00	TRAVEL	LUCIUS, KATLYN	TRAVEL JUNE 2021	JUNE 2021	07/01/21	106.16	81106
101-131-967.00	PROJECT EXPENSES - DRUG	SAVE A LOT	GIFT CARDS DRUG COURT	JUNE 11, 2021	06/24/21	200.00	81039
101-131-967.00	PROJECT EXPENSES - DRUG	STAPLETONS	20 GAS CARDS - DRUG COURT	GAS CARDS	06/24/21	200.00	81042
101-131-967.00	PROJECT EXPENSES - DRUG	KENNETH HILLIARD	CONTRACTED SERVICES DRUG COURT	07/07/2021	07/08/21	1,477.44	81179
101-131-970.00	EQUIPMENT	BIS DIGITAL, INC.	CIRCUIT CRT PORTION ANNUAL DCR SOF	83448	07/08/21	116.66	81154
			Total For Dept 131 CIRCUIT COURT			6,823.32	
Dept 136 DISTRICT COURT							
101-136-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVIC	OFFICE SUPPLIES	1KNR-LMPY-XK3Y	06/24/21	95.85	80990
101-136-727.00	OFFICE SUPPLIES	I.C.L.E.	2021 MICH CIVIL PROCEDURE	775230	07/08/21	138.50	81173
101-136-727.00	OFFICE SUPPLIES	VISA-KIM NOWAK	BUSINESS CARDS/ADOBE	DP0424	07/08/21	87.58	81215
101-136-805.10	PROBATE CT APPOINTED AT	KEHR, LINDA MOOREY	KRISTIE SCHOOL-DRUDE	DP0409	06/24/21	400.00	81023
101-136-805.10	PROBATE CT APPOINTED AT	SMITH & JOHNSON	SUZANNE KRUMM-WILLIAMS	135083	06/24/21	125.00	81040
101-136-805.10	PROBATE CT APPOINTED AT	WALKER, MARIE PLLC	NATHANIEL COLBY	00665	07/08/21	150.00	81217
101-136-830.10	SERVICE CONTRACT	BIS DIGITAL, INC.	REMOTE EQUIPMENT SERVICE AGREEMENT	83447	06/24/21	221.25	80997
101-136-830.10	SERVICE CONTRACT	BIS DIGITAL, INC.	COURTROOM EQUIPMENT SERVICE AGREEM	83448	06/24/21	233.34	80998
101-136-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELLPHONES ADMIN,GVT CTR,TNT DATA	9881847729	06/24/21	192.62	81048
			Total For Dept 136 DISTRICT COURT			1,644.14	
Dept 141 FRIEND OF THE COURT							
101-141-964.10	REIMBURSEMENT TO MANISTE	MANISTEE COUNTY FOC	REIMB MANISTEE FOC MAY 2021	MAY 2021	07/01/21	2,413.18	81108
			Total For Dept 141 FRIEND OF THE COURT			2,413.18	
Dept 142 JUVENILE DIVISION							
101-142-860.00	TRAVEL	CAMERON CLARK	JUNE REIM TRAVEL	JUNE	07/01/21	543.76	81069
			Total For Dept 142 JUVENILE DIVISION			543.76	
Dept 172 ADMINISTRATOR							
101-172-727.00	OFFICE SUPPLIES	VISA-MITCHELL DEISCH	DYMO LABEL PRINTER - AMAZON	1148	06/24/21	113.66	81051
101-172-860.00	TRAVEL	DEISCH, MITCH	MILEAGE ALLOWANCE	07/07/2021	07/08/21	300.00	81166
			Total For Dept 172 ADMINISTRATOR			413.66	
Dept 265 BUILDING & GROUNDS							
101-265-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL ADJUSTMENTS FROM JAN TO APRIL	1455	06/24/21	33.29	80994
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	MULCH	181922	06/24/21	49.90	81033
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	MULCH, FLAG	181851	06/24/21	159.88	81033

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Fund 101 GENERAL FUND							
Dept 265 BUILDING & GROUNDS							
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	MULCH, KEYS	181815	06/24/21	129.73	81033
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	BATTERIES	181819	06/24/21	33.98	81033
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	MULCH	181822	06/24/21	124.75	81033
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	SILICONE, OILER SPOUT	181757	06/24/21	10.98	81033
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	MULCH	181890	06/24/21	139.65	81033
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	GROMMETS	182334	07/01/21	9.98	81117
101-265-750.00	MAINTENANCE SUPPLIES	KSS ENTERPRISES	CLEANING SUPPLIES	1303551	07/08/21	298.12	81181
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	HOSE AND CLAMPS	182549	07/08/21	8.94	81196
101-265-800.00	CONTRACTED SERVICES	SUMMITT COMPANIES	FIRE EXTINGUISHER INSPECTIONS 6/20	121005100	07/01/21	304.10	81126
101-265-800.00	CONTRACTED SERVICES	SUMMITT COMPANIES	FIRE ALARM INSPECTION & 4 12VOLT B	121004996	07/01/21	660.00	81126
101-265-821.00	GARBAGE DISPOSAL	AMERICAN WASTE	JUNE 2021 8YD & 4YD CONTAINERS	4404853	06/24/21	196.66	80991
101-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELLPHONES ADMIN,GVT CTR,TNT DATA	9881847729	06/24/21	131.28	81048
101-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	NAT GAS DHS JUNE '21	910020931200	06/24/21	175.53	81015
101-265-935.00	BUILDING REPAIRS	BLUE WATER ELECTRIC	COMM RM OUTLETS ADDED FOR ZOOM	2121	06/24/21	579.00	81000
101-265-935.00	BUILDING REPAIRS	HURST MECHANICAL	REPAIRED BROKEN TRAP IN TREAS OFFI	9700647	06/24/21	288.24	81019
101-265-935.00	BUILDING REPAIRS	NORTHERN MICHIGAN GLA	CAULKED & REPAIRED 1ST FLOOR WINDO	55207	06/24/21	1,856.90	81032
			Total For Dept 265 BUILDING & GROUNDS			5,190.91	
Dept 267 PROSECUTING ATTORNEY							
101-267-727.00	OFFICE SUPPLIES	VISA=SARA SWANSON	STAPLES OFFICE SUPPLIES 06/2021 &	STAPLES 062021	06/24/21	156.98	81053
101-267-727.00	OFFICE SUPPLIES	VISA=SARA SWANSON	VISA062021	VISA062021	07/01/21	15.97	81133
101-267-808.00	WITNESS FEES	VISA=SARA SWANSON	STAPLES OFFICE SUPPLIES 06/2021 &	STAPLES 062021	06/24/21	26.35	81053
101-267-827.00	MGT CONTRACT	MGT OF AMERICA, INC.	FY 2021 CRP BILLING SERVICE	39758	06/24/21	1,382.00	81028
101-267-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELLPHONES ADMIN,GVT CTR,TNT DATA	9881847729	06/24/21	43.76	81048
101-267-901.00	RESOURCE MATERIALS	AMANDA M O'BRIEN	19-269-FY AND 19-299-FY TRANSCRIPT	PREPEJCHAL TRAN	06/24/21	180.40	80988
101-267-901.00	RESOURCE MATERIALS	REXL INC. DBA LEXISNE	MAY 2021	3093262969	06/24/21	88.00	81038
101-267-967.02	PROJECT EXPENSES - DOJ G	VERIZON WIRELESS	CELLPHONES ADMIN,GVT CTR,TNT DATA	9881847729	06/24/21	43.76	81048
101-267-967.02	PROJECT EXPENSES - DOJ G	VISA=SARA SWANSON	VISA062021	VISA062021	07/01/21	15.89	81133
			Total For Dept 267 PROSECUTING ATTORNEY			1,953.11	
Dept 275 DRAIN COMMISSION							
101-275-819.00	CONTRACT SERVICE - LAKE	DIXON, CRAIG	MONTHLY CONTRACTED SERVICES FOR DA	07/07/2021	07/08/21	333.33	81167
			Total For Dept 275 DRAIN COMMISSION			333.33	
Dept 285 CENTRAL SERVICES							
101-285-730.00	POSTAGE	CMRS-FP	POSTAGE FOR METER	CIN#10600093313	06/24/21	2,500.00	81007
101-285-800.00	CONTRACTED SERVICES	FP FINANCE PROGRAM	POSTAGE METER RENTAL AGREEMENT	29577902	07/01/21	175.00	81089
101-285-940.20	EQUIPMENT LEASE	APPLIED IMAGING	COPIER MAINTENANCE	1757713	06/24/21	48.25	80992
			Total For Dept 285 CENTRAL SERVICES			2,723.25	
Dept 301 SHERIFF							
101-301-748.00	GAS, OIL & GREASE	WATSON BENZIE LLC	20-1 OC/TR CONTRACT	165968	06/24/21	175.00	81057
101-301-748.00	GAS, OIL & GREASE	WATSON BENZIE LLC	21-3 OC/TR CONTRACT	MH549256 OC TR	07/08/21	180.00	81219
101-301-748.00	GAS, OIL & GREASE	XPRESS LUBE	18-1 OC	61128	07/08/21	50.00	81223
101-301-749.00	VEHICLE REPAIRS	NAPA AUTO SUPPLY, INC	VEHICLE CLEANING SUPPLIES	5366-469282	07/08/21	32.97	8

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Fund 101 GENERAL FUND							
Dept 333 SECONDARY ROAD PATROL							
101-333-725.00	FRINGE BENEFITS	44 NORTH	COBRA, HRA, FSA	211693	06/24/21	22.90	80985
101-333-725.00	FRINGE BENEFITS	BLUE CARE NETWORK	JULY 2021 HEALTH INSURANCE	211590017258	06/24/21	1,132.86	80999
			Total For Dept 333 SECONDARY ROAD PATROL			1,155.76	
Dept 426 EMERGENCY MANAGEMENT							
101-426-725.00	FRINGE BENEFITS	44 NORTH	COBRA, HRA, FSA	211693	06/24/21	9.20	80985
101-426-725.00	FRINGE BENEFITS	BLUE CARE NETWORK	JULY 2021 HEALTH INSURANCE	211590017258	06/24/21	453.14	80999
101-426-957.00	MISCELLANEOUS	CHARTER COMMUNICATION	EM CABLE SERVICE 6-13-21 TO 7-12-21	0010110061321	06/24/21	59.43	81004
			Total For Dept 426 EMERGENCY MANAGEMENT			521.77	
Dept 649 MENTAL HEALTH							
101-649-836.00	APPROPRIATIONS	CENTRA WELLNESS NETWO	MONTHLY APPROPRIATION JULY 21	001137	07/08/21	10,006.17	81158
			Total For Dept 649 MENTAL HEALTH			10,006.17	
Dept 751 PARKS & RECREATION DEPARTMENT							
101-751-721.00	PER DIEM	DEMITROFF, CATHY	PER DIEM PARKS & REC 6/28/2021	JUNE 28, 2021	07/01/21	40.00	81082
101-751-721.00	PER DIEM	DUPERRON, SEAN	PER DIEM PARKS & REC 6/28/2021	JUNE 28, 2021	07/01/21	40.00	81083
101-751-721.00	PER DIEM	HOOGTERP, EDWARD	PER DIEM PARKS & REC 6/28/2021	JUNE 28, 2021	07/01/21	40.00	81094
101-751-721.00	PER DIEM	JOHNSON, SHAUN	PER DIEM PARKS & REC 6/28/2021	JUNE 28, 2021	07/01/21	40.00	81095
101-751-721.00	PER DIEM	KRAUS, CHARLES	PER DIEM PARKS & REC 6/28/2021	JUNE 28, 2021	07/01/21	40.00	81099
101-751-721.00	PER DIEM	LEACH, KASSIE	RECORDING SVCS PARKS & REC 6/28/20	JUNE 28, 2021	07/01/21	75.00	81103
101-751-721.00	PER DIEM	MICK, TED	PER DIEM PARKS & REC 6/28/2021	JUNE 28, 2021	07/01/21	40.00	81113
101-751-721.00	PER DIEM	PEACOCK, TAD	PER DIEM PARKS & REC 6/28/2021	JUNE 28, 2021	07/01/21	40.00	81118
101-751-721.00	PER DIEM	ZENKER, SUSAN K.	PER DIEM PARKS & REC 6/28/2021	JUNE 28, 2021	07/01/21	40.00	81137
101-751-800.00	CONTRACTED SERVICES	BENZIE CONSERVATION D	REIMB PARK SIGN REPAIR- GILLISON'S	464	07/08/21	110.00	81149
101-751-800.00	CONTRACTED SERVICES	NETWORKS NORTHWEST	BENZIE COUNTY REC PLAN COPIES	06/28/2021	07/08/21	160.00	81195
101-751-860.00	TRAVEL	DEMITROFF, CATHY	MILEAGE PARKS & REC 6/28/2021	JUNE 28, 2021	07/01/21	5.60	81082
101-751-860.00	TRAVEL	DUPERRON, SEAN	MILEAGE PARKS & REC 6/28/2021	JUNE 28, 2021	07/01/21	9.52	81083
101-751-860.00	TRAVEL	HOOGTERP, EDWARD	MILEAGE PARKS & REC 6/28/2021	JUNE 28, 2021	07/01/21	1.68	81094
101-751-860.00	TRAVEL	JOHNSON, SHAUN	MILEAGE PARKS & REC 6/28/2021	JUNE 28, 2021	07/01/21	2.80	81096
101-751-860.00	TRAVEL	KRAUS, CHARLES	MILEAGE PARKS & REC 6/28/2021	JUNE 28, 2021	07/01/21	12.32	81099
101-751-860.00	TRAVEL	LEACH, KASSIE	MILEAGE PARKS & REC 6/28/2021	JUNE 28, 2021	07/01/21	4.59	81103
101-751-860.00	TRAVEL	MICK, TED	MILEAGE PARKS & REC 6/28/2021	JUNE 28, 2021	07/01/21	3.02	81113
101-751-860.00	TRAVEL	PEACOCK, TAD	MILEAGE PARKS & REC 6/28/2021	JUNE 28, 2021	07/01/21	2.24	81118
101-751-860.00	TRAVEL	ZENKER, SUSAN K.	MILEAGE PARKS & REC 6/28/2021	JUNE 28, 2021	07/01/21	5.60	81137
			Total For Dept 751 PARKS & RECREATION DEPARTMENT			712.37	
Dept 852 MEDICAL INSURANCE							
101-852-717.00	MEDICAL/DENTAL/VISION	BLUE CARE NETWORK	JULY 2021 HEALTH INSURANCE	211590017258	06/24/21	33,608.10	80999
101-852-717.00	MEDICAL/DENTAL/VISION	LAUTENBACH, LORI	RETIREE HEALTH SUPPLEMENT BENEFIT	06/09/2021	06/24/21	175.00	81024
101-852-717.00	MEDICAL/DENTAL/VISION	CONQUEST, JEFF	RETIREE HEALTH SUPPLEMENT BENEFIT	07/07/2021	07/08/21	175.00	81161
101-852-717.00	MEDICAL/DENTAL/VISION	KOSIBOSKI, JEFFREY	RETIREE HEALTH SUPPLEMENT BENEFIT	07/07/2021	07/08/21	175.00	81180
101-852-717.00	MEDICAL/DENTAL/VISION	LAUTENBACH, LORI	RETIREE HEALTH SUPPLEMENT BENEFIT	07/07/2021	07/08/21	175.00	81182
101-852-717.00	MEDICAL/DENTAL/VISION	TUCKER, DAVID	MONTHLY RETIREE HEALTHCARE SUPPLEM	07/07/2021	07/08/21	175.00	81213
101-852-800.00	CONTRACTED SERVICES - CA	44 NORTH	COBRA, HRA, FSA	211693	06/24/21	853.80	80985
			Total For Dept 852 MEDICAL INSURANCE			35,336.90	
Dept 871 WORKERS COMPENSATION INSURANCE							
101-871-828.00	WORKERS COMP INSURANCE	MICHIGAN COUNTIES WOR	WORKER'S COMP ADDT'L PREMIUM 2020	725-2020FA	07/01/21	6,386.40	81112
			Total For Dept 871 WORKERS COMPENSATION INSURANCE			6,386.40	
			Total For Fund 101 GENERAL FUND			80,350.33	

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Fund 205 TNT OFFICER MILLAGE FUND							
Dept 000							
205-000-725.00	FRINGE BENEFITS	44 NORTH	COBRA, HRA, FSA	211693	06/24/21	22.90	80985
205-000-725.00	FRINGE BENEFITS	BLUE CARE NETWORK	JULY 2021 HEALTH INSURANCE	211590017258	06/24/21	377.62	80999
205-000-840.00	INTELL/INVESTIGATIONS	VISA-SHERIFF DEPT	INTEL/JAIL	06232021 7476	06/24/21	17.17	81054
205-000-840.00	INTELL/INVESTIGATIONS	VISA-TROY LAMERSON	JAIL MAINT/KIT SUPP/EVID PU/RETURN	06232021 6759	06/24/21	5.93	81056
205-000-840.00	INTELL/INVESTIGATIONS	TRANSUNION RISK & ALT	INTEL JUNE 2021	939561-202106-1	07/08/21	75.00	81212
205-000-853.00	CELLULAR PHONES-TNT	VERIZON WIRELESS	CELLPHONES, JAIL, ROAD, TNT, CARES	9881847730	06/24/21	40.85	81048
205-000-853.00	CELLULAR PHONES-TNT	VERIZON WIRELESS	CELLPHONES ADMIN,GVT CTR,TNT DATA	9881847729	06/24/21	20.04	81048
			Total For Dept 000			559.51	
Dept 871 WORKERS COMPENSATION INSURANCE							
205-871-828.00	INSURANCE & BONDS	MICHIGAN COUNTIES WOR	WORKER'S COMP ADDT'L PREMIUM 2020	725-2020FA	07/01/21	241.00	81112
			Total For Dept 871 WORKERS COMPENSATION INSURANCE			241.00	
			Total For Fund 205 TNT OFFICER MILLAGE FUND			800.51	
Fund 206 SHERIFF'S K-9 FUND							
Dept 000							
206-000-967.00	PROJECT EXPENSES	VISA-ROSA KYLE	K9 FOOD	06232021 7179	06/24/21	42.99	81052
206-000-967.00	PROJECT EXPENSES	DA DESIGNS	K9 SIGNS & TOWELS	5398	07/01/21	223.20	81079
			Total For Dept 000			266.19	
			Total For Fund 206 SHERIFF'S K-9 FUND			266.19	
Fund 209 SCHOOL RESOURCE OFFICER							
Dept 000							
209-000-725.00	FRINGE BENEFITS	44 NORTH	COBRA, HRA, FSA	211693	06/24/21	18.40	80985
209-000-725.00	FRINGE BENEFITS	BLUE CARE NETWORK	JULY 2021 HEALTH INSURANCE	211590017258	06/24/21	377.62	80999
209-000-970.00	EQUIPMENT	VISA-GHUBERS 1098	SRO EQUIP	06232021 1098	06/24/21	29.92	81049
			Total For Dept 000			425.94	
			Total For Fund 209 SCHOOL RESOURCE OFFICER			674.97	
Dept 871 WORKERS COMPENSATION INSURANCE							
209-871-828.00	INSURANCE & BONDS	MICHIGAN COUNTIES WOR	WORKER'S COMP ADDT'L PREMIUM 2020	725-2020FA	07/01/21	249.03	81112
			Total For Dept 871 WORKERS COMPENSATION INSURANCE			249.03	
			Total For Fund 209 SCHOOL RESOURCE OFFICER			674.97	
Fund 213 JAIL OPERATIONS FUND							
Dept 265 BUILDING & GROUNDS							
213-265-783.00	EQUIP. SERVICES & SUPPLI	VISA-TROY LAMERSON	JAIL MAINT/KIT SUPP/EVID PU/RETURN	06232021 6759	06/24/21	68.92	81056
213-265-783.00	EQUIP. SERVICES & SUPPLI	KSS ENTERPRISES	TP/PT/DISINFECT/DEEP BLUE/FLITE LI	1306804	07/01/21	816.19	81100
213-265-783.00	EQUIP. SERVICES & SUPPLI	KSS ENTERPRISES	T/LAUNDRY	1307949	07/01/21	120.65	81100
213-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELLPHONES, JAIL, ROAD, TNT, CARES	9881847730	06/24/21	92.52	81048
213-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELLPHONES ADMIN,GVT CTR,TNT DATA	9881847729	06/24/21	48.76	81048
213-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	NAT GAS THRU 06/14/2021	910020929204- B	06/24/21	436.51	81016
213-265-935.00	JAIL REPAIRS	GRAND TRAVERSE REFRIG	CUT CONCRETE FOR SLEEPER/INSTALL T	7807	07/01/21	3,351.00	81091
213-265-935.00	JAIL REPAIRS	LARSENS LANDSCAPING	JAIL FERT APP 06142021	72115	07/01/21	156.00	81102
213-265-935.00	JAIL REPAIRS	MOORE MECHANICAL	JAIL REPAIRS	15697 10705 060	07/01/21	176.90	81115
213-265-935.00	JAIL REPAIRS	SHERWIN-WILLIAMS	PAINT	1024-2 062221	07/01/21	39.41	81121
213-265-935.00	JAIL REPAIRS	AMAZON CAPITAL SERVIC	4GB USB/LIGHT BULBS	1NVM-DR4C-RRWV	07/08/21	63.98	81147
213-265-935.00	JAIL REPAIRS	SHOP AND SAVE	JAIL REPAIRS/MED	07012021 STMT	07/08/21	59.23	81204
			Total For Dept 265 BUILDING & GROUNDS			5,430.07	
Dept 351 JAIL - CORRECTIONS							
213-351-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVIC	JAIL VECB REP/OFF SUPP	1PH6-J1NR-QHEW	06/24/21	22.30	80989

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Fund 213 JAIL OPERATIONS FUND							
Dept 351 JAIL - CORRECTIONS							
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPPLIES 06/06/2021 TO 06/12/	107842	06/24/21	1,850.02	81003
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPP 06/13/21 TO 06/19/21	108014	06/24/21	1,862.27	81003
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPPLIES 06/20 TO 06/26/2021	108195	07/01/21	1,849.50	81070
213-351-742.00	KITCHEN SUPPLIES	VISA-TROY LAMERSON	JAIL MAINT/KIT SUPP/EVID PU/RETURN	06232021 6759	06/24/21	133.92	81056
213-351-749.00	VEHICLE REPAIRS	AMAZON CAPITAL SERVICE	JAIL VEH REP/OFF SUPP	1PH6-J1NR-QHFW	06/24/21	147.99	80989
213-351-749.00	VEHICLE REPAIRS	HEIGES PERFORMANCE, I	14 CARAVAN - BATTERY	013900	07/08/21	293.55	81172
213-351-751.00	UNIFORMS	AMAZON CAPITAL SERVICE	UNIFORMS	1YFL-4KW1-VLL1	07/08/21	148.48	81147
213-351-834.00	PRISONER MEDICAL - BENZI	SHOP AND SAVE	JAIL REPAIRS/MED	07012021 STMT	07/08/21	18.78	81204
213-351-940.20	EQUIPMENT LEASE - COPIER	TEAM FINANCIAL GROUP,	JULY CONTRACT JAIL 2021	00054280	06/24/21	307.00	81045
213-351-963.00	COMPUTER EQUIPMENT	ID NETWORKS, INC.	LIVESCAN 07/01/2021 TO 06/30/2022	277814	06/24/21	1,995.00	81020
213-351-963.00	COMPUTER EQUIPMENT	AMAZON CAPITAL SERVICE	MONITOR MOUNT	1D9H-NMFG-LVY3	07/01/21	29.09	81063
213-351-963.00	COMPUTER EQUIPMENT	AMAZON CAPITAL SERVICE	COMPUTER DESK	1Y1F-69JK-4VRD	07/08/21	399.00	81147
213-351-963.00	COMPUTER EQUIPMENT	AMAZON CAPITAL SERVICE	4GB USB/LIGHT BULBS	1NVM-DR4C-RRMV	07/08/21	34.99	81147
Total For Dept 351 JAIL - CORRECTIONS						9,091.89	
Dept 852 MEDICAL INSURANCE							
213-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	JULY 2021 HEALTH INSURANCE	211590017258	06/24/21	5,739.84	80999
213-852-800.00	CONTRACTED SERVICES - CA	44 NORTH	COBRA, HRA, FSA	211693	06/24/21	215.90	80985
Total For Dept 852 MEDICAL INSURANCE						5,955.74	
Dept 871 WORKERS COMPENSATION INSURANCE							
213-871-828.00	WORKERS COMP INSURANCE	MICHIGAN COUNTIES WOR	WORKER'S COMP ADDT'L PREMIUM 2020	725-2020FA	07/01/21	401.66	81112
Total For Dept 871 WORKERS COMPENSATION INSURANCE						401.66	
Total For Fund 213 JAIL OPERATIONS FUND						20,879.36	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 265 BUILDING & GROUNDS							
214-265-750.00	MAINTENANCE SUPPLIES	MI PEST	MI PEST ST 3	23779	06/24/21	55.00	81029
214-265-750.00	MAINTENANCE SUPPLIES	MI PEST	MI PEST ST 3	23152	06/24/21	55.00	81029
214-265-750.00	MAINTENANCE SUPPLIES	MI PEST	MI PEST ST 2	23081	06/24/21	60.00	81029
214-265-750.00	MAINTENANCE SUPPLIES	MI PEST	MI PEST ST 2	23675	06/24/21	60.00	81029
214-265-750.00	MAINTENANCE SUPPLIES	MI PEST	MI PEST ST3	24689	06/24/21	55.00	81029
214-265-750.00	MAINTENANCE SUPPLIES	CRYSTAL OUTDOOR SERVI	LAWN CARE AT ST 2	9	07/01/21	90.00	81078
214-265-750.00	MAINTENANCE SUPPLIES	MI PEST	JAN 2021 INVOICE 21989	21989	07/08/21	60.00	81189
214-265-850.01	INTERNET SERVICE	CENTURYLINK	CENTURY LINK PHONE INTERNET BILL	7-19-21	07/01/21	311.85	81072
214-265-970.00	EQUIPMENT & REPAIR	TEAM FINANCIAL GROUP,	MTYLY COPIER LEASE PMT JUNE '21	54708	07/08/21	189.93	81210
Total For Dept 265 BUILDING & GROUNDS						936.78	
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MED SUPPLIES	8410767	06/24/21	46.98	81001
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MED SUPPLIES	84101766	06/24/21	19.00	81001
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MEDICAL SUPPLIES	84098656	06/24/21	113.38	81001
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MED SUPPLIES	84105372	06/24/21	320.97	81001
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MED SUPPLIES	84103628	06/24/21	13.83	81001
214-655-735.10	MEDICAL SUPPLIES - GAS	PURITY CYLINDER GASSE		1212547	07/08/21	146.43	81198
214-655-748.00	GAS, OIL & GREASE	WEX BANK	FUEL - JUNE '21	72327804	06/24/21	512.44	81058
214-655-749.00	VEHICLE REPAIRS	BENZIE TRANSPORTATION	A31 OIL AND SERVICE	2583	06/24/21	371.01	80996
214-655-751.00	UNIFORMS	TELE-RAD, INC.	WORK SHIRT FOR ANGELA HALE	902607	07/01/21	36.54	81128
214-655-800.01	CONTRACTED SERVICES - BI	MOBILE MEDICAL RESPON	APRIL BILLING BY MMR	00001542-IN	07/08/21	4,200.00	81193
214-655-961.00	TRAINING & SCHOOLS	VISA-THOMAS KING	APRIL AMERICAN HEART CPR TRAIN	7-10-21	06/24/21	272.50	81055
214-655-961.00	TRAINING & SCHOOLS	MIKE BERENDSOHN	ITLS FOR MATT DURAND	JUNE-21	07/08/21	250.00	81191
214-655-970.00	EQUIPMENT	STRYKER FLEX FINANCIA	LP 15 PAYMENT	214240	07/01/21	3,945.51	81125

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Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)							10,248.59
Dept 852 MEDICAL INSURANCE							
214-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	JULY 2021 HEALTH INSURANCE	211590017258	06/24/21	13,216.66	80999
214-852-800.00	CONTRACTED SERVICES - CA	44 NORTH	COBRA, HRA, FSA	211693	06/24/21	275.60	80985
Total For Dept 852 MEDICAL INSURANCE							13,492.26
Dept 871 WORKERS COMPENSATION INSURANCE							
214-871-828.00	INSURANCE & BONDS	MICHIGAN COUNTIES WOR	WORKER'S COMP ADDT'L PREMIUM 2020	725-2020FA	07/01/21	562.33	81112
Total For Dept 871 WORKERS COMPENSATION INSURANCE							562.33
Total For Fund 214 EMERGENCY MEDICAL SERVICES (E							25,239.96
Fund 220 MARINE PATROL FUND							
Dept 000							
220-000-970.00	EQUIPMENT	MARINE TECH LLC	WINCH FOR MARINE PATROL	577	07/08/21	70.17	81186
Total For Dept 000							70.17
Total For Fund 220 MARINE PATROL FUND							70.17
Fund 228 SOLID WASTE/RECYCLING FUND							
Dept 000							
228-000-703.05	WAGES-ATTENDANT	COTE, CHRISTOPHER	FRANKFORT COLLECTION EVENT	06232021	06/24/21	175.00	81010
228-000-703.05	WAGES-ATTENDANT	JESSICA LINDSAY	FRANKFORT COLLECTION EVENT	06232021	06/24/21	175.00	81021
228-000-703.05	WAGES-ATTENDANT	JOHN LAWRENCE	FRANKFORT COLLECTION EVENT	06232021	06/24/21	245.00	81022
228-000-703.05	WAGES-ATTENDANT	LINDSAY, BRIANNE	FRANKFORT COLLECTION EVENT	06232021	06/24/21	200.00	81025
228-000-703.05	WAGES-ATTENDANT	MIKE MACKIN	FRANKFORT COLLECTION EVENT	06232021	06/24/21	100.00	81030
228-000-703.05	WAGES-ATTENDANT	WOOD, MARLENE	FRANKFORT COLLECTION EVENT	0622021	06/24/21	75.00	81059
228-000-703.05	WAGES-ATTENDANT	DAVID SCHAFFER	JUNE SITE ATTENDANT	06302021	07/01/21	270.00	81081
228-000-703.05	WAGES-ATTENDANT	STEFFES, MELONIE	JUNE SITE ATTENDANT	06302021	07/01/21	135.00	81124
228-000-703.05	WAGES-ATTENDANT	WOOD, MARLENE	JUNE SITE ATTENDANT	06302021	07/01/21	540.00	81135
228-000-721.00	PER DIEM	ANNIE BROWNING	SWAC PER DIEM	07072021	07/08/21	40.00	81148
228-000-721.00	PER DIEM	DAVID SCHAFFER	SWAC PER DIEM	07072021	07/08/21	40.00	81163
228-000-721.00	PER DIEM	WARREN, TODD	SWAC PER DIEM	07072021	07/08/21	40.00	81218
228-000-721.00	PER DIEM	WOOD, MARLENE	SWAC PER DIEM	07072021	07/08/21	40.00	81222
228-000-748.00	GAS, OIL & GREASE	EXPRESS LUBE & TIRE S	OIL CHANGE	60505	06/24/21	51.92	81017
228-000-800.00	CONTRACTED SERVICES	AMERICAN WASTE	RECYCLE SERVICES FOR MAY 2021	4401269	06/24/21	15,158.52	80991
228-000-821.50	HAZARDOUS WASTE	ERG ENVIRONMENTAL SER	HHW COLLECTION EVENT	LIIN016463	07/30/21	14,255.73	81169
228-000-850.00	TELEPHONE	VERIZON WIRELESS	CELLPHONES ADMIN,GVT CTR,TNT DATA	9881847729	06/24/21	43.76	81048
228-000-860.00	TRAVEL	DAVID SCHAFFER	SWAC PER DIEM	07072021	07/08/21	3.45	81164
228-000-860.00	TRAVEL	WARREN, TODD	SWAC MILEAGE	07072021	07/08/21	8.05	81218
228-000-860.00	TRAVEL	WOOD, MARLENE	SWAC MILEAGE	07072021	07/08/21	1.15	81222
228-000-900.00	PUBLIC RELATIONS-PRINTG/	BENZIE TRANSPORTATION	BUS ADVERTISEMENT	2586	07/08/21	187.50	81153
228-000-934.00	OTHER REPAIRS/ MAINTENAN	NUGENT ACE HARDWARE	SITE ATTENDANT EQUIPMENT	181167	06/24/21	117.96	81033
228-000-957.00	MISCELLANEOUS	NUGENT ACE HARDWARE	COLLECTION SUPPLIES	181564	06/24/21	11.98	81033
228-000-957.00	MISCELLANEOUS	NUGENT ACE HARDWARE	COLLECTION SUPPLIES	181834	06/24/21	78.91	81033
Total For Dept 000							31,993.93
Dept 852 MEDICAL INSURANCE							
228-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	JULY 2021 HEALTH INSURANCE	211590017258	06/24/21	377.62	80999
228-852-800.00	CONTRACTED SRVS - CADILL	44 NORTH	COBRA, HRA, FSA	211693	06/24/21	22.90	80985
Total For Dept 852 MEDICAL INSURANCE							400.52
Dept 871 WORKERS COMPENSATION INSURANCE							

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Fund 228 SOLID WASTE/RECYCLING FUND							
Dept 871 WORKERS COMPENSATION INSURANCE	WORKERS COMP INSURANCE	MICHIGAN COUNTIES WOR	WORKER'S COMP ADDT'L PREMIUM 2020	725-2020FA	07/01/21	64.27	81112
228-871-828.00			Total For Dept 871 WORKERS COMPENSATION INSURANCE			64.27	
			Total For Fund 228 SOLID WASTE/RECYCLING FUND			32,458.72	
Fund 230 BETSIE VALLEY TRAIL MANAGEMENT FUND							
Dept 754 RECREATION PASSPORT GRANT	CONTRACTED SVCS - DESIGN	VISA-MICHELLE THOMPSON	FUEL, OIL CHG, BETSIE TRAIL SIGN	0082	06/24/21	330.00	81050
230-754-800.00			BETSIE VALLEY TRAIL SERVICES	12681	07/01/21	166,228.48	81061
230-754-801.00			Total For Dept 754 RECREATION PASSPORT GRANT			166,558.48	
			Total For Fund 230 BETSIE VALLEY TRAIL MANAGEMENT			166,558.48	
Fund 247 ANIMAL CONTROL FUND							
Dept 265 BUILDING & GROUNDS	CELLULAR PHONES	VERIZON WIRELESS	CELLPHONES ADMIN,GVT CTR,TNT DATA	9881847729	06/24/21	97.52	81048
247-265-853.00			ELECTRIC FOR MAY	203676638684	06/24/21	185.68	81009
247-265-924.00			Total For Dept 265 BUILDING & GROUNDS			283.20	
Dept 430 ANIMAL CONTROL							
247-430-727.00	OFFICE SUPPLIES	VISA-KYLE MAURER	LATE FEE/ADOBE PDF READER	0595	07/01/21	55.89	81131
247-430-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	CORRECTION OF FUEL PLUS MAY FUEL	1453	06/24/21	322.84	80995
247-430-945.20	DISPOSALS & BURIALS	AMERICAN WASTE	TRASH BILL FOR JUNE	4406129	06/24/21	17.00	80991
			Total For Dept 430 ANIMAL CONTROL			395.73	
Dept 852 MEDICAL INSURANCE							
247-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	JULY 2021 HEALTH INSURANCE	211590017258	06/24/21	1,510.48	80999
247-852-800.00	CONTRACTED SERVICES - CA	44 NORTH	COBRA, HRA, FSA	211693	06/24/21	36.80	80985
			Total For Dept 852 MEDICAL INSURANCE			1,547.28	
Dept 871 WORKERS COMPENSATION INSURANCE							
247-871-828.00	WORKERS COMP INSURANCE	MICHIGAN COUNTIES WOR	WORKER'S COMP ADDT'L PREMIUM 2020	725-2020FA	07/01/21	80.33	81112
			Total For Dept 871 WORKERS COMPENSATION INSURANCE			80.33	
			Total For Fund 247 ANIMAL CONTROL FUND			2,306.54	
Fund 256 REG OF DEEDS AUTOMATION FUND							
Dept 000	RECORD CONVERSIONS	FIDLAR TECHNOLOGIES I	BASTION HOSTING SERVICES 3RD QUART	0882808-IN	07/08/21	2,650.00	81171
256-000-800.00			Total For Dept 000			2,650.00	
			Total For Fund 256 REG OF DEEDS AUTOMATION FUND			2,650.00	
Fund 261 911 EMERGENCY SERVICE FUND							
Dept 325 DISPATCH/COMMUNICATION	UNIFORMS	FIELD CRAFTS	BCCD UNIFORM SHIRTS	71005	07/01/21	143.35	81088
261-325-751.00			ANNUAL SERVICE RENEWAL CAD AND MOB	277813	06/24/21	6,208.00	81020
261-325-830.00	911 MAINTENANCE CONTRACT	ID NETWORKS, INC.	911 MONTHLY SERVICE /MAINT AUGUST	1834	07/08/21	938.00	81221
261-325-830.00	911 MAINTENANCE CONTRACT	WESTTEL INTERNATIONAL	PRE-EMPLOYMENT TESTING	W1275062	07/01/21	82.00	81116
261-325-956.00	EMPLOYEE PHYSICALS	MUNSON WALK IN CLINIC	Total For Dept 325 DISPATCH/COMMUNICATION			7,371.35	
			JULY 2021 HEALTH INSURANCE	211590017258	06/24/21	4,153.80	80999
			COBRA, HRA, FSA	211693	06/24/21	110.20	80985

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Fund 261 911 EMERGENCY SERVICE FUND Dept 852 MEDICAL INSURANCE							
			Total For Dept 852 MEDICAL INSURANCE			4,264.00	
Dept 871 WORKERS COMPENSATION INSURANCE 261-871-828.00	WORKERS COM INSURANCE	MICHIGAN COUNTIES WOR	WORKER'S COMP ADDT'L PREMIUM 2020 725-2020FA		07/01/21	48.20	81112
			Total For Dept 871 WORKERS COMPENSATION INSURANCE			48.20	
			Total For Fund 261 911 EMERGENCY SERVICE FUND			11,683.55	
Fund 265 JUSTICE TRAINING (302) FUND Dept 000	PROJECT EXPENSES	DELTA COLLEGE	EVIDENCE TECH COURSE - BLANK	4332389	06/24/21	915.00	81012
265-000-967.00			Total For Dept 000			915.00	
			Total For Fund 265 JUSTICE TRAINING (302) FUND			915.00	
Fund 269 LAW LIBRARY FUND Dept 000	CONTRACTED SERVICES	SWANDER, CANDICE	LAW LIBRARIAN JAN 1 TO JUNE 30, 20 6/29/20201		07/01/21	750.00	81127
269-000-800.00	RESOURCE MATERIALS	LEXISNEXIS MATTHEW BE	MI CIVIL LITIGATION MANUAL 2020 25826638		07/01/21	251.59	81104
269-000-901.00			Total For Dept 000			1,001.59	
			Total For Fund 269 LAW LIBRARY FUND			1,001.59	
Fund 292 CHILD CARE FUND Dept 000	IN HOME CARE MISC.	SMART START MICHIGAN	TETHER FOR G.M.	6712021TB	07/08/21	90.00	81205
292-000-840.95	TELEPHONE	CAMERON CLARK	JUNE REIM TRAVEL	JUNE	07/01/21	50.00	81069
292-000-850.00	INCENTIVES	ELIZABETH GIBSON	SUMMER VOLLEYBALL CAMP FOR G.G.	C-31YB64TJ	07/08/21	300.00	81168
292-000-862.01			Total For Dept 000			440.00	
			Total For Fund 292 CHILD CARE FUND			440.00	
Fund 293 VETERAN'S RELIEF FUND Dept 000	VETERANS FINANCIAL AID	VISA-MICHELLE THOMPSON	VA SERVICES	07062021	07/08/21	628.33	81216
293-000-839.10	TRAVEL	VISA-MICHELLE THOMPSON	VA TRAINING	06292021	07/01/21	170.00	81132
293-000-860.00	CONVENTIONS & MEETINGS	MACVC	KAREN KOROLENKO VA TRAINING	06302021	07/01/21	65.00	81107
293-000-955.00			Total For Dept 000			863.33	
			Total For Fund 293 VETERAN'S RELIEF FUND			863.33	
Fund 425 EQUIPMENT REPLACEMENT FUND Dept 351 JAIL - CORRECTIONS	MISCELLANEOUS - INMATE T	VISA-SHERIFF DEPT	INTEL/JAIL	06232021 7476	06/24/21	105.88	81054
425-351-957.00			Total For Dept 351 JAIL - CORRECTIONS			105.88	
			Total For Fund 425 EQUIPMENT REPLACEMENT FUND			105.88	
Fund 516 DELINQUENT TAX REVOLVING FUND Dept 000	CASH OVER/SHORT	MID AMERICAN TITLE	OVERPAID ON DELINQUENT TAX 12-027- 063021		07/01/21	9.51	81114
516-000-694.00			Total For Dept 000			9.51	
			Total For Fund 516 DELINQUENT TAX REVOLVING FUND			9.51	

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Fund 532 TAX FORECLOSURE FUND							
Dept 253 COUNTY TREASURER	CONTRACTED SERVICES	TITLE CHECK LLC	1/12 ANNUAL FEE FOR 2019 TAX FORFE	2106-5	06/24/21	789.63	81046
532-253-801.00	LEGAL FEES	LUCAS V. MIDDLETON	BENZIE FORECLOSURE SERVICES	92	06/24/21	600.00	81027
532-253-810.00			Total For Dept 253 COUNTY TREASURER			1,389.63	
			Total For Fund 532 TAX FORECLOSURE FUND			1,389.63	
Fund 701 GENERAL AGENCY FUND							
Dept 136 DISTRICT COURT	DUE TO SHERIFF'S DEPT -	BENZIE COUNTY SHERIFF	JUNE 2021 OWI REIMBURSEMENT	DP0436	07/08/21	773.80	81152
701-136-214.01	DUE STATE - DNR JUDGE	STATE OF MICHIGAN	JUNE 2021 FEE TRANSMITTAL	DCST06/2021	07/08/21	30.00	81208
701-136-228.20	DUE STATE - D. L. REINS	STATE OF MICHIGAN	JUNE 2021 FEE TRANSMITTAL	DCST06/2021	07/08/21	60.00	81208
701-136-228.30	DUE STATE - CRIME VICTIM	STATE OF MICHIGAN	JUNE 2021 FEE TRANSMITTAL	DCST06/2021	07/08/21	1,224.00	81208
701-136-228.37	DUE STATE - STATE COURT	STATE OF MICHIGAN	JUNE 2021 FEE TRANSMITTAL	DCST06/2021	07/08/21	90.00	81208
701-136-228.42	DUE STATE - OWI REIMBURS	STATE OF MICHIGAN	JUNE 2021 FEE TRANSMITTAL	DCST06/2021	07/08/21	100.00	81208
701-136-228.47	DUE STATE - EFILING FEE	STATE OF MICHIGAN	JUNE 2021 FEE TRANSMITTAL	DCST06/2021	07/08/21	645.00	81208
701-136-228.56	DUE STATE - STATE JURY	STATE OF MICHIGAN	JUNE 2021 FEE TRANSMITTAL	DCST06/2021	07/08/21	60.00	81208
701-136-228.57	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	JUNE 2021 FEE TRANSMITTAL	DCST06/2021	07/08/21	2,345.00	81208
701-136-228.58	DUE STATE - JUSTICE SYST	STATE OF MICHIGAN	JUNE 2021 FEE TRANSMITTAL	DCST06/2021	07/08/21	5,670.00	81208
701-136-228.59	CASH BONDS PAYABLE	19TH CIRCUIT COURT -	BOND TRANSFER: VALERIY KONSTANTINO	20-197-FY	06/24/21	750.00	80983
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT -	BOND TRANSFER: VALERIY KONSTANTINO	20-199-FY	06/24/21	750.00	80984
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED/COSTS	DP0406	06/24/21	150.00	80986
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED/COSTS	DP0414	06/24/21	1,465.50	80987
701-136-265.00	CASH BONDS PAYABLE	CONE, KYLE JOSEPH	BOND RETURN: KYLE JOSEPH CONE	19-394-ST	06/24/21	125.00	81008
701-136-265.00	CASH BONDS PAYABLE	PRESTON, CHRISTOPHER	BOND RETURN: CHRISTOPHER P PRES	19-289-SD	06/24/21	159.50	81035
701-136-265.00	CASH BONDS PAYABLE	PRESTON, CHRISTOPHER	BOND RETURN: CHRISTOPHER P PRESTO	19-289-SD	06/24/21	100.00	81036
701-136-265.00	CASH BONDS PAYABLE	19TH CIRCUIT COURT -	BOND TRANSFER: ROBERT THEODORE HA	20-286-FY	07/08/21	1,000.00	81140
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED/COSTS	DP0428	07/08/21	185.00	81141
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED/COSTS	DP0429	07/08/21	1,265.00	81142
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED/COSTS	DP0430	07/08/21	500.00	81143
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED/COSTS	DP0440	07/08/21	1,609.00	81144
701-136-265.00	CASH BONDS PAYABLE	BOWENS, DELMALENA LYN	BOND RETURN	13-049-FY	07/08/21	35.00	81156
701-136-265.00	CASH BONDS PAYABLE	CONE, KYLE JOSEPH	BOND RETURN	20-225-ST	07/08/21	50.00	81160
701-136-265.00	CASH BONDS PAYABLE	LINK, MICHAEL MEAD	BOND RETURNED	20-024-ST	07/08/21	200.00	81183
701-136-265.00	CASH BONDS PAYABLE	LINK, MICHAEL MEAD	BOND RETURNED	20-024-ST	07/08/21	15.00	81184
701-136-265.00	CASH BONDS PAYABLE	MISNER, MILES WOODWAR	BOND RETURN	21-091-SD	07/08/21	191.00	81192
701-136-265.00	CASH BONDS PAYABLE	RAKAN, LINDSAY JORDAN	BOND RETURN	20-423-SM	07/08/21	50.00	81200
701-136-265.00	RESTITUTIONS PAYABLE	AUTO-OWNERS INSURANCE	RESTITUTION PYMT FROM STEVEN PELL	18-336-SM	06/24/21	50.00	80993
701-136-271.00	RESTITUTIONS PAYABLE	FAMILY FARE SUPERMARK	RESTITUTION PYMT FROM KC THOMAS SI	21-027-SM	06/24/21	50.00	81018
701-136-271.00	RESTITUTIONS PAYABLE	NORTH CAROLINA FARM B	RESTITUTION PYMT FROM KENNETH KOUB	20-166-SM	06/24/21	300.00	81031
701-136-271.00	RESTITUTIONS PAYABLE	STATE FARM INSURANCE	RESTITUTION PYMT FROM WILLIAM FORT	11-089-FD	06/24/21	20.00	81043
701-136-271.00	RESTITUTIONS PAYABLE	STOLTMAN, THOMAS	RESTITUTION PYMT FROM STEVEN PELL	18-336-SM	06/24/21	50.00	81044
701-136-271.00	RESTITUTIONS PAYABLE	ESTATE OF ROBERT LOVE	RESTITUTION FROM ELLEN JOHNSON	18-091-FY	07/01/21	40.00	81085
701-136-271.00	RESTITUTIONS PAYABLE	ESTATE OF ROBERT LOVE	RESTITUTION FROM ELLEN KAY JOHNSON	18-091-FY	06/25/20	15.00	81086
701-136-271.00	RESTITUTIONS PAYABLE	ESTATE OF ROBERT LOVE	RESTITUTION PYMT FROM ELLEN K JOHN	18-091-FY	07/01/21	105.00	81087
701-136-271.00	RESTITUTIONS PAYABLE	HALLUNGS, JASON	RESTITUTION FROM HUNTER CARRIER	17-250-FY	07/01/21	5.00	81092
701-136-271.00	RESTITUTIONS PAYABLE	MARGO, MICHAEL	RESTITUTION FROM KARALEE WILSON	18-262-ST	07/01/21	4.00	81109
701-136-271.00	RESTITUTIONS PAYABLE	MCKIDDIE, KYLE	RESTITUTION PAYMENT FROM CRYSTAL P	18-034-FY	07/01/21	24.00	81111
701-136-271.00	RESTITUTIONS PAYABLE	SINGLETON, MEGAN	RESTITUTION PYMT FROM SHAWN ROBERT	19-375-SM	07/01/21	25.00	81122
701-136-271.00	RESTITUTIONS PAYABLE	TIMMER, JEREDITH	RESTITUTION PAYMENT FROM BRANDON P	13-245-FY	07/01/21	5.00	81129
701-136-271.00	RESTITUTIONS PAYABLE	ZAVALA, LOTTIE	RESTITUTION PYMT FROM KRAIG HUMSTA	17-139-SM	07/01/21	5.00	81136
701-136-271.00	RESTITUTIONS PAYABLE	CITY OF FRANKFORT	RESTITUTION PYMT FROM ESTLIN S KEN	20-241-SD	07/08/21	20.00	81159
701-136-271.00	RESTITUTIONS PAYABLE	TIMMER, JEREDITH	RESTITUTION PYMT FROM BRANDON M PI	13-245-FY	07/08/21	5.00	81211
701-136-271.00	RESTITUTIONS PAYABLE	ZAVALA, LOTTIE	RESTITUTION PYMT FROM KRAIG HUMST	17-139-SM	07/08/21	5.00	81224

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 701 GENERAL AGENCY FUND							
Dept 136 DISTRICT COURT							
701-136-275.00	REFUNDS	VENTURE INSURANCE SER	RETURNED SURETY PER JUDGMENT	20-386-FY	06/24/21	2,500.00	81047
			Total For Dept 136 DISTRICT COURT			22,825.80	
Dept 148 PROBATE COURT							
701-148-228.06	DUE STATE - SHARED FEES	STATE OF MICHIGAN	JUNE 2021 FEE TRANSMITTAL	PCST06/2021	07/08/21	717.65	81207
701-148-228.42	DUE STATE - GENERAL FEES	STATE OF MICHIGAN	JUNE 2021 FEE TRANSMITTAL	PCST06/2021	07/08/21	110.00	81207
701-148-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	JUNE 2021 FEE TRANSMITTAL	PCST06/2021	07/08/21	200.00	81207
701-148-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	JUNE 2021 FEE TRANSMITTAL	PCST06/2021	07/08/21	1,200.00	81207
			Total For Dept 148 PROBATE COURT			2,227.65	
Dept 215 COUNTY CLERK							
701-215-228.16	DUE STATE - PISTOL PERMI	STATE OF MICHIGAN (#3	CPL FOR JUNE 2021	551-588074	07/08/21	1,826.00	81209
701-215-265.00	CASH BONDS PAYABLE	BENZIE COUNTY CLERK	BOND MONEY APPLIED LUCAS MAULE	20-2728-FH	07/01/21	180.00	81065
701-215-271.00	RESTITUTIONS PAYABLE	CITY OF FRANKFORT	RESTITUTION FROM MICHAEL VINCENT	20-2718-FH	06/24/21	200.00	81006
701-215-271.00	RESTITUTIONS PAYABLE	DR. SUSAN DALY	RESTITUTION FROM LEANNA STEELE	19-2611-FH	06/24/21	25.00	81014
701-215-271.00	RESTITUTIONS PAYABLE	LISA SPADOFORÉ	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	06/24/21	10.00	81026
701-215-271.00	RESTITUTIONS PAYABLE	LISA SPADOFORÉ	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	07/01/21	10.00	81105
701-215-271.00	RESTITUTIONS PAYABLE	RACHEL ROMAN	RESTITUTION FROM JACOB CUTLER	19-2604-FH	07/01/21	385.25	81120
701-215-271.00	RESTITUTIONS PAYABLE	BENZIE COUNTY SHERIFF	OWI REIMBURSEMENT PAUL THOMASON	20-2689-FH	07/08/21	25.00	81150
701-215-271.00	RESTITUTIONS PAYABLE	BENZIE COUNTY SHERIFF	OWI REIMBURSEMENT KATHLEEN JOHNSON	20-2713-FH	07/08/21	50.00	81151
701-215-271.00	RESTITUTIONS PAYABLE	LISA SPADOFORÉ	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	07/08/21	10.00	81185
701-215-271.00	RESTITUTIONS PAYABLE	RACHEL ROMAN	RESTITUTION FROM JACOB CUTLER	19-2604-FH	07/08/21	40.00	81199
701-215-271.10	FAMILY DIVISION RESITUT	JONATHAN RIENKS	RESTITUTION FROM EMMA HEWITT	21-3136-DL	07/01/21	25.00	81097
701-215-271.10	FAMILY DIVISION RESITUT	CRAIG ELHART	RESTITUTION FROM B.S.	21-3129-DL	07/08/21	82.00	81178
701-215-299.03	CIRCUIT COURT MISCELLANE	DORCAS HUMPHREY	OVERPAYMENT ON MOTION FEE ELY V E	20-11327-DM	06/24/21	80.00	81011
701-215-299.03	CIRCUIT COURT MISCELLANE	AETNA	REFUND AMBULANCE PAYMENT	20-4139	06/24/21	1,638.50	81013
701-215-299.03	CIRCUIT COURT MISCELLANE	BLUE CROSS BLUE SHIEL	REFUND OF AMBULANCE OVERPAYMENT	20-5517	07/08/21	1,718.00	81145
701-215-299.03	CIRCUIT COURT MISCELLANE	CAROL BACON	REFUND OF AMBULANCE PAYMENT ON 4/1	20-6337	07/08/21	141.24	81155
701-215-299.03	CIRCUIT COURT MISCELLANE	DANIEL BRYN	REFUND OF AMBULANCE PAYMENT	20-1657	07/08/21	208.83	81157
701-215-299.03	CIRCUIT COURT MISCELLANE	DAVID WILLIAMS	OVERPAID AMBULANCE BILL	20-11058	07/08/21	1,199.81	81162
701-215-299.03	CIRCUIT COURT MISCELLANE	ESTATE OF MADELINE CH	REFUND OF AMBULANCE PAYMENT	20-12007	07/08/21	168.48	81165
701-215-299.03	CIRCUIT COURT MISCELLANE	JOHN MCGOWAN	REFUND OF AMBULANCE PAYMENT	20-14956	07/08/21	144.98	81170
701-215-299.03	CIRCUIT COURT MISCELLANE	PRIORITY HEALTH	REFUND OF AMBULANCE PAYMENT	20-20912	07/08/21	73.00	81177
701-215-299.03	CIRCUIT COURT MISCELLANE	ROBERT ROELOFS	REFUND FOR AMBULANCE OVERPAYMENT	19-22638	07/08/21	1,776.00	81197
701-215-299.03	CIRCUIT COURT MISCELLANE	SHERRI OCKERT POULISS	REFUND OF AMBULANCE PAYMENT	19-23408	07/08/21	358.00	81201
701-215-299.04	FAMILY COURT MISCELLANEO	VARINOKA SEE	REFUND OF AMBULANCE PAYMENT	19-17658	07/08/21	100.00	81203
			OVERPAID RESTITUTION FOR B.S.	21-3129-DL	07/08/21	25.00	81214
			Total For Dept 215 COUNTY CLERK			10,500.09	
Dept 253 COUNTY TREASURER							
701-253-238.00	DUE TO SCHOOL RESOURCE O	CITY OF FRANKFORT	SCHOOL RESOURCE OFFICER MILLAGE	04012021	06/24/21	122,174.37	81005
701-253-274.09	COMMERCIAL FOREST	BENZIE COUNTY CENTRAL	2020 COMMERCIAL FOREST DISTRIBUTIO	06292021	07/01/21	108.70	81064
701-253-274.09	COMMERCIAL FOREST	BENZIE SHORES DISTRICT	2020 COMMERCIAL FOREST DISTRIBUTIO	06292021	07/01/21	9.78	81066
701-253-274.09	COMMERCIAL FOREST	BENZIE TRANSPORTATION	2020 COMMERCIAL FOREST DISTRIBUTIO	06292021	07/01/21	61.00	81067
701-253-274.09	COMMERCIAL FOREST	BENZONTA TOWNSHIP TRE	2020 COMMERCIAL FOREST DISTRIBUTIO	063021	07/01/21	21.03	81068
701-253-274.09	COMMERCIAL FOREST	COLFAX TOWNSHIP	2020 COMMERCIAL FOREST DISTRIBUTIO	06292021	07/01/21	4.92	81075
701-253-274.09	COMMERCIAL FOREST	CONSERVATION DISTRICT	2020 COMMERCIAL FOREST DISTRIBUTIO	06292021	07/01/21	15.50	81076
701-253-274.09	COMMERCIAL FOREST	CRYSTAL LAKE TOWNSHIP	2020 COMMERCIAL FOREST DISTRIBUTIO	06292021	07/01/21	6.68	81077
701-253-274.09	COMMERCIAL FOREST	FRANKFORT-ELBERTA SCH	2020 COMMERCIAL FOREST DISTRIBUTIO	06292021	07/01/21	4.42	81090
701-253-274.09	COMMERCIAL FOREST	HOMESTEAD TOWNSHIP	2020 COMMERCIAL FOREST DISTRIBUTIO	06292021	07/01/21	34.20	81093
701-253-274.09	COMMERCIAL FOREST	JOYFIELD TOWNSHIP	2020 COMMERCIAL FOREST DISTRIBUTIO	06292021	07/01/21	23.20	81098
701-253-274.09	COMMERCIAL FOREST	LAKE TOWNSHIP TREASUR	2020 COMMERCIAL FOREST DISTRIBUTIO	06292021	07/01/21	12.40	81101
701-253-274.09	COMMERCIAL FOREST	PLATTE TOWNSHIP TREAS	2020 COMMERCIAL FOREST DISTRIBUTIO	06292021	07/01/21	117.35	81119

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 701 GENERAL AGENCY FUND							
Dept 253 COUNTY TREASURER							
701-253-274.09	COMMERCIAL FOREST	STATE OF MICHIGAN	2020 COMMERCIAL FOREST DISTRIBUTIO	06292021	07/01/21	3,113.52	81123
701-253-274.09	COMMERCIAL FOREST	TRAVERSE BAY AREA INT	2020 COMMERCIAL FOREST DISTRIBUTIO	06292021	07/01/21	363.43	81130
701-253-274.09	COMMERCIAL FOREST	WELDON TOWNSHIP TREAS	2020 COMMERCIAL FOREST DISTRIBUTIO	06292021	07/01/21	9.48	81134
			Total For Dept 253 COUNTY TREASURER			126,079.98	
Dept 267 PROSECUTING ATTORNEY							
701-267-268.00	CANINE ADVOCATE FUND	CODY KASTL	K9 ADVOCATE SUPPLIES AND GROOMING	K9 ADVOCATE	07/01/21	213.52	81074
			Total For Dept 267 PROSECUTING ATTORNEY			213.52	
Dept 268 REGISTER OF DEEDS							
701-268-228.40	DUE STATE - REMONUMENTAT	STATE OF MICHIGAN	2ND QUARTER REMONUMENTATION FEES F	07/01/2021	07/08/21	6,493.12	81206
			Total For Dept 268 REGISTER OF DEEDS			6,493.12	
Dept 301 SHERIFF							
701-301-228.63	DUE STATE - SEX OFFENDER	MICHIGAN STATE POLICE	LIVE SCAN JUNE 2021	551-588306	07/08/21	216.25	81190
701-301-228.63	DUE STATE - SEX OFFENDER	MICHIGAN STATE POLICE	SEX OFF JUNE 2021	551-588110	07/08/21	90.00	81190
			Total For Dept 301 SHERIFF			306.25	
Dept 430 ANIMAL CONTROL							
701-430-282.00	DUE ANIMAL WELFARE LEAGU	MATT DURAND	REFUND ON SPAY/NEUTER	07022021	07/08/21	150.00	81188
			Total For Dept 430 ANIMAL CONTROL			150.00	
			Total For Fund 701 GENERAL AGENCY FUND			168,796.41	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund Totals:							
			Fund 101 GENERAL FUND			80,350.33	
			Fund 205 TNT OFFICER MILLAGE FUND			800.51	
			Fund 206 SHERIFF'S K-9 FUND			266.19	
			Fund 209 SCHOOL RESOURCE OFFICER			674.97	
			Fund 213 JAIL OPERATIONS FUND			20,879.36	
			Fund 214 EMERGENCY MEDICAL SERVICES			25,239.96	
			Fund 220 MARINE PATROL FUND			70.17	
			Fund 228 SOLID WASTE/RECYCLING FUND			32,458.72	
			Fund 230 BETSIE VALLEY TRAIL MANAGEM			166,558.48	
			Fund 247 ANIMAL CONTROL FUND			2,306.54	
			Fund 256 REG OF DEEDS AUTOMATION FUN			2,650.00	
			Fund 261 911 EMERGENCY SERVICE FUND			11,683.55	
			Fund 265 JUSTICE TRAINING (302) FUND			915.00	
			Fund 269 LAW LIBRARY FUND			1,001.59	
			Fund 292 CHILD CARE FUND			440.00	
			Fund 293 VETERAN'S RELIEF FUND			863.33	
			Fund 425 EQUIPMENT REPLACEMENT FUND			105.88	
			Fund 516 DELINQUENT TAX REVOLVING FU			9.51	
			Fund 532 TAX FORECLOSURE FUND			1,389.63	
			Fund 701 GENERAL AGENCY FUND			168,796.41	
Total For All Funds:						517,460.13	

Elected Officials And Department Heads

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 June 2021

Herbert Sudemann was hired to fill an Emergency Communications Specialist position and is currently in phase one of his training.

PSHSB 20-291. The FCC released a Report and Order in the 911 fee diversion proceeding. The FCC viewed a number of the Michigan concerns favorably. Specifically, the Commission adopted the proposed “other communication services” within the scope of 911 fees that are reasonably ancillary. This means that 911 fees are not necessarily limited to technology “inside the PSAP” when used toward the development of integrated communications systems that support 911 functions.

The CAD update still is presenting “bug” but mostly changes different from what the ECS are most familiar. We are still waiting for a response from the State vendor regarding the GIS imagery update.

I want to commend ECS Christa Ketz for her dispatch of a multi vehicle crash with rollover which resulted in the request for 5 EMS trucks and 4 persons being transported to the hospital. Additionally, several law enforcement units responded, the fire department needed to close the roadway, and two tow services were requested. That was a lot of units to organize in a short amount of time. Christa always maintains a professional, calm demeanor and that projects in her dispatch and helps responders to focus.

BCCD is excited to move forward with conversations regarding space needs and the recent feasibility study. The 911 Advisory Board has created a subcommittee to work on the dispatch space needs project. The conversations have revolved around adding space to the Benzie County Sheriff’s Office or investing in a separate location. Additionally, Commissioners have asked again about consolidating BCCD with another County. I have not taken any action to solicit information from other agencies without first seeking more internal direction.

The 911 Dispatch Advisory Board meeting was scheduled for July 8, 2021 at 3pm. Information from that meeting is too late for this Board packet report.

The entire State of Michigan Emergency 9-1-1 Service Enabling Act (act 32 of 1986) and (act 260 of 2021) sunset on 12/31/21 and if not extended, there is no authorization for 911 to operate in Michigan and no authorization for funding 911. There is current rewrite efforts in place and presentations to Legislators.

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

Sincerely – Rebecca Hubers

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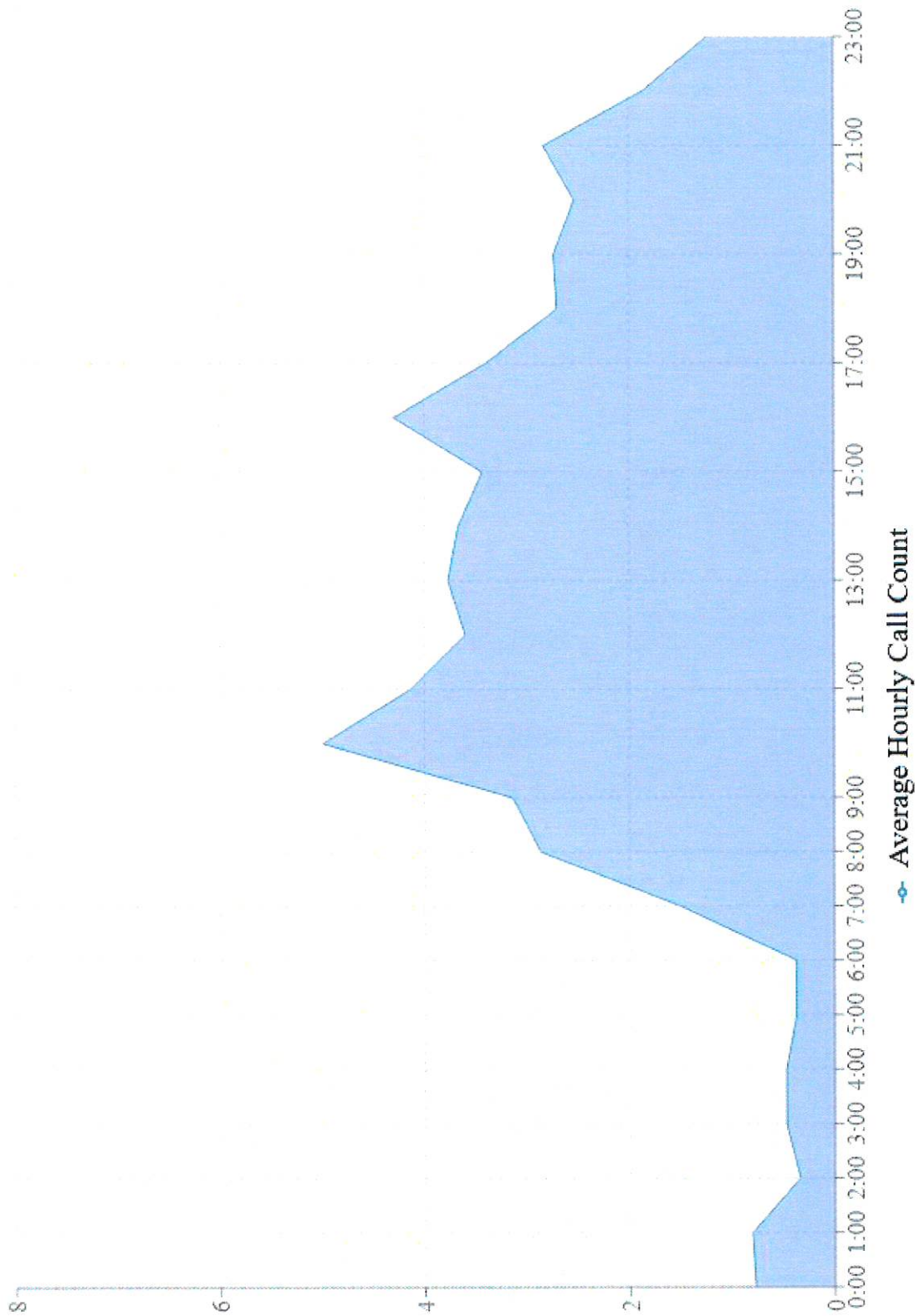
JUL 07 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

BENZIE COUNTY (CENTRAL DISPATCH), MI

Admin Inbound Calls – Calls by Hour of Day

6/1/2021 to 6/30/2021



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JUL 07 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

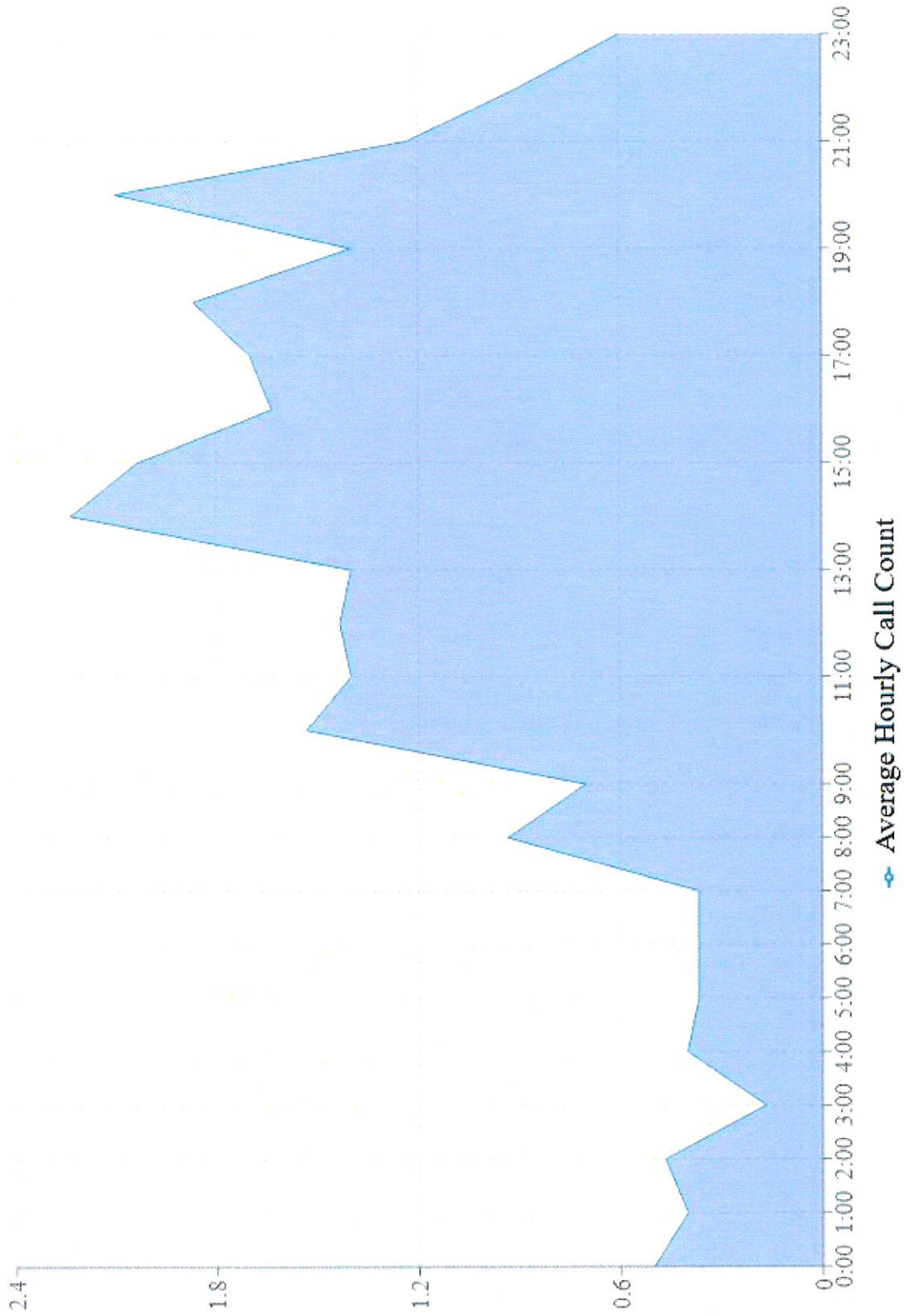
SUMMARY

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
—	2.3	16.0	1688	100.0%	0	0	135	3	0	138

BENZIE COUNTY (CENTRAL DISPATCH), MI

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

6/1/2021 to 6/30/2021



RECEIVED

JUL 07 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
—	1.1	10.0	784	100.0%	41	0	1	0	2	44

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
9-1-1 Calls	532	431	479	557	631	784
Admin Inbound calls	1286	1227	1340	1198	1520	1688
Transferred 9-1-1 to another PSAP	17	14	31	23	35	44
Transfers within building	121	88	124	100	114	138
Call for Service Nature types:						
Abandoned 9-1-1	83	63	65	108	94	119
Abandoned Vehicle	19	1	1	2	8	5
Accidental Dial	59	33	31	50	29	58
Aircraft Down						
Alarm - Commercial	10	8	8	9	8	11
Alarm - Medical	5	10	9	13	12	7
Alarm - Residential	7	7	5	10	12	19
Ambulance Request	151	129	110	133	128	159
Ambulance Transfer	26	38	29	26	34	34
Animal Control Complaint	8	15	13	12	15	42
Assault	4	3	6	6	4	4
Assist Other Dept / County	9	8	12	9	10	13
Be on the Lookout			1		3	1
Boater in Distress						5
Boating Complaint					1	
Breaking and Entering	3	1	3	3	6	6
Breaking and Entering - In progress		1		1	2	2
Breaking and Entering - Vehicle					2	
Bullying					2	
Bus Lights Disregarded			1		3	
Car vs Bear - Property Damage Accident				1		2
Car vs Deer - Property Damage Accident	26	12	17	15	18	29
Careless Use						
Child Neglect						
Child Abuse	1	1		2		
Citizen Assist	13	9	15	8	3	12
Civil - Assist	3	3		2	12	
Civil - Dispute	1	4	2	5	1	1
Civil - Standby	1	1	3	2	3	3
Computer Crime		1				
Conservation Law Violations	1			1		3
Counterfeit Money / ID						
COVID - Executive Order response			2			
Criminal Sexual Conduct (CSC)			4	2	2	1
Custody Dispute	2	2	2	4	1	4
Deer Permit Issued	2					
Disorderly Subject				2		3
Domestic Violence	6	4	4	6	10	9
Drowning						
Drug Activity	3	1	2	4	3	3
Embezzlement		1				
EMS Centralize						
Family Trouble	6	7	8	7	8	7

RECEIVED

JUL 07 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

	Jan-21	Jan-21	Mar-21	Apr-21	May-21	Jun-21
Fight in Progress	1	1	1		2	2
Fire - Alarm	3	3	4	3	3	8
Fire - Brush			6	3	2	
Fire - Chimney	1		1			1
Fire - Grass			2	3	1	3
Fire - Other		2	7	6	11	6
Fire - Structure	3	8	9	3	3	2
Fire - Vehicle		1		1		4
Fireworks Complaint						2
Found Property	2		4	1	5	6
Fraud	6	6	11	8	6	6
Gas Drive Off			1	1	2	3
Gas Leak (Natural Gas)	1	1		1	2	
Harassment	2	8	6	6	7	6
Harassing Telephone Calls / Text	3	2		2	1	1
Hazardous Material Spill / Leak		1				
Identity Theft						1
Illegal Burn	1		2	3	1	
Illegal Dumping	1	1		2	2	
Illegal Fireworks						
Incorrigible Youth	2	2	2	5	2	3
Injured Animal	9	5	5	2	9	5
Intoxicated Driver - Suspected	1	3	2	2	2	4
Intoxicated Subject	5		1			
Landlord / Tenant Dispute	3	2		3	2	4
Larceny	3	7	7	12	12	17
Leaving the scene of accident						
Livestock in the roadway				2	1	1
School Lock down (including drills)	1					
Lost Property / Animal		1		2	2	
Loud Party						1
Marijuana Possession						
Malicious Destruction of Property	4	4	1	4	4	10
Minor in possession of tobacco						
Minor in posession of alcohol					1	
Misdialed 9-1-1	21	12	21	13	30	21
Missing Person		2		2	8	3
Motorist Assist	4	10	4	8	3	4
Neighbor Dispute	2	3	3	5	5	5
Noise Complaint			4	3	4	
Off Road Vehicle Complaint						
Open Door		1		1	2	2
Open Intoxicant in a Motor Vehicle						
Other / Misc	17	27	16	25	43	36
Paper Service	1					
Parking Complaint	2	2	1		1	2
Patient Transfer - EMS						
Peeping Tom						

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
Person in the Water	1	1				
Personal Injury Accident	4	8	5		2	7
Personal Protection Order - Entry	3	2	2	3	5	4
Personal Protection Order - Violation		4	1		3	2
Possession of Illegal Substance						
Power Line - Down, Fire, Arcing	3		4	2	3	7
Private Property Accident	2	7	1	6	6	3
Probation Violation		1				
Property Check			1	2	1	
Property Damage Accident	19	29	10	10	15	20
Property Dispute	1		2	1		2
Prowler						
Reckless Driver	18	11	28	21	34	36
Road Hazard	5	14	6	7	14	9
Robbery - Armed						
Robbery - Unarmed						
Roll Over - Personal Injury Accident	1		1	1	2	2
Roll Over - Property Damage Accident	2		2	2	1	2
Runaway		2	4		1	1
Sex Offender Violations						
Shoplifting		2	1		2	
Shots fired complaint	1		1	4	5	5
Snowmobile Complaint	1	4	1			
Stalking			2			
Suicide						2
Suicidal Subject	4	4	4	7	4	4
Suspicious Mail / Package	1		2			
Suspicious Person	2	2	1	6	5	7
Suspicious Telephone Call / Text				2		1
Suspicious Situation	21	20	23	15	34	34
Suspicious Vehicle	8	3	8	8	9	9
Test Call	24	4	16	7	22	7
Threats	6	6	5	5	10	6
Traffic Stop	399	256	352	257	376	416
Tree Down in Road	3	1	22	1	15	26
Trespassing	1	1		4	6	3
Truancy	1		1	3	1	
Unauthorized Driving Away Automobile	1		1	1	3	
Uninitiated 9-1-1 call	3	1		14	2	4
Unknown Accident	1	5	2	5		4
Unwanted Person	5	3	5	4	8	6
Unwanted Telephone Calls / Texts	1			1		1
Vandalism	1		2	1		2
Vehicle in Ditch	7	24	2	1	3	
Verbal Dispute	2		1		4	1
VIN Inspection		1	2	4	2	8
Warrant Attempt	1		1	1		1
Warrant Arrest			2	1		1

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
Warrant Entry	5	8	3	14	10	16
Warrant TIP	2	1			1	
Water Rescue				1		
Welfare Check	26	14	19	20	17	18
TOTAL	1134	863	1020	1017	1239	1435
Disclaimer - The calls for service nature type represents what the calltaker has determined best fits the type of call for service the caller requested, reported or described. Not all call for service nature types are listed. These call for service natures do not always represent how they are recorded by a public safety officer. Not all activity by a dispatcher is represented here.						
Smart911						
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
Total number of profiles as of =	811	814	816	818	821	822
9-1-1 calls to Dispatch with profile	8	12	4	5	10	8
Chat by text	24	8	3	7	13	17
Chat with response	13	3	3	4	7	6
Tickets with SOS Location	234	245	224	249	333	462



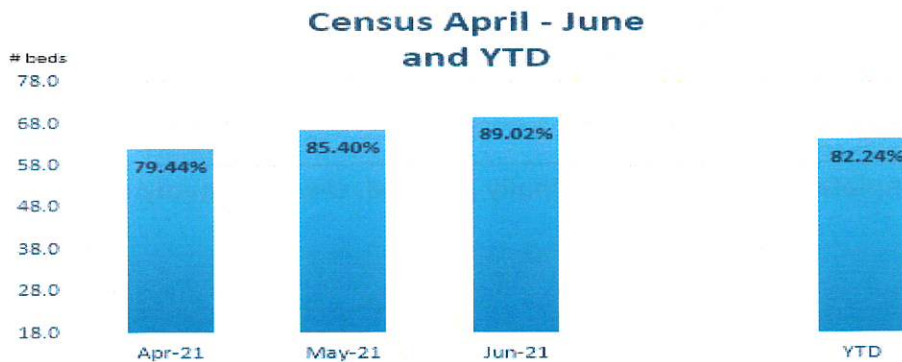
Benzie County Medical Care Facility
Serving Benzie County since 1965

Current Events

Staffing shortages are of great concern. With the continuation of the federal unemployment add-on for those collecting unemployment the facility has experienced a decline in applications for employment. The Maples continues to advertise for various open positions such as Nurses, Certified Nursing Assistants, Housekeepers and Cooks, and have had very few applications, although our wages are comparable to other businesses and our benefits far outweigh most other employers. This is not only prevalent throughout long term care facilities, but with many employers.

We currently are acquiring bids on several high cost replacement items, such as the boilers and HVAC system in the original building. The boilers are original to the building from 1964, when the building was constructed. They are energy inefficient and in constant need of repair. The bids are expected to be in excess of \$150,000. We are also looking for bids on the parking lot expansion and repair behind the original building, and roof replacement, also on the original building. Expenses related to the Legionella issue have exceeded \$130,000.

Census



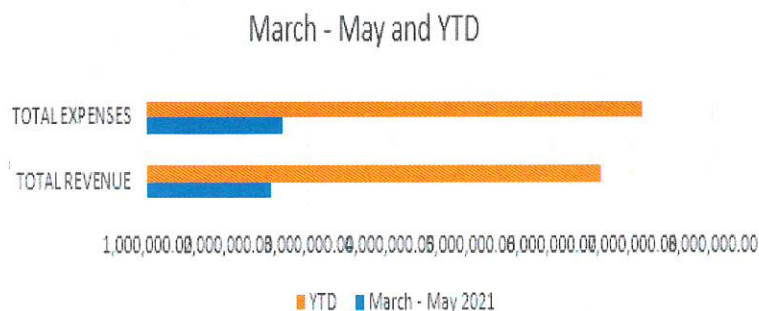
RECEIVED

JUL 07 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

The past month has seen an increase in the census for The Maples. With hospitals resuming many of the surgical procedures that were put on hold during the height of the pandemic, we are now receiving referrals for those in need of short-term rehabilitation services from a hospitalization as well as those looking for long term care. As long as The Maples continues to be COVID free we are able to allow visitors in the building, with only minor restrictions.

Financial Report



	March - May 2021	YTD
MEDICAID	1,428,465.00	3,750,551.00
PRIVATE PAY	177,039.00	498,999.00
MEDICARE	465,109.00	1,195,456.00
OTHER	179,804.00	448,043.00
MISC	275,869.00	721,623.00
TOTAL REVENUE	2,526,286.00	6,614,672.00
ADMINISTRATIVE	1,046,103.00	2,888,344.00
MAINTENANCE	143,583.00	405,275.00
LAUNDRY	18,384.00	72,387.00
HOUSEKEEPING	70,752.00	196,007.00
DIETARY	234,480.00	598,949.00
NURSING & PROF. SERV	872,204.00	2,285,712.00
SOCIAL WORK	27,490.00	71,160.00
ACTIVITIES	109,577.00	276,008.00
MEDICAL & THERAPY	149,650.00	336,089.00
TOTAL EXPENSES	2,672,223.00	7,129,931.00
Gain/(Loss)	(145,937.00)	(515,259.00)

The decrease in census due to the pandemic is causing a decrease in revenue and cash on hand.



Facility Needs/Capital Expenditures

Completed Capital Improvements/Equipment costs 2019 to current	
New Beauty & Barber Shop in 1964 Bldg.	\$ 5,270.00
New Therapy Gym Equipment in 1964 Bldg.	\$ 61,459.00
New Chapel in Original Bldg. 1964	\$8,383
4 Household Kitchen Renovations New Bldg.	\$ 128,110.00
Security Cameras both 1964 Bldg. and New Bldg.	\$ 21,008.00
Washer (Commercial 40lb) replaced 1994	\$ 12,110.00
Transport Van	\$ 40,970.00
Server, Computers, Software replaced 2006-2012	\$ 69,852.00
Dryers (3 Commercial) replaced for 1992-1999	\$ 18,804.00
Egress Lock System Reno 1964	\$ 14,390.00
Water Softener	\$ 8,376.00
Minor Equip., Beds, Lifts, Bladder Scanner, etc.	over \$ 87,971.03
Total	\$ 476,703.03

Needs for Capital Improvements/Equipment Next Two Years	
1964 Walkin Cooler, 1990 Walkin Freezer	\$ 49,356.00
Additional Parking Lot Upper West	\$ 65,000.00
2000 Roof Replacement (Flat Roof)	\$ 134,295.00
1964 Boilers/Heat Replacement	\$ 32,000.00
1998 Resident Pavillion, Patio Outdoor Area	\$ 32,000.00
Landscaping/Trees Needs due to Demo	\$ 29,000.00
Household Kitchen Fridge Freezer Combo	\$ 33,035.00
2016 Replace Transport Van	\$ 42,000.00
1964 System Replace w/Rooftop Heat/AC	\$ 261,500.00
1964 EE Breakroom Renovation	\$ 15,000.00
1964 Window Replacement (est.)	\$ 110,000.00
2013 2 Full Lifts, and 2 Standing Lifts	\$ 23,492.00
Total	\$ 826,678.00

Because the 1964 building was not completely replaced as originally planned, there are many needs for capital improvement.

Quality Ratings

The Maples continues to have a 5 star rating in the CMS Nursing Home Compare website, which includes a 5 star rating in Quality of Care. We are currently in the process of conducting our annual resident satisfaction survey, as well as an Employee Satisfaction Survey.

Action Summary and Upcoming, Outlook, Opportunity

As the employees of The Maples enjoy a pension program with MERS, we have recently received word that our program is now 83% funded. The positive numbers in the stock market and the facility's continuation to contribute an extra payment monthly has helped decrease the unfunded liability.

Currently, 65% of employees are fully vaccinated against COVID, with three more scheduled to have their first dose. With the exception of one long term resident, all residents have been fully vaccinated. Newly admitted residents who have been fully vaccinated against COVID no longer have to quarantine upon admission. Those that are not fully vaccinated must quarantine for 14 days. All new residents are COVID tested prior to admission.

ACTION ITEMS

2021 BENZIE COUNTY CDBG Program Income Program Guidelines

Mission Statement

This Program is intended to provide assistance to very low to moderate income households who reside within Benzie County in order to improve their standard of living. The Program promotes safe, decent and sanitary housing for county residents and helps to maintain and improve the housing stock within the county. The homes shall be owner occupied, single family residential units. Total household incomes must not exceed 80% of Area Median Income (AMI) per HUD's guidelines for Benzie County. Funding for the above activities is being provided from recaptured Community Development Block Grants (CDBG) referred to as Program Income (PI) and allocated to Northwest Michigan Community Action Agency (NMCAA) to administer for housing repair.

General Guidelines and Provisions

These guidelines set forth general procedures, although the Benzie County Housing Committee, acting in an advisory position, may modify the requirements in individual cases based upon specific circumstances. This Committee may also recommend changes to the parameters in this document as recommended by the Benzie County Board of Commissioners.

Each improvement/repair must conform to HUD Housing Quality Standards (HQS) and applicable local zoning and ordinances and State code requirements when a permit is required. Households must have an ownership interest by deed, land contract, Life Estate or be subject to a mortgage. They must have occupied the home for at least one full year and must continue to occupy and maintain the property as their permanent residence for the length of their Mortgage and Note term, as applicable. If the total CDBG PI assistance does not exceed \$2,500, funds are provided as a grant and no lien is required. CDBG PI funding assistance that exceeds \$2,500 will be given as a 0% interest loan with Benzie County as the mortgagee. The loan is deferred (no monthly payment) until there is a change of ownership by sale, transfer, conveyance or if the owner no longer occupies the home as their principal residence. At such time the loan would be due and payable within 45 days following the transfer of ownership. The lien and repayment terms are explained in further detail on Page 8.

All assisted units must receive at least \$1,000 of funding assistance. Matching funds are used in many instances in order to cover the cost of the improvement and are sought out on a case-by-case basis. These leveraging resources must be identified when PI funds are committed and prior to the start of the project. If the homeowner is providing matching funds, these will be in the form of a money order / certified check or placed in escrow prior to contract signing.

Emergency Rehabilitation

This program is intended to provide funds to alleviate emergency repair situations for eligible applicants of single-family owner-occupied residential dwellings. An emergency situation is defined as a condition of the property that presents an immediate threat to the health and safety of the occupants. This may include such things as a faulty furnace or boiler, defective wiring, leaking roof, inoperable septic system, well replacement, structural deficiencies, inaccessibility to the home, etc. These emergency repairs must meet HQS upon completion but not the entire dwelling.

Equal Opportunity

Fair Housing Efforts:

Benzie County has a total population of 17,525 persons (U.S. Census Bureau 2010). The majority of that population, 95.8%, are Caucasian. Native Americans make up 1.6%, .4% are Asian, 0.7% are African American, and 2.6% are Hispanic. Rather than reducing the need for fair housing, these smaller numbers

increase the need to ensure that adequate housing is available to those individuals in minority populations.

Benzie County has implemented all fair housing requirements effective January 5, 2021 which include:

- Designation of the Benzie County Clerk as the Fair Housing Officer. This Designee will be responsible for accepting housing discrimination complaints, keeping record of them, and directing complainants to the Civil Rights Commission, HUD or other appropriate referral. They will also be responsible for notifying the Michigan Economic Development Corporation CDBG Program Specialist when a complaint is received;
- Implementation of a Fair Housing Log in which to track all Fair Housing activity and log complaints;
- Distribution of fair housing information and materials to consumers and local agencies concerned with housing issues;
- Copies of "Fair Housing It's Your Right" are kept on hand and available upon inquiry.
- All clients, applicants, and contractors are likewise informed and given literature on the Fair Housing Requirements of the CDBG Program by NMCAA staff;
- All advertisements and marketing materials will also include information concerning Fair Housing and will carry the Fair Housing logo.

In addition, the following activities will be utilized to further fair housing and affirmative action in Benzie County:

- The implementation of this program, which will assist very low to moderate income homeowners unable to obtain conventional loans for home repairs;
- Counseling services provided to all applicants of the housing program in order to ensure that they are directed to the program best suited to their needs;
- Availability to the public, program participants and all interested persons of information regarding the protections against discrimination provided by Title VI of the Civil Rights Act and the Michigan Civil Rights Act (PA 453 of 1976);
- Publication of the program on a county wide basis that will allow equal opportunity for all residents; (The program will not discriminate based on race, color, sex, religion, sexual orientation, national origin, marital status, handicap or political affiliation)
- Approval of an equal opportunity/fair housing resolution in January 5, 2021 by the County;
- Affirmative Marketing efforts will include: one page flyer in laymen's terms to be distributed throughout the County, posters in libraries, stores, service agencies, mailings to churches, announcements and advertisements in free newspapers and radio, among other efforts. Approximately \$300 of CDBG PI administration dollars will be used to implement the County's marketing plan, elements of which address fair housing.

Minority or female owned businesses:

Research indicates a very small number exist within Benzie County. Under the CDBG Program, Benzie County will continue to recruit female and minority owned businesses. This recruitment program will specifically identify the willingness to give bid opportunities through advertisements to said minority and female owned businesses.

The following steps will be taken to promote participation of such businesses throughout the program:

- The local building department and Home Builders Association will be contacted to maintain updated information on new contractors in the area;
- Advertisements will be placed in local newspapers to make local contractors aware of funding. These ads will contain an equal opportunity logo and will encourage minority and female contractors to apply;
- Projects will be awarded to licensed builders as well as licensed general contractors, home maintenance and repair, electrical, mechanical, and plumbing contractors. This participation from diverse individual businesses has the potential to generate minority and female owned business participation.

Section 3 Certified Businesses:

Research indicates a very small number exist within Benzie County. To ensure that economic opportunities generated by CDBG project funds shall be directed to Section 3 Businesses, which are certified to be low-income residents and businesses, Benzie County will, to the greatest extent feasible, give preference to those businesses that hire local, low-income sub-contractors and workers if and when they hire new workers for CDBG projects.

The following steps will be taken to promote Section 3 Certified Businesses to participate in the program:

- Benzie County will encourage contractors working for this program to advertise job openings with Michigan Works, the local community college and at local public housing;
- A contractor's or sub-contractor's business may also become Section 3 certified if it is at least 51% owned by Section 3 residents (low-income local resident or a resident of local public housing)

Contractors will be informed about Section 3 requirements at pre-construction conferences and encouraged to hire Section 3 qualified workers if they will be hiring anyone new for the project. Bid notices soliciting CDBG contractors in the newspapers will include an invitation to Section 3 businesses to apply, in addition to minority or female owned businesses. Benzie County will establish certification procedures and maintain a list of Section 3 businesses. Benzie County will document actions taken to comply with the requirements of Section 3. The Section 3 clause will be added to all Benzie County CDBG contracts.

Discrimination Complaints:

The Benzie County Housing Committee and the Fair Housing Officer will investigate all discrimination complaints by either contractors or applicants. Written complaint procedures will be given to all contractors and clients when they are selected to participate in the CDBG program. Also, fair housing issues brought forward will be referred to the Benzie County Fair Housing Officer and assisted according to fair housing guidelines (see Fair Housing Resolution). In addition, a formal appeals procedure is in effect for any Applicants wishing to appeal a denial of assistance. A written denial letter that describes the appeals procedure will be sent to every denied applicant. If an applicant decides to appeal, the written appeals procedure will provide guidance in that process.

Applicant Criteria

Applications will be accepted as funding sources become available. Once resources are allocated, the Program Administrator may limit the type and scope of applications accepted based upon the resources available. Eligibility determination and funding awards will be made from the information presented in the application package. Applicants must complete all required forms and return them along with proof of income and assets, valid deed to the property, proof of insurance and paid property taxes. Re-verification of income may be necessary if the project is delayed due to lack of funding or other required project components.

Applications will be processed on a first come, first served basis and in accordance with policies set by MEDC. However, when a project presents an immediate threat to the health and well-being of the occupants, priority will be given to these applicants over previous applications.

Criteria for applying:

- a. Applicants must be an individual or family resident of Benzie County who has ownership and occupies the single family, residential dwelling, as a primary residence. The property may be under a mortgage, land sales contract or a life lease. The land sales contract or mortgage must be current and recorded.
- b. Applicants must fully disclose all income sources and meet income requirements combining gross income of all household members who share the dwelling, as defined by HUD and Michigan Economic Development Corporation policy, excluding the income of those persons under the age of 18 or dependent full-time students over \$480/yr. (This does not exclude social security, disability, or



supplemental social security.) CARES Act Federal Stimulus payments are also excluded for all household members. Income must not exceed 80% of area median income as determined annually by HUD.

c. Applicant must have occupied the premises for one (1) year prior to making application. Applicant must reside primarily in the premises for the period of the loan. Proof of home ownership must be provided i.e., a recorded warranty deed or title search back to last warranty deed.

d. Applicant's total liquid assets must not exceed \$10,000.00. Total of all assets must not exceed \$50,000.00 (excluding the value of the dwelling and essential means of transportation). Liquid assets do not include any retirement or other account that has a penalty for withdrawal.

e. Applicant and all other joint owners of the property must agree to sign a mortgage and allow a lien to be placed on the property for the total amount of the loan, including all related costs of the loan. In the case of a land contract, the land contract holder must also sign all appropriate mortgage documents.

f. Reverse mortgages will not be allowed.

g. Applicant will be required to show proof of current loss payable insurance listing Benzie County on the property and maintain said insurance for the duration of the terms of the loan.

h. Applicant will be required to show proof of current property tax payments and will be required to keep property taxes current (showing proof annually) for the duration of the loan.

i. Benzie County will follow the guidelines set out in MEDC's Policy regarding Conflict of Interest. Any applicants related to the Benzie County Housing Committee, Benzie County Board of Commissioners, Third Party Administrator, Consultants, or staff members must disclose their relationship on the application. Related board members or staff shall not participate in decisions regarding related applicants.

j. Applicants may re-apply for another CDBG loan anytime that an emergency repair is needed.

k. APPEALS PROCEDURE - DENIAL OF ASSISTANCE

1. Everyone who is denied benefits must receive written notice of the denial and the reason for the determination.
2. The applicant may appeal the denial either orally or in writing to the Housing Program staff within 14 days of receipt of the denial.
3. In the event that the applicant is not satisfied with the decision of the Housing Program staff, he/she may appeal to:
Benzie County Housing Committee
c/o Benzie County Clerk
448 Court Place
Beulah, Michigan 49617

Eligible Properties:

All units receiving CDBG assistance will have been owner occupied a minimum of one year and must be residential properties located within Benzie County boundaries. Eligible properties consist of single-family homes constructed on site or pre-manufactured. Mobile homes must be permanently affixed to the property with tongue removed and manufactured after June 1976. The home must be considered suitable for year-round occupancy with designated areas for sleeping, food preparation/storage and bathroom facilities.

To finance the cost of the repair, the homeowner may not mortgage more than 100% of the true market value of the property after improvement. In order to determine the true market value of the home after improvement the administrator will consider current State Equalized Value times two (standard industry measure), any existing professional property appraisal, consultation with area realtors regarding surrounding properties and future value, and any other information available to gain a confident projection of after rehabilitation value.

In the event that during the time of the home visit a dwelling is considered to be too “cluttered” to complete the inspection or to allow contractors to complete the project, a deadline will be imposed upon the client to empty the house enough to allow access to the areas in need of repair. Contractors must be able to safely work on the home. If the homeowner does not adhere to the deadline, the project will be denied and Third-Party Administrator will move to the next person on the waiting list.

Accommodations will be made, as is feasible, to expedite this process when the occupants are living in conditions that present a risk. Applicants will be encouraged to solicit their own bids from licensed and insured contractors for the needed repair. This will help to move the process along and also to determine a cost estimate.

Step 1. A successful applicant will have submitted a complete application with all required documentation. They will be determined income eligible and meet all other required eligibility criteria stated above.

Step 2. After the applicant household is determined eligible, the home will be inspected. Dwellings will be eligible if it is determined that the emergency health and safety concern(s) can be corrected using the funds available in the CDBG program. Matching funds can also be used to complete the project and correct the deficiencies. In cases where the initial inspection reveals that the home cannot be reasonably repaired or the cost of rehabilitation would exceed the anticipated post rehabilitation value of the property, replacement of the housing unit should be explored through other funding sources.

Step 3. Once it is determined that the house can be repaired with the funds that are available, the project will move forward. If the total cost of the emergency repair is under \$15,000.00, the CDBG Program Administrator will proceed with assignment of contract(s) and preparation of loan documentation, if applicable. Projects where bids exceed \$15,000.00 will require prior review and written approval by the Benzie County Housing Committee and/or County Clerk.

Project Level of Improvement

The Program emphasis is to correct deficiencies with the home in order to provide safe, sanitary, and decent living conditions to the population in greatest need. All repairs requiring permits will meet all applicable local codes and ordinances and shall comply with all applicable State and Federal Codes and Laws. The permit fees will be included in project costs. Homeowner labor will not be allowed for any portion of a project which is funded with CDBG.

All materials, equipment and fixtures used will be new, moderately priced and of durable quality. Materials and fixtures are typically ‘available stock’ items, and no special order or designer features are allowed unless a unique structural condition warrants a special order. The necessity of any special orders will be determined by the administrator/inspector and this determination must be completed before any purchase or special order is made. In certain instances, the client may be allowed to choose an item above the allowed cost if they can pay out of pocket for the difference.

A concerted effort must be made to use materials that reduce the environmental impact of these construction/rehab projects. Materials removed from the job site must be disposed of properly and/or recycled whenever possible. Green measures with the use of the following are highly encouraged:

- Low-VOC caulks, sealants, stains, paints & primers
- Low flow showerheads and faucets
- Energy Star appliances and electrical fixtures
- CFL or LED replacement lighting
- High Efficiency furnace, boiler, water heater replacements
- Low E thermopane windows

Eligible Improvements may include but are not limited to repair or replacement of defective furnaces and boilers, unsafe electrical components, leaking roofs, inadequate septic systems, well replacements, and other related costs necessary to bring the structure to minimum code. It shall include the provision of sanitation facilities, or the extension or finishing of space necessary to accommodate such facilities.



Improvements may also include the construction of porches, ramps or accommodations to allow safe and necessary access to the home and living areas.

Unallowable Costs:

- a. New construction
- b. Expansion of structure, if not required by housing code
- c. Appliances such as air conditioners, water softeners, and garbage disposals
- d. Furnishings such as furniture and window coverings

Energy Efficiency:

For dwellings receiving assistance, energy conservation measures are encouraged and may include: 95% efficiency furnace/boiler replacements, water heaters, thermal window replacement, insulated doors and infiltration measures such as caulking and weather stripping as required by the appropriate rehabilitation standard. These measures will be coordinated with Northwest Michigan Community Action Agency's Weatherization Program whenever possible.

Handicap Accessibility:

Home improvements, modifications, and repairs, will to the greatest extent possible, take into consideration changes that will improve the accessibility, adaptability, and/or universal design of a home in anticipation of future needs of the homeowners. When current handicap accessibility is necessary, major structural improvements can be undertaken such as widening doorways, installing wheelchair ramps, installing walk-in showers, etc. The inhabitants must be able to use their homes for the primary functions of daily living including cooking, eating, dressing, personal hygiene, sleeping, personal recreation and socializing with friends and family. An attempt will be made to thoughtfully consider design-build remodels that will account for existing and future needs of homeowners as they "age in place."

Projects will be exempt from the HUD Lead-Based Paint Requirements due to their emergent nature, however all homeowners will be provided with the Renovate Right pamphlet published by the EPA in order to raise awareness and educate the public about these risks.

Contractor Requirements

Contractor Eligibility:

Eligible contractors shall be licensed by the State of Michigan. In addition, the contractor must provide evidence of Comprehensive Public Liability Insurance protecting the homeowner from bodily injury and property damage, and must furnish evidence of Worker's Compensation Insurance, or provide a signed Sole Proprietorship Affidavit. Finally, the contractor must fill out an application to participate which includes three past performance references and three supplier references. CDBG Program Administrator will review all of their documents including contacting references and will use due diligence in trying to ensure that all contractors added to our contractor list are both reputable and in good financial standing. Please note that although we primarily advertise and solicit locally for new contractors, we will accept applications from any contractor licensed throughout the State of Michigan. The Contractor will provide a Federal W-9 form and DUNS # for verification of non-debarment.

Contractor Selection Process:

The CDBG Program Administrator will maintain a master list of all licensed general contractors doing business within Benzie County. Each year, in addition to a newspaper posting, the Administrator will send a solicitation letter to the Home Builders Association for all of the contractors who are members of the Home Builders Association. The letter will explain the program, potential projects and invite them to participate. A contractor application will be included with the mailing so that any interested contractors



may apply. All contractors will also be asked to furnish proof of current Michigan Builders license and necessary insurances. Also, at any point throughout the year, any licensed Michigan contractor who learns of the program may inquire with our office and request an application. The CDBG Program Administrator will follow the same procedure of review for all contractor's applications received. After a contractor's application, references and other documents have been reviewed with positive results, they will be added to our list of approved contractors.

The CDBG Program Administrator will rotate through this established contractor list when sending out bid packets for CDBG projects involving more than one trade. A minimum of two bids are required for each job, three bids are preferred. (This requirement may be waived if the only bidding contractor's bid is within 10% of the cost estimate, and the homeowner wishes to select the bidding contractor.) The contractor with the lowest responsible bid, unless excluded for any of the following reasons, wins the bid and will be contracted for the project. Reasons the low bid may be excluded include: the homeowner chooses another contractor and agrees to pay the difference, the CDBG construction coordinator finds the bid is grossly lower than all others and has no confidence in the bid, materials proposed do not meet specifications and/or the bid is not complete.

There are several situations in which a contractor may be removed from the CDBG contractor list. Each bid packet will contain a cover letter that asks the contractor to indicate if they will bid on the project and if not, would they be available to bid in the near future. If they check the box on the cover letter indicating they do not want to bid on future projects, they will be removed from the list immediately. Contractors that do not bid three consecutive requests for bid may also potentially be removed from the list at the discretion of the CDBG Program Administrator.

It may also be necessary to remove a contractor from the program because of work performance or various conflicts with them. The procedure for this type of situation will be as follows: if the administrator receives two or more complaints about a contractor's performance, or if the inspector fails the contractor's work two or more times, (or any combination of the above) the administrator will bring the contractor up for review. At that time an investigation will be done, and facts will be gathered. These findings and a recommendation for removal (if appropriate) will be presented to the Housing Committee. The Committee will vote whether to remove the contractor. If the Committee votes for removal, the administrator has ten business days to notify the contractor in writing. If the contractor wishes to dispute the removal, he/she has ten days from the date of notification to request a hearing in front of the Committee. This request can be done by mail, or fax to the administrator. The Committee has twenty business days to schedule a hearing. If the outcome of the hearing does not satisfy the contractor, then he/she may follow the conflict Resolution and Mediation procedures as outlined in that policy.

A contractor may be reinstated to work with the program one year from the date of removal if he/she satisfies the following: provides the administrator with at least three good references from customers with whom he/she had contracted since the removal from the program; agrees to a review by the Committee; and agrees to a probationary period to end after the completion of his/her first project. If all prove to be satisfactory, the contractor will be reinstated.

Conflict Resolution and Mediation:

Benzie County will follow the guidelines set in the Conflict Resolution and Mediation Policy when addressing any complaint situations. Written complaint procedures will be given to all contractors and clients when they are selected to participate in the CDBG program. Conflict Resolution Services in Traverse City will be utilized for mediation services.

Financing Mechanisms

Program Income (PI) is generated from principal and interest on loans made from CDBG funds granted to Benzie County. These Program funds are recaptured from monthly mortgage payments or from proceeds from the sale of property that was improved in whole or in part with CDBG funds. Interest accrued from these funds deposited in an interest-bearing account will also be treated as PI. These will be spent



throughout the program term as outlined in Michigan Economic Development Corporation (MEDC) CDBG Housing Program Income Policy (Form 8-F).

Funds must be collected and not spent between the period of July 1 to June 30 (HUD's fiscal year) of the year they were received. An accounting of all PI received will be provided to MEDC on the Program Year Certification Form (8-H) after June 30th and by July 31st. If the amount received is under \$35,000.00 during this time period, it is no longer federal money, and the County may choose to spend it on other activities not related to Emergency Repair or Home Rehabilitation. If PI received during the period is over \$35,000.00, it is considered federally restricted and is subject to federal compliance requirements. The County can choose to spend it on CDBG related activities and can begin spending it after July 1st (of the following fiscal year) and by June 30th to a \$0 balance. Any funds not spent must be returned to the State of Michigan.

If program income funds identified as federal money are not spent out by June 30 of the year following the year they were received, then they will be returned to MEDC for recirculation to other CDBG programs.

Benzie County will implement the following lien structure with the use of CDBG Program Income:

- All loans will be interest free through the life of the loan.
- The Mortgage and Note will be between homeowner and Benzie County.
- All loans will be deferred with no payment required in order to assist homeowners who do not have the fiscal ability to make monthly payments.
- If the homeowner no longer occupies the home as his/her principal residence, the loan is due and payable within 45 days, unless a good faith effort to sell the property is demonstrated to the satisfaction of the Housing Committee.
- The entire loan will be due and payable within 30 days of title transfer unless an extension is granted by the Housing Committee.

Please see chart below for current program income guidelines. Note: Benzie County CDBG Income Guidelines will be adjusted when new HUD Section 8 income limits become effective. Please also see "Lien Requirements" below.

2021 INCOME GUIDELINES				BASED ON HOUSEHOLD NUMBER				
BENZIE COUNTY	1	2	3	4	5	6	7	8
50% AMI	\$24,600	\$28,100	\$31,600	\$35,100	\$37,950	\$40,750	\$43,550	\$46,350
80% AMI	\$39,450	\$44,950	\$50,550	\$56,150	\$60,650	\$65,150	\$69,650	\$74,150
100% AMI	\$49,200	\$56,200	\$63,200	\$70,200	\$75,900	\$81,500	\$87,100	\$92,700

Lien Requirements:

- a) If the total amount of CDBG assistance for a project does not exceed \$2,500, no lien is required on the property. Assistance of this type is considered granted to the homeowner, regardless of income (as long as they meet eligibility).
- b) In rare instances, when a project does trigger the requirements of implementation of the HUD Lead-Based Paint Regulations @ 24 CFR Part 35 for OCD CDBG Recipients, and funds are spent to remediate lead hazards, then up to \$5,000.00 of these associated costs to meet these requirements will not be liened against the property.
- c) Liens are required on all projects exceeding \$2,500.00 or more. All legal owners of the property must sign the mortgage, only the borrowers residing in the home will sign the mortgage note.

For land contracts, an enforceable lien requires the signatures of both the CDBG applicant and all holders of the land contract in the chain of title. Only the borrowers will sign the mortgage note. An alternative to the land contract sellers signing the lien agreement would be for them to sign a Land Contract Subordination Agreement. This document will be recorded.

For life estates, the person granting the life estate must sign the lien, and the remainder (the person(s) who would receive the property upon the death of the occupant) must also sign the lien. All liens remain with the property until they are paid in full.

- d) All loans will be secured by a mortgage and promissory note executed by all legal owners of the property. All liens will be filed with Benzie County Register of Deeds.

Should ownership occupancy change during the term of the mortgage, the balance owing becomes due and payable within 45 days after transfer of title. Homeowners will be required to demonstrate a good faith effort to sell the property if payment is not made within 45 days. If no good faith effort is demonstrated, Benzie County will pursue its right to foreclose and recapture the amount owing from the proceeds of the sale of the property.

If at the time that a loan becomes payable (death of borrower(s), sale or transfer of property), and the owner's equity in the house is not sufficient to repay all existing mortgages, liens, and the CDBG loan, the Benzie County Housing Committee may vote to forgive the remaining portion of the CDBG loan so as not to place undue burden on the heirs of the estate, or in some circumstances, the borrower. This would be initiated by a formal request in writing from the borrower, or the heirs of the borrower. Benzie County would conduct an evaluation of the case, to determine to what extent the deferred loan might be forgiven.

- e) Benzie County will determine if liens can be assumed by income-eligible heirs who will occupy the residence as their year-round residence with review, approval of the Housing Committee.
- f) Subordination Policy. Subordination for better rate and term will usually be allowed with proper income and asset verification. Subordination of a lien where new debt is being incurred may be allowed by Benzie County only if the following criteria are met:
 - i. The new debt must be for home improvements, emergency medical, transportation needs, or education. The following criteria ii. through vii. below must also be met.
 - ii. Each subordination request and accompanying documentation must be reviewed and approved on a case-by-case basis by the Benzie County Housing Committee.
 - iii. The total amount of all liens against the property (including the lien resulting from the Benzie County CDBG funding) cannot exceed 80% of the value of the property based on a current appraisal, except for rate and term only re-financing, which may be loaned out to 100% LTV.
 - iv. The household must have current income below 80% AMI and provide documentation of such.
 - v. A minimum of one year must have expired since the CDBG loan was received (completion of project).
 - vi. The interest rate for the new loan and associated loan costs must be competitive with the lowest rates and costs available in the lending industry. A worksheet evaluating current loan rates and costs must be part of the approval process.
 - vii. The proceeds of the loan to which Benzie County is subordinating must be disbursed by the lender for the stated purposes of the loan. Copies of the disbursement checks must be kept in the project file.
 - viii. Loan Assumption. An heir or immediate family member may make application to the Program for continuance of the loan. If the administrator determines that the applicant meets the program eligibility requirements in effect at the time of request, the applicant may assume the loan with approval of Benzie County. A written agreement will be signed by Benzie County and the new owner as evidence of approval of the loan payoff requirements. A joint recipient or surviving spouse shall automatically receive a

continuance of the loan until the survivor dies, sells the property or no longer occupies the property as their primary residence.

Matching Funds:

Primary coordination will be with the United States Department of Agriculture Rural Development Agency home repair grants and loans. Other match sources in the community will be used to reach the maximum number of households possible and may include but are not limited to: Benzie Senior Resources, Benzie County Community Chest Grants, Department of Health and Human Services emergency services program for home repairs, local veteran's assistance programs, and client contributions.

Administration Section

Time frames for activities:

Based on CDBG renewal guidelines, the proposed term of each grant is July 1st of the new Program Year to June 30th. Once Program Income receivables have been determined and certified by MEDC, marketing for the new funding round will begin.

Procurement of administrative services:

Benzie County will contract out the administration of the CDBG Program Income to a third-party entity. The County expects to award the entire 18% administration allowance to the contracted entity, based on past grant experience.

Program implementation by the Third-Party Administrator will include the following:

- Preparation of the environmental review
- Outreach and public information about the program or project
- Processing applications for assistance
- Performance of property inspections and assessments
- Soliciting / Awarding project bids and contracts
- Supervising construction and project management
- Mortgage document preparation and processing
- Requesting resources and the financial tracking of these resources
- Reporting of project status and expenditures to County and MEDC

All Equal Access issues have been addressed in the Program Guidelines above.

Benzie County will be responsible for:

- Providing monthly program income receivables reports to administrator
- Providing a Program Year receivables report to administrator each month (7/1 to date)
- Approving project expenditures of CDBG PI funds
- Certifying Environmental Requirements per project
- Reimbursement of project and administrative costs to administrator

Benzie County will conduct a financial review through an independent contracted agent annually, in compliance with the Single Audit Act of 1984 and its applicable amendments. The Third-Party Administrator will also comply with the Act and amendments and will conduct an annual financial review through an independent agent.

Fair housing:

Please see the Equal Opportunity section of the Program Guidelines for all fair housing compliance requirements.

Technical assistance:

Benzie County is not receiving technical assistance at this time and does not foresee its necessity to carry out the CDBG PI grant through the Third-Party Administrator.

Planning for audit costs:

The Third-Party Administrator will use part of the 18% administration fee paid for its services to cover the CDBG portion of the Single Audit.

Confidentiality:

The Third-Party Administrator shall comply with MEDC Confidentiality Policy as it relates to CDBG funds.

Files:

The Third-Party Administrator shall be responsible for establishing a permanent file for all approved applications and ensure that all necessary and required documents are included in the applicant's permanent file as required by MEDC. The Third-Party Administrator will release pertinent file documents to MEDC and Benzie County at the close of projects as is necessary and required.

Adopted by Benzie County Housing Committee – 6/24/2021

Commissioner Reports

**Art Jeannot
Commissioner Report
July 13, 2021**

- Participated in 8 meetings on behalf of the County since our June 22nd meeting.
- **6/24 Housing Committee** – Approved expenses and program guidelines. Program guidelines will be presented to the BOC for their approval at future meeting.
- **6/25 Administrator Interviews** – Attended by full BOC.
- **6/30 EDC** – Action was taken to recommend to the BOC to approve contracting for data collection regarding broadband and to fund the associated cost. This should be on the July 27th BOC agenda.
- **6/30 Administrator Interview** – Attended by full BOC.
- **7/1 Budget Meeting** – Attended by full BOC.
- **7/1 Lake Township** – Discussion about applying for ARPA funds and possible use. Also discussed blockage of water at mouth of Platte River due to rocks piling up.
- **7/6 Platte Township** – Approved Ironman resolution. Expressed concern about having the State of MI with final approval of gravel pits (SB 431) and short-term rentals (SB 446). Discussion about applying for ARPA funds and possible use.
- **7/12 Almira Township** – I will discuss any relevant information at our BOC meeting.
- **Other** –

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DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

County Administrator Report

Committee Of The Whole

**THE BENZIE COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE
June 22, 2021**

The Benzie County Board of Commissioners met as a Committee of the Whole on Tuesday, June 22, 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, Sauer and Warsecke
Excused: Chair Roelofs

The Pledge of Allegiance was recited.

Agenda:

Motion by Warsecke, seconded by Markey, to approve the agenda as amended, adding 8A – BS&A Proposal and remove 9A. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Sauer and Warsecke
Nays: None Exc: Roelofs Motion carried.

Minutes:

Motion by Sauer, seconded by Miller, to approve the Committee of the Whole minutes of May 25, 2021 as presented. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Sauer and Warsecke Nays: None Exc: Roelofs Motion carried.

1:31 p.m. Public Input – None

Human Resources: None

Technology:

- a. BS&A Proposal – Katie Zeits: She would like to request a quote from BS&A on a timesheets module for the payroll system; estimated cost could be about \$20,000 and it could be lowered due to her knowledge of the system (reduction in training); she is looking to see if the CAD system used at the Sheriff Dept can be imported into BS&A; would like to roll out next fiscal year; \$4,500 approximate for annual maintenance fee.

Buildings & Grounds:

- a. ~~COVID-19 Preparedness and Response Plan:~~ Removed, plan was rescinded by the Board of Commissioners earlier today.

Finance:

- a. **Budget Amendment – Health Dept Scanning Project: Motion by Jeannot, seconded by Sauer, to recommend to the Board of Commissioners to amend the 2020-21 Budget in the amount of \$12,235.20 as follows, with the understanding that this action may happen prior to the next meeting:**

Increase:

101-253-699.01	Transfer in from Bldg Dept	\$12,235.20
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Increase

101-601-836.00	Appropriations for Health Dept	\$12,235.20
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Committee of the Whole

Page 2 of 3

June 22, 2021

**Ayes: Jeannot, Markey, Miller, Nye, Sauer and Warsecke Nays: None Exc: Roelofs
Motion carried.**

- b. Budgeting 101 Session: County Treasurer Michelle Thompson and HR/Finance Manager Katelyn Zeits presented information to the board as they prepare for our budget process.

2:30 p.m. Comm Sauer Excused

3:23 p.m. Public Input – None

Motion by Warsecke, seconded by Miller, to adjourn at 3:24 p.m. Ayes: Jeannot, Markey, Miller, Nye and Warsecke Nays: None Exc: Roelofs and Sauer 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:

1. To amend the 2020-21 Budget in the amount of \$12,235.20 as presented, with the understanding that this action may happen prior to the next meeting.

Committee Appointments



Village Office

151 Pearson Street · PO Box 8 · Elberta, Michigan 49628-0008
Phone: (231) 352-7201 · Fax: (231) 352-4033

June 17, 2021

To Whom It May Concern:

The Village of Elberta would like to appoint Janet "Jen" Kennedy for the position of the Secretary for the Betsie Valley Trail Management Council. If there is anything further needed, please contact the clerk at the Village Office.

Thank you for taking the time to consider this matter.

Sincerely:

Roberta R. Benedict
Clerk, Village of Elberta
(231) 352-7201 OFFICE
(231) 871-0670 CELL
clerk@villageofelberta.com

APPOINTMENT TO BOARD, COMMISSIONS AND AGENCIES

APPLICATION

DATE: 10 June 2021

Name: Christopher Kitchen

Address (including PO Box): 6403 Hardwood Drive, Lake Ann, MI 49650-9778

County District: I Home Telephone: 231-883-9258

Occupation: Enterprise IT Architect Business Telephone: 231-935-2246

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

1. Benzie Bus Board of Directors

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

As a publicly-funded transportation system, Benzie Bus is an important and necessary resource for our community. My interest in serving on the board is driven by a desire to serve our community. The Board of Directors is essential to ensuring accountable stewardship, fiscal responsibility, and customer focus.

PLEASE ATTACH A CURRENT OR UPDATED RESUME OR LETTER OF INTEREST

This application with resume' attached must be returned to:

BENZIE COUNTY CLERK
448 COURT PLACE
BEULAH, MI 49617

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JUN 30 2021

1/8/14

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

CHRISTOPHER KITCHEN

6403 Hardwood Drive
Lake Ann, Michigan 49650-9778

E-mail: droidkitch@gmail.com
Cell: 231-883-9258

SUMMARY OF QUALIFICATIONS

- Proven record as a confident, approachable, and natural leader with over 20 years of experience in healthcare settings
- Analytical problem solver with a critical thinking approach to delivering improved productivity, efficiency, and customer service
- Demonstrated ability to manage multiple priorities and embrace new challenges in a demanding, fast-paced environment
- Excellent communication and interpersonal skills, and a proven ability to work collaboratively with diverse groups and establish ongoing relationships
- Extensive knowledge in design, implementation, maintenance, and support of clinical software applications and electronic health records

PROFESSIONAL EXPERIENCE

Enterprise Architect

7/2017 to present

Munson Healthcare, Traverse City MI

- Contributes program-level leadership to large, complex projects and ensures the success of enterprise-level applications for an award-winning health system comprised of 9 hospitals
- Develops architectural approaches, conducts business reviews, documents current systems, and develops recommendations for strategic and tactical planning of clinical applications, with extensive knowledge and experience with clinical software
- Oversees the ongoing maintenance and installation of clinical software code upgrades
- Collaborates with vendor sales and engagement teams to evaluate software needs, delineate scope of services, and review contracts
- Strengthened a formal change control process to ensure all application changes in production systems are properly vetted and coordinated with other projects, utilizing the Information Technology Infrastructure Library (ITIL) framework
- Conceptualized a technical architecture plan for telehealth video visits for over 1,300 ambulatory clinic users in response to the COVID-19 pandemic

Systems Architect/Team Lead

11/2011 to 6/2017

Munson Medical Center, Traverse City, MI

- Directed teams of 5-6 application analysts supporting clinical applications
- Served as technical lead or project lead for several clinical application projects
- Participated with project, departmental, and clinical leadership in operational and capital project planning, prioritization, and resource allocation for clinical applications
- Engaged with multidisciplinary, hospital-wide process improvement teams
- Collaborated with vendor engagement and consulting teams as a client integration architect to coordinate project plans, resource allocation, testing, implementation, and support
- Served as a liaison and an escalation contact for clinicians, nursing, and ancillary departments regarding application project requests and system support issues
-

Senior Systems Analyst/Team Lead

8/2010 to 10/2011

Munson Medical Center, Traverse City, MI

- Directed a team of 5 application analysts supporting clinical applications
- Collaborated with interdisciplinary teams in the development and implementation of electronic health records (EHR) and other clinical application solutions

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JUN 30 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

- Served as a liaison to nursing, respiratory care, and rehabilitation departments regarding application project requests and system support issues

Clinical Applications Systems Analyst**3/2006 to 7/2010**

Munson Medical Center, Traverse City, MI

- Coordinated in the requirement definition, design, build, implementation, testing, and system optimization of clinical application software
- Participated in the ongoing maintenance and support of new and established clinical applications, including after-hours/on-call support

Respiratory Quality Assurance/Educator**10/2000 to 2/2006**

Munson Medical Center, Traverse City, MI

- Served as the departmental lead for the integration of respiratory care with clinical application software
- Provided staff training and education on use of Cerner PowerChart
- Initiated and performed departmental quality assurance and process improvement activities following implementation of Cerner PowerChart
- Collaborated in the development of policies, procedures, therapist-driven protocols, and clinical pathways utilizing an evidence-based approach with clinical and operational leaders

PROFESSIONAL MEMBERSHIPS AND HONORS

Healthcare Information and Management Systems Society (HIMSS)

2007 to Present

Munson Healthcare's James Stephen II Memorial Quality Award

2007, 2014

Past President, Michigan Society for Respiratory Care

2004-2005

Omicron Delta Kappa: The National Leadership Honor Society

Initiated 1997

CERTIFICATIONS/REGISTRATIONS

Lean Six Sigma Green Belt Certified by the Lean Six Sigma Corporation

4/2016

Registered Respiratory Therapist (RRT) by the National Board for Respiratory Care (# 69609)

12/1997

EDUCATION

University of Illinois at Chicago

Pursuing M.S. in Health Informatics with a concentration in Health Data Science

8/2020 to present

Anticipated graduation date: Fall 2023

Ferris State University, Big Rapids, MI

B.S. in Health Care Systems Administration (With Distinction)

1999

A.A.S. in Respiratory Care (With Distinction)

1997

July 7, 2021

Michelle Thompson

Land Bank Chair

Please accept my resignation from the Land Bank. We've accomplished a lot over the past years, but as soon as you can find a replacement I would like to resign.

Thank You

Tom Longanbach

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JUL 08 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Correspondence



①

GRETCHEN WHITMER
GOVERNOR
5102 (Rev. 01-19)

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

June 16, 2021

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

Dear Benzie County Board of Commissioners,

Public Act 660 of 2018 states "beginning December 31, 2020, every county shall have a Designated Assessor on file with the State Tax Commission". As of this date, the State Tax Commission ("STC") has not received a petition for approval of a Designated Assessor for Benzie County.

MCL 211.10g also states that the STC may designate and approve a Designated Assessor "If, as of December 31, 2020, it has not been provided an interlocal agreement, executed as provided in subdivision (a), that presents a suitable individual to serve as the County's Designated Assessor".

If Benzie County does not submit Form 5697, *State Tax Commission Petition for Approval of County Designated Assessor*, along with the required signed interlocal agreement by September 1, 2021, the State Tax Commission will begin the process of appointing a Designated Assessor. If the Designated Assessor is appointed by the STC, local units within Benzie County will not have involvement in the decision as to who that individual may be, or the cost required by the appointed individual.

If you have any questions regarding this matter please contact the State Tax Commission at 517-335-3429 or by email at AssessingReformQuestions@michigan.gov.

Sincerely,

David A. Buick, Executive Director
State Tax Commission

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JUN 21 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Cc: Benzie County Clerk's Office
Benzie County Equalization Office

2

B.M. 4 IRON NE ABUTMENT ELEV. 589.44

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JUL 01 2021
DAWN DUNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

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DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Dawn Olney

10:00

From: Yarrow Brown <yarrow@housingnorth.org>
Sent: Wednesday, July 7, 2021 2:54 PM
To: Dawn Olney
Subject: Re: Benzie County Commissioners Agenda
Attachments: Benzie County 7-13-2021.pdf; Sample Resolution for Endorsement - Homes for Our future.docx; Local Government - Action Steps.pdf; DRAFT Housing North Communications Toolkit_TMA.pdf; HousingReadyChecklist.pdf; Benzie County TMA Fact Sheet.pdf

Hi Dawn, attached is my presentation for the meeting on Tuesday.

It's at 10 a.m, correct?

Also, I have attached an example resolution for the homes for our future campaign and some information about how units of government can support the campaign. I don't expect them to pass this resolution at the meeting, but will be making a request. I also included the Communications toolkit and Housing ready Checklist, which I mention in the presentation and the Target Market Analysis Summary for Benzie County.

Thank you,
I am looking forward to it.
my Best,
Yarrow

On Mon, Jun 7, 2021 at 2:37 PM Dawn Olney <DOlney@benzieco.net> wrote:

Perfect it is yours.

If you have any documents or information that you would like the Board to have to review prior to the meeting, I will need to have it by 5:00 p.m. on Wednesday, July 7.

Otherwise, just bring whatever you would like with you.

See you then.

Dawn Olney

Dawn Olney, CCO, MCCO

Benzie County Clerk

448 Court Place

Beulah, MI 49617

231-882-9671 Ext. 411

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JUL 07 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



WHEREAS, a market analysis points to a potential demand in [community name] for _units in 2020; and

WHEREAS, national studies have shown development and housing supply to be constrained by rising construction costs, changes in the market, and a labor shortage; and,

WHEREAS, the imbalance between supply and demand is impacting our community's ability to provide housing for young families, seniors, and the workforce, which is affecting the sustainability and growth opportunities of local businesses and schools; and,

WHEREAS, lack of adequate housing has been shown to have serious impacts on the health, access to opportunity, and achievement levels of individuals, particularly vulnerable populations like children and seniors; and

WHEREAS, Housing North is advancing a campaign to raise awareness and support for housing solutions such as the consideration and adoption of common-sense local policies and practices that will increase the supply of housing in our community, and advancement at the state level of policies that expand and improve access to housing resources for all communities; and,

WHEREAS, these efforts will create new private investment, jobs and revenue in the form of construction, rehabilitation, management and maintenance, and tax revenue;

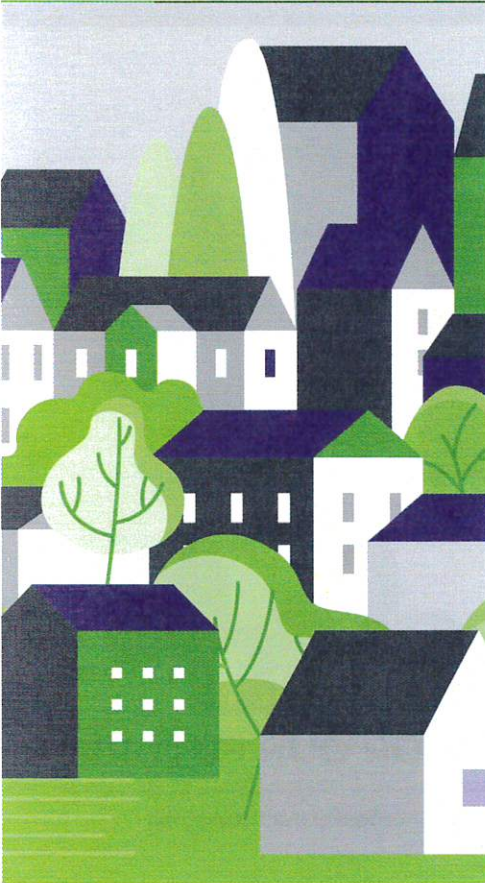
WHEREAS, community organizations and businesses are important advocates and champions for encouraging local action [organization or business name] on local, statewide, and federal housing initiatives and proposals; now, therefore, be it

RESOLVED, that the [organization or business name] endorses the Homes for Our Future Campaign and expresses our support for efforts to create new housing options that ensure our communities remain places where all people can live, work, raise families and thrive.

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JUL 07 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



Creating pathways and partnerships
for housing in Northwest Michigan.

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JUL 07 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



AWARENESS

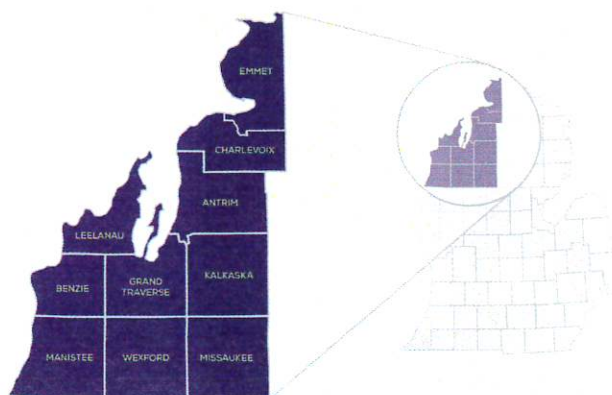
Outreach, messaging, & communications tools to communities, developers, & other partners.

ADVOCACY

Identify and influence policy that impacts development opportunities in rural Michigan.

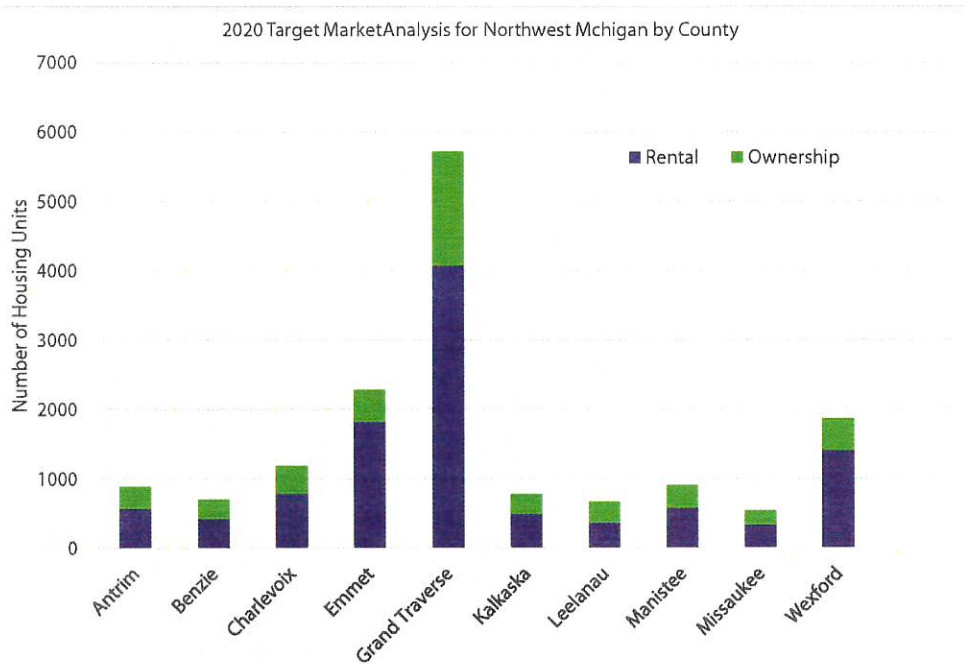
CAPACITY & RESOURCES

Work with partners to develop new tools & funding options for housing.



HOMES FOR OUR FUTURE

Visit www.homesforourfuture.org



The 2019 Northwest Michigan Target Market Analysis studied the demand for housing through 2025 in the 10 counties in NW Michigan. The study showed the potential for demand from current residents moving within the community as well as those who would move here from outside the community.

The study found that the market could support 15,000 additional units through 2025.

- **10,880 in rental units**
- **4660 in homeownership units**

These could be newly constructed homes or apartments or the repair or conversion of existing homes or buildings.

HOW MANY MORE RENTAL UNITS DO WE NEED IN BENZIE COUNTY?



425
RENTALS NEEDED

Household Incomes	Affordable Rents	# Units	% of Potential Demand
Up to \$26,000	\$650 and less	232	55%
\$28,000 - \$40,000	\$700 - \$1000	167	39%
\$42,000 - \$60,000	\$1050 - \$1500	26	6%
\$64,000+	\$1600 +	0	0%

2020 Target Market Analysis for Benzie County

HOW MANY MORE HOMEOWNERSHIP UNITS DO WE NEED IN BENZIE COUNTY?



278 OWNER UNITS

Household Incomes	Affordable Home Values	# Units	% of Potential Demand
Up to \$60,000	\$150,000 and less	37	17%
\$70,000 - \$100,000	\$175,000 - \$250,000	212	76%
\$110,000 - \$150,000	\$275,000 - \$375,000	16	6%
\$160,000	\$400,000+	13	5%

WHO CAN AFFORD THE RENT?

The "housing wage" is the amount a worker would need to earn in order to afford a typical rental. In Northwest Michigan, rents are far higher than what many renters can afford. The lack of affordable options contributes to a high demand for new units at different price points.

BENZIE COUNTY HOUSING WAGE **\$15.38**

MINIMUM WAGE **\$9.45**

AFFORDABLE RENT FOR RENTER EARNING MEAN WAGE **\$800**

AFFORDABLE RENT FOR FULL-TIME MINIMUM WAGE WORKER **\$491**

Full reports available on
housingnorth.org or
homesforourfuture.org

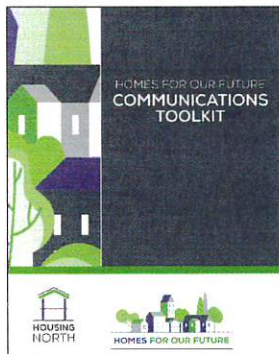




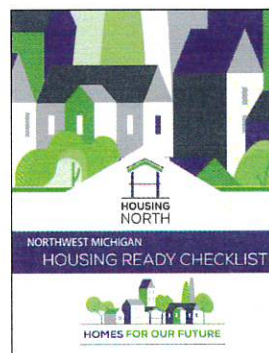
HOMES FOR OUR FUTURE

Visit www.homesforourfuture.org

The Homes For Our Future campaign is a **CALL TO ACTION** for the public, local governments, employers, and community organizations. It offers clear courses of action, resources for participating in housing solutions, and opportunities to share personal stories



Communication resources for a clear message and a common language



Guidance for review of local policies & practices that impact housing

Units of Government who have Endorsed the Campaign

1. Emmet County
 2. Leelanau County
 3. Manistee County
 4. Missaukee County
 5. Boyne City (Charlevoix County)
 6. City of Manistee (Manistee County)
 7. Village of Bellaire (Antrim County)
 8. City of Kalkaska (Kalkaska County)
- City of Petoskey (Emmet County)- pending
 - City of Traverse City (GT County)-pending

Over 30 organizations and local businesses have endorsed the campaign as well and are listed on our homesforourfuture.org

Example Resolution



WHEREAS, a market analysis points to a potential demand in [community name] for _units in 2020; and

WHEREAS, national studies have shown development and housing supply to be constrained by rising construction costs, changes in the market, and a labor shortage; and,

WHEREAS, the imbalance between supply and demand is impacting our community's ability to provide housing for young families, seniors, and the workforce, which is affecting the sustainability and growth opportunities of local businesses and schools; and,

WHEREAS, lack of adequate housing has been shown to have serious impacts on the health, access to opportunity, and achievement levels of individuals, particularly vulnerable populations like children and seniors; and

WHEREAS, Housing North is advancing a campaign to raise awareness and support for housing solutions such as the consideration and adoption of common-sense local policies and practices that will increase the supply of housing in our community, and advancement at the state level of policies that expand and improve access to housing resources for all communities; and,

WHEREAS, these efforts will create new private investment, jobs and revenue in the form of construction, rehabilitation, management and maintenance, and tax revenue;

WHEREAS, community organizations and businesses are important advocates and champions for encouraging local action [organization or business name] on local, statewide, and federal housing initiatives and proposals; now, therefore, be it

RESOLVED, that the [organization or business name] endorses the Homes for Our Future Campaign and expresses our support for efforts to create new housing options that ensure our communities remain places where all people can live, work, raise families and thrive.



Policy Initiatives

Housing North has developed a state legislative advocacy policy designed to give communities more tools for incentivizing housing development and spurring housing growth.

In 2020, we began working with a group of similarly committed regional and statewide organizations dedicated to changing state policies to grow housing development options.



HOUSING MICHIGAN

OUR VISION

The Housing Michigan Coalition consists of communities, businesses, builders and associations who support increasing housing supply and affordability.

OUR WHY

Enhancing the accessibility and affordability of homes strengthens communities, supports economic and job growth, and improves outcomes for all Michigan families.

OUR SUPPORTED LEGISLATION

Working with a bipartisan group of legislators from across Michigan, the Housing Michigan Coalition is focused on creating and expanding tools for local governments to support the development or rehabilitation of housing supply that is attainable to more of our citizens. While we are still working on additional ideas, the list below will be introduced first.

Local control: Local units will have new or expanded options for incentivizing attainable housing and will negotiate the terms including affordability requirements, length of the credit and where it can be applied.

Flexibility: Allowing for local decision making in affordability targets up to 120% of area median income (AMI) and the term length, allows these tools to be applied based on local market conditions and identified needs.

Workforce housing: Research shows we need more of housing options of every type and price point across the state, but often the peak demand is for average wage households. These tools will provide the most benefit for residents who have difficulty obtaining market-rate housing but have more income than would qualify for "affordable housing." Our goal is to increase the supply of housing where demand is the highest and fill a identified gap.

Our supported legislation to date:

Tax Credit & Funding Mechanisms	Sponsored By:
Allow PILOTS for Housing	Sen. Schmidt
Employer-Supported Housing Credit	Sen. Victory & Rep. Huizenga
Residential Facilities Exemption	Sen. Horn & Rep. Roth
Expand NEZ's to Additional Local Govt Units	Sen. Moss & Rep. Bolden
Attainable Housing & Rehabilitation Act	Sen. Brinks & Rep. Sabo
Regulations	
Discourage ordinances that prohibit products in the SOC	Sen. Outman & Rep. Cavanagh
Re-Establish Code Promulgation Committee	Sen. Daley & Rep. Tate
Housing Impact Statement	Sen. Daley & Rep. Tate



LEARN MORE ABOUT OUR EFFORTS AT WWW.HOUSINGMICHIGAN.WEEBLY.COM

Sign up for the Housing Michigan Coalition

We've created a simple sign-up to get updates & calls to action.

Sign up [here!](https://www.surveymonkey.com/r/MIHousingCoalition)

Or type in
<https://www.surveymonkey.com/r/MIHousingCoalition>



HOUSING MICHIGAN COALITION

Housing solutions are NOT Partisan

■ Working with a bi-partisan group of legislators from across Michigan, we are focused on creating and expanding tools for local governments to support the development or rehabilitation of housing supply that is attainable to more of our citizens.

OUR SHARED CHALLENGE

There are multiple reasons for the housing gap.

There is NO Silver Bullet.

We need changes in policy, attitudes, and incentive on multiple fronts.

Housing Ready Program

With Housing North is a coordinating agency to support and manage a Housing Ready staff in Charlevoix and Emmet Counties

- build capacity locally
- identify key development opportunities
- initiate and coordinate development
- leverage local resources
- spur new housing investment.

... Plans for a position in Benzie, Leelanau, Manistee & Grand Traverse Counties

CHARLEVOIX COUNTY HOUSING READY PROGRAM

Offering a shared local approach and buy-in funding from:



Giving Back. Moving Forward.



Boyne City, Michigan



City of East Jordan
Where River, Lake and Friendly People Meet



CHARLEVOIX

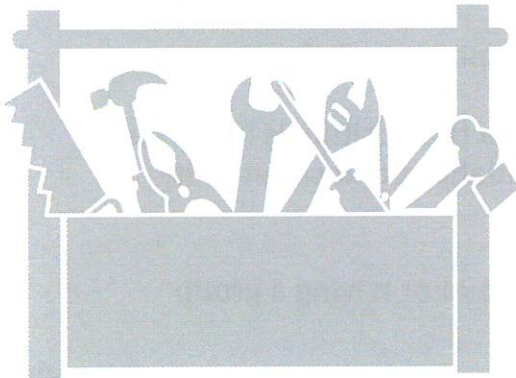
Housing Ready Program Overview



- It will take all of us to help make our communities Housing Ready
- The Housing Ready Program is Hosted by Housing North but works for YOU in your community to address YOUR housing needs
- The work plan is guide by the Communities goals for housing
- Having many partners to contribute to the position is important including Units of Government, foundations and community organizations
- Coordination with a Local Housing Group or having a group involved in the process is important
- Securing funding for 3 years is also a goal for the most impact



What's In the Toolbox?



- **Land Bank Partnerships** to support land acquisition and development in partnership with county land bank authorities and local units of government
- **Housing Fund** to support predevelopment, land acquisition, and development costs
- **Deed Restrictions** to ensure long-term affordability and year-round occupancy
- **Community Land Trust** to retain ownership of the land and ensure long-term affordability

Act 381-

Goal- More housing for our moderate-income families specifically using tools detailed in Act 381.

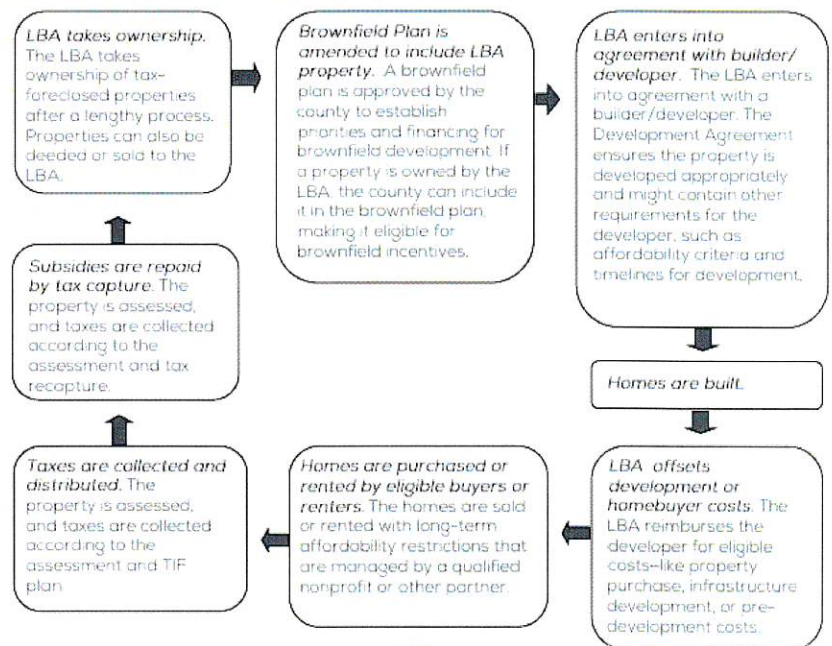
per the statute, any land that is under the ownership or control of the Land bank Authority (LBA) also qualifies as a Brownfield property.

Land bank parcels can then utilize the Brownfield TIF tool in the development's capital stack to cover the costs of eligible activities.

In this way, the existing Brownfield TIF law is a powerful tool for filling the affordability gap for housing.

HOW IT WORKS

How does it work? First, the county brownfield plan must be amended to include the LBA property in a tax-increment financing (TIF) district. Next, a house is built on the property by a qualified builder, developer, and/or nonprofit partner. Let's assume the total cost for the new home is \$180,000, but in order to be affordable to the workforce, the target price for the home is \$150,000. The LBA offsets or subsidizes \$30,000 of development costs on the home—by paying for property or infrastructure, or by providing a second mortgage to the homebuyer. That \$30,000 is then paid back to the LBA by the taxes on the property that are captured by the TIF.



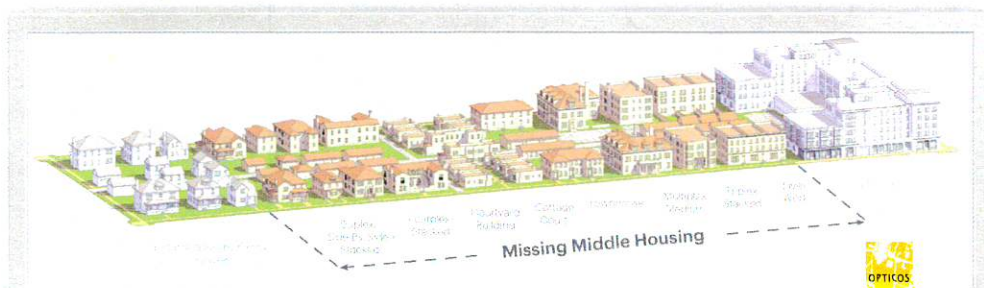
Missing Middle Zoning Changes

■ **Missing Middle Housing** is a range of house-scale buildings with multiple units—compatible in scale and form with detached single-family homes—located in a walkable neighborhood.

- This can look like a larger single-family home, a large mansion, or a group of townhouses.
- The structure is designed in such a way to be very compatible with any residential neighborhood on the outside.
- On the inside, the capacity of the building is larger than one would expect.

■ Communities can do a lot to help meet the demand for housing by creating more missing middle housing types.

- Zoning ordinances are often the most identifiable challenge to Missing Middle housing.



To learn more:
<https://missingmiddlehousing.com/>

Partnership Opportunities

Strategic Partner- \$10,000 <ul style="list-style-type: none">■ Housing Action Plan<ul style="list-style-type: none">– Technical Assistance (up to 100 hours)■ Partner Connection■ Events■ Guide Regional Action■ Promotion & Recognition	Leadership Partner- \$5,000 <ul style="list-style-type: none">■ Implementation Support<ul style="list-style-type: none">– Up to 50 hours■ Partner Connection■ Events■ Guide Regional Action■ Promotion & Recognition	Network Partner- \$2,500 <ul style="list-style-type: none">■ Events■ Guide Regional Action■ Promotion & Recognition
Summit Partner- \$1,000 <ul style="list-style-type: none">■ Highlight Organization as a Housing Solutions Partner at the annual Housing Summit■ Events■ Promotion & Recognition	Round Table Partner- \$500 <ul style="list-style-type: none">■ Events■ Promotion & Recognition	

Questions & More Info

Yarrow Brown, Executive Director
Housing North
231-335-1685
yarrow@housingnorth.org

Data available at:
www.housingnorth.org
www.homesforourfuture.org



Creating pathways and partnerships
for housing in Northwest Michigan.



THANK YOU

Any questions?

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JUL 07 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



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JUL 07 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

WHAT'S THE CAMPAIGN ABOUT?

The [Homes for our Future](#) campaign is a call to action from the public, local governments, employers, and community organizations, intended to provide clear courses of action and resources about how to engage in, support, and lead work towards housing solutions.

The goal is to provide information for local committees and residents to support local housing advocacy efforts, hold a series of training events, and development of housing ready checklists to help local municipalities better lay the groundwork for affordable housing development.

LOCAL GOVERNMENT ACTION

Cities, townships, counties, and tribal governments have an important part to play in housing solutions. For example, they can make it easier to build certain types of housing by changing zoning, offer incentives to lower some development costs and provide land for new development. Each community's role will be different, but local government leadership is often the first step towards housing action.

- [Endorse the Campaign](#) Local governments can endorse the Homes for Our Future campaign which demonstrates a proactive stance on housing and sends a message to developers, citizens, and businesses that your community is a partner in the solutions they need. On our website, there is a Sample Homes for Our Future [Resolution for Local Governments](#)
- Get informed by scheduling a presentation with Housing North Staff for your local planning commission or elected board. You can also browse the studies, plans, and resources available on housing on our [website](#).
- Make Your Community Housing Ready by looking over your zoning ordinance and encourage their communities to become "Housing Ready" by completing the [Housing Ready checklist](#)



HOMES FOR OUR FUTURE COMMUNICATIONS TOOLKIT



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JUL 07 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



Housing North is a nonprofit organization formed in 2018 to build awareness, influence policy, and grow capacity and resources so communities can create housing solutions that meet their unique needs. It's governed by a ten-county Board of Directors that represent business; philanthropy; local, county, and tribal government; workforce development; and housing agencies from throughout the ten-county region of Northwest Lower Michigan.

www.housingnorth.org



homesforourfuture.org * housingnorth.org

HOMES FOR OUR FUTURE COMMUNICATIONS TOOLKIT



Housing is a complex challenge. For new homes to be built, developers require adequate funding, public services, regulatory support, labor, and more—from the private sector, local governments, state agencies, and a variety of other partners. Coordinating all of those considerations and stakeholders is a daunting prospect—and becomes even more so when you consider that an unsupportive public can affect decisions on nearly every one of those factors. Indeed, public support for housing initiatives is a central ingredient to success. Without it, the success of housing projects or other solutions is never certain.

Yet, public support for housing solutions can be elusive. Housing debates are intensely personal and emotional, and housing proposals and initiatives have been divisive in many communities. While community members are quick to agree that more housing is needed, there's often disagreement about what types of housing are needed and where, what resources should be provided to make housing a reality, and who should or should not be a part of the solution. Many times these conversations are based on conjecture, rumor, misinformation, and deeply-ingrained stereotypes about what "affordable," low-income, or workforce housing might be, or how it might impact a neighborhood.

It's understandable that this happens. With a topic as complex and emotional as housing, it's easy for messages to be garbled, facts to be distorted, or objectives and end goals to be lost. Housing conversations are full of confusing terms that are used differently by different people; acronyms; data; and assumptions on either end. What's more, many people on both sides of housing debates are prone to react emotionally to the topic. In this environment, it's difficult to make objective decisions or judgments about the questions at hand.

Solutions to the hugely important issue of housing require a more constructive frame for communications about it—which requires a better understanding of how we interpret and communicate information.

THE ART & SCIENCE OF HOUSING MESSAGES

While it's tempting to believe that clear, rational messages and good data will convince a skeptical audience and build public support for housing, research and experience prove this is far from the case. Research from the Frameworks Institute cites studies showing that we hold more tightly to our ideas when new data is presented that contradicts those ideas. Some of this is connected to the phenomenon of "confirmation bias"—the tendency to accept arguments that confirm our views. Some of it has to do with the way we identify, as individuals, with our beliefs—and how data that calls our beliefs into question also calls our identities into question. And some is related to the way our brains process information. We need a compelling alternative explanation to replace the information we use to explain the world, or we feel unmoored and uncertain—and hang on more tightly to our false beliefs.

Understanding how we communicate and process information is important when talking about emotional topics like housing. We all see issues like housing in many ways, or through different “frames” or cultural narratives that we use to interpret the world around us. For instance, many of us subscribe to the cultural narrative that we are all “self-made,” or that each of us is solely accountable for our own circumstances. While mindsets like the “self-made” concept often contain important truths in certain contexts, in the context of housing, it may lead us to believe that a family’s inability to find housing has to do with their inability to save or manage money, or that they’ve made poor choices—when the reality is much more complicated, having to do with national and even global issues like supply and demand, development financing, and more. Whatever the reality might be, however, frames like these are deeply ingrained mindsets that aren’t easily changed by data or rational arguments.

Working within these frames, and using them as way to understand we interpret the world, can help us engage people in discussions and solutions. The resources in this toolkit consider housing in the context of those frames. They’re intended to help advocates and leaders build consistent messages around housing in public dialogues, and include memorable data points, clear messages about solutions, and context for how housing impacts our shared values. The guide includes communications frames developed on behalf of Housing North by Avenue ISR in 2019 and based on research from the Frameworks Institute, along with data and information about housing needs and solutions from a broad range of sources. It is not intended to be a complete toolkit on housing solutions—such as funding sources, zoning techniques, or policy initiatives; however, where available, resources on these solutions are referenced in the toolkit for further reading.

RESOURCES

Links to all resources are available on www.homesforourfuture.org.

You Don’t Have to Live Here

This report by the Enterprise Community Foundation and the Frameworks Institute identifies the challenges in housing communications and new research about which messages work, and how to use communications to expand the public discourse on housing issues.

Housing Toolbox for Massachusetts Communities

The Citizens’ Housing and Planning Association and the Massachusetts Housing Partnership developed guidance as part of a statewide initiative to support local officials and volunteers in their efforts to provide more affordable housing opportunities in their communities. It includes strategies and best practices for the creation and preservation of affordable housing—including tools and resources for building local support and improving communications.



COMMUNICATION TIPS



Consider the frame. How issues are framed can change how people respond to it. Talking about housing as a “right” or about creating housing for others may trigger an “us versus them” reaction. But if the message is framed as a matter of fairness so that gives everyone access to housing they can afford, or as an issue that affects our shared values and future, messages are received more openly.

Fill in gaps in understanding. Be sure that audiences understand the “why” of the issue. The public often has little context or only a basic understanding of the complex causes of housing shortages, or how they can be solved. Messages should clearly and simply outline the factors that have contributed to this issue—and how things are different today than it was when our audiences first bought or rented homes.

Messengers matter. People listen to people they trust. Members of the clergy, police or emergency responders, military personnel, school officials, business owners, and other well-known and broadly-trusted community members can be powerful advocates for housing messages.

Focus on solutions. Many of us suffer from “crisis fatigue.” We become so overwhelmed by the many complex problems in our world that we give up on solutions, not knowing what steps to take as individuals or even if we have the power to act in any meaningful way. Efforts to engage the public should be clear and directive—with a message of hope that solutions can address our housing needs.

Use social media carefully. Social media is a powerful communications tool—and potentially destructive. Misinformation can spread like wildfire, and community dialogues can quickly descend into personal attacks. Therefore, it’s important for clear, simple, memorable messages to be shared in a proactive way, even before a specific proposal arises.

Make data meaningful. Messages can get bogged down in data that isn’t presented in a meaningful way, or that is too abstract for people to make clear connections to its impact. Using a few key data points that are framed in a compelling message about what it means, or the impact it has, is more powerful than overloading the audience with data that they may or may not be able to effectively interpret.

Words matter. Using certain words—and avoiding others—can help the audience with shared values while avoiding strongly ingrained opposition to certain social positions. For instance, the term “housing” is an abstract concept that’s not tied to a predictable image. It can mean anything from a cozy single-family home to a massive, imposing apartment building, so it’s easy for imaginations to run wild when the term is used. On the other hand, we all have a personal connection to the word “home.” Most everyone has, or wants, a home. But who wants to live in “housing?”

EMPHASIZE

Homes
Work
Young Families
Working People
Middle Class
We, Us, Our

DE-MPHASIZE

Affordable Housing
Low-Income Housing
Housing as a Right
Deserving
Public Policy

USE SPARINGLY

Housing
Housing Options
Housing Alternatives
Community Housing
They, Them, Theirs

WHAT'S AFFORDABLE?



How "affordable" a home is depends on how much it costs in relation to a household's income. To categorize and determine affordability levels in the context of income, funders and others use an income measure known as "area median income" (AMI), which is the household income for a median (typical) household in the county. AMI varies not only by county but also by household size.

Public housing subsidies are often directed towards households within certain income brackets, which are categorized as low-income, very low-income, or extremely low-income, based on a comparison with the AMI. Different subsidies may be available for different income levels. Charts showing income levels by county in Northwest Lower Michigan are available online at homesforourfuture.org.

Income Group	What housing programs may they be eligible for?	What type of household is this?	How much can they afford to spend on housing each month?
0-30% AMI Extremely low income \$0-\$19,683 family of 4 \$0-\$13,791 single person	Public housing Housing Choice Voucher CDBG* Local housing programs	People who are unable to work due to disability or age Seniors on fixed incomes Low-wage workers, including many retail, restaurant, and day care workers	\$0—\$492 family of four \$0—\$345 single person
30-50% AMI Very Low Income \$19,683-\$32,805 family of four \$13,791-\$23,214	Public housing Housing Choice Vouchers CDBG* LIHTC** Local housing programs	One person working as an home health care aide, nursing assistant, or bartender Two workers in retail, restaurant, or child care sectors	\$492-\$820 family of four \$345-\$575 single person
50-80% AMI Low Income \$32,805-\$50,885 family of four \$23,214-\$36,516 single person	CDBG* LIHTC** Local housing programs	One or two workers in entry level jobs, including EMTs, administrative assistants, and teachers	\$820-\$1,266 family of four \$575-\$887 single person
80-100% AMI Moderate income \$50,885-\$65,610 family of four \$35,516-\$46,630 single person	Local housing programs	One or two workers in entry- or mid-level jobs, including police officers, fire fighters, school teachers, and IT support personnel	\$1,266-\$1,640 family of four \$887-\$1,149 single person

*Community Development Block Grants

**Low Income Housing Tax Credit program



WAGES & AFFORDABILITY

A home is "affordable" if it costs less than 30% of a household's income. If households spend more than that, they're considered "cost overburdened." Cost-overburdened households are at greater risk of eviction, foreclosure, or homelessness, and lower-income households are more likely to be cost overburdened. State and federal guidelines define "low income households" as those earning 80% or less of the area median income (AMI), with income guidelines established and published for each county in Michigan annually by the Michigan State Housing Development Authority (MSHDA). Low-income households make up a significant and critical portion of the workforce, including workers in tourism industries, construction, child care, education, and health care. Many of these workers struggle to find homes that are affordable.

OCCUPATION	MEAN ANNUAL WAGE	AFFORDABLE RENT
Dishwashers	\$22,030	\$551
Housekeepers	\$23,130	\$578
Bartenders	\$23,900	\$598
Childcare Workers	\$24,580	\$615
Home Health Aides	\$25,950	\$649
Bank Tellers	\$27,500	\$688
Waitstaff	\$28,400	\$710
Janitors	\$28,820	\$721
Nursing Assistants	\$29,980	\$750
Phlebotomists	\$31,260	\$782
Reporters	\$31,280	\$782
EMT	\$31,880	\$797
Construction Laborers	\$33,930	\$848
Admin. Assistants	\$34,430	\$861
Dental Assistants	\$37,100	\$928
Preschool Teachers	\$37,930	\$948
Firefighters	\$40,180	\$1,005
Mechanics	\$40,650	\$1,016
Welders	\$41,210	\$1,030
Truck drivers	\$44,420	\$1,030
Protective service workers	\$45,040	\$1,126
IT Specialist	\$45,040	\$1,126
Teachers	\$47,740	\$1,194
Electricians	\$47,740	\$1,194

Source: Bureau of Labor Statistics, 2018



homesforourfuture.org * housingnorth.org

HOUSING TERMS



TERM	ROLES	WHAT INCOMES DOES IT SERVE?	ALSO KNOWN AS...
Affordable Housing	Housing that costs 30% or less of a household's budget.	All	Low-income housing Workforce housing Attainable housing Supportive housing
Attainable Housing	Homes that are deemed "affordable" to a group of people within a specified income range. Often, this term is used interchangeably with "workforce housing."	There's no "official" income level. Depending on the market, it may include incomes up to 150% of the area median income.	Affordable housing Attainable housing
Low-Income Housing	Rental or for-sale housing that's made affordable, through subsidies, to low- and moderate-income households. Deed restrictions or other controls limit the resale price or rent for a specified number of years. Affordability may be guaranteed for periods of time ranging from 10 years to perpetuity.	60% of area median income (rental) 80% of area median income (ownership housing)	Affordable housing
Market Rate Housing	Housing sold at full market value.	All	
Supportive Housing	A combination of housing and services that cost-effectively helps people live more stable, productive lives—especially those facing complex challenges such as homelessness or very low incomes, and/or serious, persistent issues like substance abuse or addiction, mental illness, disability, dementia, and HIV/AIDS. Supportive housing is coupled with social services like job training, life skills training, alcohol/drug abuse programs, and case management to populations in need of assistance.	Supportive housing often serves low-income households (60% AMI or less)	Affordable housing
Workforce Housing	Housing that's affordable to parts of the workforce earning low, moderate, and entry-level incomes such as teachers, police officers, medical technicians, construction workers, office workers, and retail and restaurant staff. Workforce housing may include both rentals and homeownership opportunities, and is generally located near employment centers. It may be either subsidized or unsubsidized.	There's no "official" income level. Depending on the market, it may include incomes up to 150% of the area median income.	Affordable housing Attainable housing

FRAMING THE MESSAGE



Housing North's communication strategy establishes a straightforward "frame" to create persuasive and inviting messages about housing. The following structure provides a starting point for introductory housing conversations. Additional talking points, data, and messages are provided in the following pages for advocates and leaders to use in more in-depth housing discussion with a variety of audiences.

Message Frame	Messaging Tips	Sample Messages
Establish values & common ground	<ul style="list-style-type: none"> Begin with statements of values that engage the audience Help them understand the issue in the context of these values 	<ul style="list-style-type: none"> We want communities where hard working people can afford to live. We want our children and grandchildren to be able to live here if they choose.
Connect the problem to these values	<ul style="list-style-type: none"> Why is today different from yesterday? Be factual, not "fact-full" Make it personal with relatable stories Use language that invites shared common ground – this is "US" not "Them" 	<ul style="list-style-type: none"> Because of long-term trends, there is a real shortage of homes. Many middle-class workers young and old are no longer able to live in our towns and rural areas. We risk creating communities where only the wealthy can live.
Show solutions that work	<ul style="list-style-type: none"> Lay out a reasonable path to get there Show examples of solutions that inspire and dispel fears 	<ul style="list-style-type: none"> Through common sense policies, we can create new housing options. Housing ready communities are already making a difference in our area. There are many creative solutions that businesses and citizens can use to help.
Tell audiences what they can do	<ul style="list-style-type: none"> Talk about possible solutions and specific participation roles Ease and encourage action paths Assign a task Ask for a commitment 	<ul style="list-style-type: none"> Local leaders, business people, and citizens can all play a part. Visit www.homesforourfuture.org to learn more.





HOMES FOR OUR FUTURE: TELLING THE STORY

Housing North's Homes for Our Future position statement can be used as a basic message to introduce the Homes for Our Future campaign and housing issues to a broad range of audiences. The message can be customized to appeal to specific audiences and their values, including environmental impact, homelessness, health, and social equity. The following pages offer talking points, data, and messages that can help advocates and leaders organize their communications within and around the Housing North Homes for Our Future position statement.

HOMES FOR OUR FUTURE POSITION STATEMENT

In Northern Michigan most of us believe that if you work hard and save you should be able to live in a safe home. We want communities where our children and grandchildren are able to live or return. But Northern Michigan is becoming a more and more difficult place for young families and working people to live. Not enough new homes are being built. Homes for rent are being pulled off the market for short term rentals like Airbnb. For these and other reasons, housing costs have surged past local incomes and there is a real shortage of homes. Teachers, health care workers, first responders and other middle class workers young and old are not able to live in our communities. They have to drive from farther and farther away to work or they leave our region altogether. We run the risk of creating communities where only the most wealthy can afford to live. This shortage of homes can be solved! By working with developers, making common sense updates to zoning and helping employers and citizens to create new housing options, we can ensure that our communities remain places where all people can live, work, raise families and thrive.





UNDERSTANDING THE NEED

Messages should clearly and simply outline the problem we're facing, and how it impacts the values that we share—providing opportunities for our workforce, children, and grandchildren to live ; building a stronger economy; and preserving the things we love about our communities.

Because of long-term trends, there is a real shortage of homes. Many middle-class workers young and old are no longer able to live in our towns and rural areas. We risk creating communities where only the wealthy can live.

High Demand for Homes

- A 2019 market study shows a potential demand in the region for 10,880 new rental homes, and 4,660 for-sale homes. Demand is high because the number of jobs and households in our region has been growing for years—while development has been constrained by high land values, construction costs, and tax rates; complex development processes; and public opposition.
- A 2017 Home Builders Association of Michigan report shows that new home costs are higher in the Greater Grand Traverse Area than anywhere in Michigan - with a median new home price of more than \$437,000. To qualify for a house at that price, a household would need to earn over \$116,000 per year.

Personal & Community Impacts

- Without housing they can afford, many individuals and families are forced to live in deteriorating homes that are unsafe and unhealthy.
- Many individuals and families move farther from work and school, where long commutes result in high transportation costs. An average household in our region spends well over half their income on the combined costs of housing and transportation. When people

live farther from jobs, they can spend two-thirds or more of their income on those two costs alone.

- Long commutes create added traffic on the roads and higher public costs for services like sewer, water, and emergency response.
- Building homes in existing communities, or building in higher densities, creates the “critical mass” needed to support effective transit services and other public infrastructure.

Economic Impacts

- Housing is an economic stimulus, creating jobs and tax revenue. Data from the National Institute of Home Builders estimates that building 100 affordable homes generates \$11. million in local income, 161 local jobs in the first year alone, and \$2.2 million in local taxes and other revenues for local governments.

Environmental Impacts

- When we don't create homes near jobs and schools, we push development into undeveloped areas—destroying the region's natural beauty and compromising water quality and green infrastructure.
- Development outside of town results in longer commutes and increased emissions.
- Building homes on blighted or contaminated property provides important opportunities





UNDERSTANDING THE NEED

for environmental clean-up and water protection.

Shortages of Homes Affects Our Workforce

- Over a ten-year period, the number of people in our region between the ages of 34-54 declined by 17%, while the number of children (below age 19) dropped by 13%. At the same time, there was a 33% increase in those over aged 55, as empty nesters and retirees move into the region (*data from American Community Survey*). This long-term trend is resulting in a smaller workforce now, and shrinking our future workforce "pipeline."
- It's hard to recruit new families and young people back to the area when they can't find homes they can afford. Surveys of young professionals in both Traverse City and Manistee showed that half of professionals under age 40 were thinking about, or had thought about, moving away because of housing costs.
- Retirees are making up the majority of new residents. Over the next 15 years, nationally, 87% percent of household growth will be couples without children, and 53% percent of household growth will be single individuals.
- All industries are struggling with workforce shortages. Without new residents and workers, current residents will have difficulty meeting basic needs—for health care, home improvement, and other. Waits will be longer—for everything from a restaurant table to respite care for senior citizens.
- As young families leave, school enrollment declines—leading to decreased school funding for our schools.
- Businesses increasingly report that difficulties in retaining and recruiting staff are connected to shortages of housing – and that the subsequent lack of workers is impacting their ability to maintain and grow their businesses.
- Businesses in all industries describe putting new employees up in hotels while they search for housing – and having new employees ultimately turn down job offers because they can't find a place to live.
- A 2017 survey in Leelanau County showed that "access to housing" was considered the biggest obstacle to creating new local jobs.
- Restaurants are shortening hours, seasons, and menus; are paying overtime; closing if their chef calls in sick; and facing poorer customer service from being stretched too thin. All because they can't find enough workers – who can't find housing.
- The housing shortage is impacting workers at all pay scales. Hospitals struggle to recruit all kinds of health care professionals – even doctors – because there aren't enough homes, especially rentals, available. One manufacturing company considered turning down a \$4 million dollar order because they were concerned they wouldn't be able to house the 10-12 new workers they needed to recruit. Others report having as many as 70 unfilled positions—and attribute the openings to a lack of housing options for new workers.
- "Where are you going to live?" is one of the first interview questions employers ask potential new employees.





RESOURCES

Links to all resources are available on www.homesforourfuture.org.

Income Limits

The Michigan State Housing Development Authority sets income and rent guidance annually for each county in Michigan.

Northwest Michigan Target Market Analysis

This market study, conducted by market analyst LandUse USA and coordinated by Networks Northwest and Housing North, shows the potential demand for new units in each county, city, and village in Northwest Lower Michigan through 2024.

Young Professionals Surveys

Chambers of commerce in Manistee and Traverse City conducted housing surveys in 2019, with questions about housing impacts on young professionals.

LPEF Survey

The Leelanau Peninsula Economic Foundation conducted a survey of Leelanau County businesses to determine needs around, and impacts from, issues like housing, infrastructure, and more.

Benzie & Wexford Housing Needs Assessments

In partnership with the Alliance for Economic Success, Community Research Associates analyzed housing demand in Benzie and Wexford counties in 2017.

East Jordan Housing Assessment

Northern Homes conducted an assessment of housing condition in the City of East Jordan in 2019.

Housing Inventories

Inventories developed by Networks Northwest in 2014 inventories identify issues around the region's current housing supply, affordability, vacancy, condition, and related costs.

H+T Affordability Index

The Center for Neighborhood Technology offers a mapping and data tool to identify housing and related costs for some communities.

Opportunity Starts at Home

Housing has impacts on nearly all parts of our lives and communities. The Opportunity Starts at Home campaign breaks down impacts by sector—like education, health, safety, and more.

Benchmarks Northwest

Networks Northwest maintains dashboards and data on housing, economic, demographic, and other community indicators on the Benchmarks Northwest website.



NORTHWEST MICHIGAN TARGET MARKET ANALYSIS

A residential "target market analysis" was conducted by real estate consultants LandUse USA in 2019 for all counties in Northwest Michigan. The analysis uses data from the American Community Survey and Experian Decision Analytics to assess demand from various demographic groups for housing types from potential "movers" both inside and outside the study area. The market potential represents the total number of new households moving into each place annually, plus the number of existing households that are moving from one address to another within that same place. The market potential is intentionally not adjusted for out-migration.

Links to data for each county, and most cities and villages, in Northwest Michigan are available at homesforourfuture.org.

PROJECTED RENTAL DEMAND, NORTHWEST MICHIGAN, 2020			
Household Incomes	Rents	# Units	% of Potential Demand
Up to \$26,000	\$650 and less	6759	62%
\$28,000 - \$40,000	\$700 - \$1000	2997	28%
\$42,000 - \$60,000	\$1050 - \$1500	970	9%
\$64,000+	\$1600 +	154	1%
Total Units		10,880	

PROJECTED HOMEOWNERSHIP DEMAND, NORTHWEST MICHIGAN, 2020			
Household Incomes	Values	# Units	% of Potential Demand
Up to \$60,000	\$150,000 and less	2199	47%
\$70,000 - \$100,000	\$175,000 - \$250,000	1837	39%
\$110,000 - \$150,000	\$275,000 - \$375,000	432	9%
\$160,000	\$400,000+	192	4%
Total Units		4,660	

TOTAL DEMAND, RENTAL & HOMEOWNERSHIP, 2020		
	# Units	% of Total Demand
Homeownership units	4,660	30%
Rental units	10,880	70%
	15,540	



UNDERSTANDING THE PROBLEM

It's important for audiences to understand the "why" of the issue. The public often has little context or only a basic understanding of the complex causes of housing shortages, or how they can be solved. Messages should clearly and simply outline the factors that have contributed to this issue—and how things are different today than it was when our audiences first bought or rented homes.

Because of increasing costs for land, infrastructure, labor, and materials, it's almost impossible to build new homes that are affordable to the workforce.

High Costs of Development

- Communities throughout the US are building less. There were 38% fewer housing units built in 2018 than 2005, the year permits peaked before the recession, according to a study by Apartment List. The number of homes and apartments built in 2018 roughly matches 1994, when the country's population was 20% percent smaller than it is today.
- Infrastructure costs—that is, the costs to hook up to sewer, water, and other services—are higher in smaller towns where there are fewer residents paying into the system. It can cost up to \$60,000 per unit to extend services even a short distance.

Local Policies and Public Opposition

- Zoning prohibits many of the types of housing that are most in demand—that is, the smaller homes, apartments, and condos that meet the needs of our shrinking households. Nationally, up to 25% of development costs can be attributed to lengthy and complicated review processes, according to the National Association of Home Builders.
- Fears and stereotypes about housing lead many members of the public to oppose new homes or policy solutions—making it harder and more costly to build, discouraging developers from working in our communities, and ultimately derailing project after project that could provide the homes our communities need.

RESOURCES

Links to all resources are available on www.homesforourfuture.org.

Freddie Mac Research

Freddie Mac's research includes regular forecasts, indices, and "insights" about the housing market, including a discussion on housing supply issues.

Housing Challenges Threaten Our Economic Growth: Where Will 10 Million Michiganders Live?

In 2017, the Home Builders Association of Michigan sought input from builders and other stakeholders throughout Michigan to identify key issues around the development of new housing. The report includes a summary of input and data, along with recommendations for local and statewide policy makers.





UNDERSTANDING THE PROBLEM

- Short-term rentals are changing the housing market in many of our towns. Between 2010–2016, the region’s housing stock didn’t grow at all overall—yet there was an increase of 15% in the number of units classified as “seasonal.” This points to a trend where year-round homes are being converted to seasonal housing units, including short-term rentals, which affects the supply and cost of year-round housing (*data from American Community Survey*).
- There are few financial resources to address the substandard housing issues in rural areas that have profound health impact on residents. Similarly, funding options are slim-to-none for communities anywhere that are trying to create “incremental” development solutions like duplexes, four-plexes, and small apartments that are easier and cheaper to build.

Limited Public Programs

- Programs like the low income housing tax credit (LIHTC) program, the largest producer of affordable housing in the state, don’t subsidize “workforce” housing. Many workers in the region don’t earn enough to afford the median rent or home purchase price. At the same time, they earn too much to qualify for housing that is subsidized for rent or sale to “low-income” households. And the payment-in-lieu-of-taxes (PILOT) incentive used to offset costs related to affordable rental development can’t be applied to workforce rental housing. This means there aren’t ways to offset the high development costs that lead to rents and home prices that are too high for the workforce.
 - Many small towns or rural areas aren’t competitive, or even eligible, for the LIHTC program, the largest source of funding available for housing. In 2018, there were no LIHTC funds awarded to communities north of Clare. In 2019, there were two.
 - Non-homestead tax rates force property owners to charge higher rents that are unaffordable to much of the workforce.
- The Home Builders Association of Michigan reports that Michigan lost 43% of its residential building workforce between 2000–2009—as many as 60,000 workers. At the same time, an aging workforce and shrinking pipeline of young people—and specifically young people planning to work in the trades—have created a construction labor shortage that is impacting the costs of construction, and creating a more competitive environment for developers that do have the capacity for projects.

Construction Labor Shortage





PATHWAYS TO SOLUTIONS

There are actions we can take, and our audiences need to understand them and who plays a role in them. Lay out a reasonable path for solutions, and share examples of success that inspire and dispel fears.

By working with developers, making common sense updates to zoning and helping employers and citizens to create new housing options, we can ensure that our communities remain places where all people can live, work, raise families and thrive. Through common sense policies, we can create new housing options. Housing ready communities are already making a difference in our area. There are many creative solutions that businesses and citizens can use to help.

- A variety of locally-driven tools and policies can make it easier for the private sector and nonprofits to build housing for our workforce, seniors, young people, and others.

Leverage Land for Housing Investment

- In several Northwest Michigan counties, Land Bank authorities have worked with housing nonprofits and other partners to provide land and tax incentives for new housing development.
- Local governments may own land that's appropriate for new home development. When this land is donated or sold at a reasonable price, overall development costs are lower and housing is more affordable.
- In Leelanau County, a local nonprofit was able to build four affordable units because a property was donated.

Provide Tax Incentives or Relief to Lower Development Costs

- Because development is so expensive, some tax relief is needed to help keep rents low. Local governments can provide tax incentives like payments in lieu of taxes (PILOTs), or offer programs like the neighborhood enterprise zone, to lower development costs.

- Any properties eligible for a PILOT are held to stricter guidelines than market-rate rentals. Developers hire or employ professional property management companies to ensure the buildings are well-cared for.
- Tax incentives for housing can encourage new investment and development on blighted properties that are expensive to clean up and redevelop. Without some local support, these properties may not be redeveloped.
- In Cadillac, tax incentives were used to encourage the redevelopment of a blighted property central to the downtown. That new development will add \$9 million of investment to the community, including new residential units and commercial space.

Create Local Funding Sources

- Housing trust funds can be created by local governments dedicate public dollars to housing programs or projects that meet local needs.
- In Grand Traverse County, a housing trust fund connected to its land bank authority supported the development of the Depot Neighborhood, an energy-efficient, mixed-income development.





PATHWAYS TO SOLUTIONS

- Community foundations can create specific funds to pool local investment and donations in order to provide the support needed to start new housing projects, and to make projects affordable.

Employer-Led Solutions

- Some employers are already taking steps to provide housing for their workforce—by purchasing homes that employees can live in, partnering with schools and colleges for seasonal housing, and connecting with property owners for rentals.

Modernize Zoning for Today's Housing Market

- Small changes to zoning can allow a wider variety of housing types that fit in with the character of our neighborhoods and meet today's needs and preferences.
- Minor tweaks to zoning can create more opportunities for development that fits in with the neighborhood.
- Many of the housing types that are in demand were standard parts of neighborhoods when our historic communities were first built.

RESOURCES

Links to all resources are available on www.homesforourfuture.org.

Success Stories

All over Northwest Michigan, communities are taking steps toward solutions, with zoning changes, tax incentives, and land donations. Success stories are available at www.homesforourfuture.org.

Housing Ready Checklist

The Housing Ready Checklist provides information for communities that would like to understand how their plans, policies, and procedures can encourage—or discourage—the homes we need in our communities.

A Framework for Housing Choices in Northwest Michigan

Part of the Regional Prosperity Plan developed by Networks Northwest in 2014, *A Framework for Housing Choices* includes data and analysis, sample master plan language, zoning guidance, and strategic actions.

Growing Business with Workforce Housing

Housing is a business issue, and businesses are taking action. *Growing Business with Workforce Housing* explores some employer-led housing solutions implemented within and outside the region.

MEDC Redevelopment Ready Communities Best Practices Guidebook

The Michigan Economic Development Corporation provides guidance to communities looking to update plans and ordinances as part of its Redevelopment Ready Communities program.





GET INVOLVED

A message isn't effective if the audience doesn't understand how it applies to them, or how to get engaged. Encourage involvement by talking about specific participation roles in solutions, and make action paths clear and simple.

The public can work with housing advocates and local governments to identify tools and incentives that can lower development costs.

- Individual citizens, community groups, and local governments can show a united front by endorsing the Homes for Our Future campaign, or by passing a resolution. A sample resolution is available on homesforourfuture.org.
- Local governments can make way for housing solutions by changing zoning laws, providing tax incentives, and working proactively with development partners. But they need to hear from citizens in order to move forward. You can attend community meetings to make sure your voice is heard, work directly with local officials or staff. You can contact your local housing network for assistance in communicating with your local officials, and stay in the loop on current proposals by signing up for updates.
- You can sign up at homesforourfuture.org to receive local updates and regional news on events, trainings, important public meetings, and more.
- Individual stories about housing needs-and successes-are powerful advocacy tools. You can share yours by completing the form on homesforourfuture.org.

RESOURCES

Links to all resources are available on www.homesforourfuture.org.

Making Connections: Understanding Community Health, Safety, and Welfare

This guide is intended to start a conversation about local policy, budgeting, and leadership decisions, and their impact on public health issues. It includes a "community planning 101" for citizens.

A Citizen's Guide to Planning & Zoning in Northwest Michigan

This introductory guidebook is intended to provide basic information to citizens that haven't been closely involved in the planning process, but would like to shape future changes in their community.





NORTHWEST MICHIGAN HOUSING READY CHECKLIST



HOMES FOR OUR FUTURE

RECEIVED

JUL 07 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



Housing North is a nonprofit organization formed in 2018 to build awareness, influence policy, and grow capacity and resources so communities can create housing solutions that meet their unique needs. It's governed by a ten-county Board of Directors that represent business; philanthropy; local, county, and tribal government; workforce development; and housing agencies from throughout the ten-county region of Northwest Lower Michigan.

www.housingnorth.org

This checklist is adapted from the Housing Ready Checklist developed by the Leelanau County Housing Action Committee.



HOUSING READY CHECKLIST

Northwestern Michigan is experiencing a shortage of housing –particularly rental housing – that is affordable to a broad range of income levels. The short supply of available housing leaves many families with few choices but to live in deteriorating, inadequate, unsafe, or unaffordable homes—if they stay or move to the region at all. Families and young people may choose to live elsewhere, limiting our workforce and harming businesses. Businesses struggle to find employees who can afford to nearby and often lose potential new recruits to businesses where more affordable housing options are available. Quality housing means quality employees.

Without spending significant resources, local governments and communities can help by ensuring that there are opportunities for development that can create a variety of housing options for all people in the community. Local and county governments can work in partnership with developers and community organizations and businesses to support housing goals and smart, sustainable projects.

This checklist is designed to help communities evaluate their own standards, strategies, plans, and ordinances to ensure they are designed in a way that meets local needs for workforce housing. It is adapted from the Housing Ready Checklist developed by the Leelanau Housing Action Committee, which was based on practices that have been used in many communities' local plans and zoning ordinances to create more development opportunities and support workforce housing initiatives.

Local Government Roles

Planning commissioners and elected boards, like city councils and township boards, make decisions about zoning and development in villages, townships, and some counties in Northwest Michigan. This means local governments are essentially the 'gate keeper' for directing and determining what type, how much, and where workforce housing is built in your community. Without proper regulations and policies, developers are forced to pursue expensive, time-consuming rezoning or variance requests interfering with project schedules, creating project uncertainty, and often litigation or abandonment of their project.

Using the Housing Ready checklist, we can begin local conversations about how to ensure that our communities' policies are fair and predictable, and that they allow the types of housing we need, while preserving the local character that makes Northwest Michigan such a desirable place to live.



HOW TO USE THIS CHECKLIST

Very few, if any, communities will be able to answer “yes” to every question on this checklist—and not every community will want to! Each community’s plans, policies, and procedures are unique to local circumstances, and the inclusion of elements on this checklist doesn’t necessarily mean they’re appropriate for your community. Rather, the checklist can be a starting point for examining how your community plans for housing choices.

Where Do We Start?

Advocates or officials can suggest or request that their local planning commissions and/or elected boards complete and/or review the checklist at a study or working session, or even at a joint meeting of the planning commission and elected board. Local housing networks or Housing North staff can help facilitate the checklist completion process and conversation. Once the checklist is complete, local officials may identify some elements that can be added or modified in local plans and policies as a “to-do” list for action.

Understanding the Terms in this Document

It’s unlikely that everyone in the conversation will be familiar with all of the terms and techniques included in the checklist. Local partners, advocates, community networks, and Housing North can help by participating in local discussions and sharing resources and information. Contact information is available on www.homesforourfuture.org.

We Know What We Need to Change! Now What?

Changes to policies, plans, and procedures can be complex and time-consuming. While some communities have staff to help make changes, others may want or need to consider outside assistance from planning consultants and others. **Housing North and local housing networks are here to help.** Please visit www.homesforourfuture.org for information on local housing networks that can provide recommendations on technical assistance, help with zoning reviews, or questions or suggestions on the checklist.

What is Workforce Housing?

Generally speaking, workforce housing means housing our workers can afford – our teachers, restaurant employees, firefighters, electricians, and others making around the County’s median income. Nearly all experts agree that a household’s housing costs should not exceed 30% of its income. Therefore, workforce housing commonly refers to housing that costs less than 30% of the area’s median income.—and that housing is becoming harder and harder for the workforce to find. Current local median income data, and more information on housing terms and definitions is available online at www.homesforourfuture.org.



The Housing North Homes for Our Future campaign is a call to action for the public, local governments, employers and schools. The Housing Ready Checklist is one way communities can participate in the campaign. Other resources and opportunities for participation, like sample resolutions, messaging guidance, data, a calendar of events, best practices, and more, are available online at



COMMUNITY NEEDS ASSESSMENT

Understanding the needs for housing, and the barriers standing in its way, is an important first step in determining which changes are needed in your community's plans, policies, and procedures.

Has your community taken steps to understanding local housing needs?

1. Has your community expressed an interest or need for more housing options?
2. Have the following stakeholders participated in discussions regarding the need for workforce housing?
☐ employers ☐ school districts ☐ families ☐ local residents ☐ nonprofits ☐ other jurisdictions
☐ developers ☐ landowners
3. What methods have been used?
☐ questionnaire/survey ☐ public comment ☐ online options ☐ public meeting(s)
☐ presentation of options with discussion ☐ focus groups ☐ other

PLANNING STRATEGIES

The legal framework for determining where and what type of development occurs through zoning—but zoning must be based on an adopted community master plan. Plans are an important way to begin conversations about housing, and can provide guidance about how housing needs should be addressed and accommodated in local policies and zoning ordinances.

Has your community considered planning initiatives or amendments to address housing?

1. Y ☐ N ☐ a Master Plan that advocates for housing that meets the needs of all residents
2. Y ☐ N ☐ setting a goal for an amount of workforce housing needed (as a number of units or as a percentage of total housing) and developed a method to track progress
3. Y ☐ N ☐ mapping priority development areas in and adjacent to villages and settlements where workforce housing is to be included with other housing types
4. Y ☐ N ☐ "pre-permitting" selected sites within the designated priority development area(s)
5. Y ☐ N ☐ becoming "Redevelopment Ready Certified" to access Michigan Economic Development Corporation (MEDC) financing, resources, and marketing?

BEST PRACTICE HIGHLIGHT: MANISTEE HOUSING ACTION PLAN

The Manistee Housing Action Plan, adopted by the Manistee City Council in October 2019, summarizes housing needs and identifies local policies and actions that could support new housing efforts. Recommendations address zoning, financing, communications and public outreach, tax incentives, and more. The plan was developed through the Rising Tide initiative of the Michigan Economic Development Corporation, in partnership with Beckett & Raeder and Housing North, and is available online at mirisingtide.org/Manistee.



ZONING STRATEGIES

Development begins with zoning, which is a locally-adopted law that regulates where, how, and what type of development is allowed in a community. The right zoning can create a clear, predictable path for developers to follow, resulting in the type of housing that a community wants and needs. But it can also be a barrier, preventing the construction of many types of in-demand homes, increasing development costs, or requiring complex and lengthy approval processes. It's important for communities to make sure that their local zoning ordinances are up-to-date, fair, predictable, and reflective of the community's needs and preferences for housing.

Does your community's zoning ordinance include/allow the following:

1. Y ☐ N ☐ an established, simple, and easily accessible development approval process
2. Y ☐ N ☐ lot splits
3. Y ☐ N ☐ single family homes to be converted to multi-family units
4. Y ☐ N ☐ expanded boundaries of high density residential districts
5. Y ☐ N ☐ a mixture of densities and dwelling types that are allowed by right (preferably) or by special use, especially in priority development area(s), including:
 - Y ☐ N ☐ multi-family housing (townhomes, condos, apartments, duplexes, multiplexes, etc.), with the same/similar lot dimension requirements as single-family homes when practical
 - Y ☐ N ☐ small minimum dwelling size (450 sq. ft. or less is suggested) for all housing types
 - Y ☐ N ☐ zero lot line homes
 - Y ☐ N ☐ dormitory housing or boarding room housing in certain districts under defined conditions
 - Y ☐ N ☐ mixed-use buildings that allow housing in commercial districts
 - Y ☐ N ☐ accessory dwelling units (ADUs) or granny flats
 - Y ☐ N ☐ cottage developments
6. Y ☐ N ☐ definitions that distinguish between "long-term rental" and "short-term rental"
7. Y ☐ N ☐ single-room (long-term) rentals in single-family homes
8. Y ☐ N ☐ an ordinance that regulates short-term rentals, including limiting or prohibiting short-term rentals of non-owner occupied homes in districts targeted for workforce housing
9. Y ☐ N ☐ an ordinance that allows Planned Unit Developments (PUDs) through a clear, fair, predictable process that encourages inclusion of workforce housing
10. Y ☐ N ☐ form-based zoning in districts that have been designated as priority development area (s)
11. Y ☐ N ☐ encourage or incentivize energy efficiency and sustainability to maintain affordability
12. Y ☐ N ☐ overlay districts to delineate priority development area (s) for workforce housing



ZONING STRATEGIES

Does your community's zoning ordinance allow incentives for workforce housing including:

1. Y ☐ N ☐ density bonus when retaining open space
2. Y ☐ N ☐ density bonus when a percentage of units are set aside for workforce housing
3. Y ☐ N ☐ reduced number of parking spaces required
4. Y ☐ N ☐ reduced utility hookup fees
5. reduced minimum dwelling and lot width and size for:
☐ below market-rate housing ☐ districts targeted for workforce housing ☐ in-fill development
6. Y ☐ N ☐ height bonuses if residential is incorporated in a mixed-use building
7. Y ☐ N ☐ emphasizing incentives in priority development area(s)

Has your community considered the following regarding Accessory Dwelling Units (ADUs or "Grannie Flats"):

1. Y ☐ N ☐ minimal restrictions on ADU height, dwelling size, lot area, ratio of ADU size to primary residence size, maximum number of bedrooms/occupants, and parking
2. Y ☐ N ☐ ADUs for long-term rentals allowed by-right
3. Y ☐ N ☐ one attached and one detached ADU is allowed on same property
4. Y ☐ N ☐ limit or eliminate short-term rental of ADUs in districts targeted for workforce housing

BEST PRACTICES HIGHLIGHT: CITY OF CHARLEVOIX ZONING CHANGES

In response to an urgent need for workforce housing by local businesses, the City of Charlevoix has taken a proactive stance to housing readiness by updating local plans and policies. Beginning in 2017, it began exploring and adopting changes to zoning that would create more opportunities for housing development in the City. Zoning has since been amended to allow accessory dwelling units, conversions of single-family homes to two-family homes, and single-room rentals in owner-occupied homes, all while streamlining approval processes for development. At the same time, the City is exploring innovative ways to regulate short-term rentals in order to ensure that the new housing created by its zoning changes remains available for year-round residency. The City is also exploring other ideas, including use of City-owned property for housing development and infrastructure incentives for residential development.



FUNDING & FINANCING

When building homes that are affordable to the workforce, there is almost always a “gap” between the costs of construction and a price that’s affordable to the end buyer or renter. Builders and partners have to find a way to fill that gap, often with grants, low-interest loans, donations of land, tax incentives, or waived infrastructure or other fees. It often takes a significant investment of time and expertise to find and secure that gap funding or subsidy. Local governments can help by approving tax incentives or other tools, or even providing a local source of funding that can be applied to predevelopment activities and/or financial gaps in a project. These activities demonstrate local commitment and reduced project risk to funders, and can leverage significant investment from public or private sources.

Has your community considered or implemented:

1. Y ☐ N ☐ working with community development finance institutions (CDFIs) to provide financing for developers and buyers when banks won’t lend
2. Y ☐ N ☐ adopting an ordinance and clear approval procedures for payment in lieu of taxes (PILOT) incentives
3. Y ☐ N ☐ establishing a Neighborhood Enterprise Zone to provide tax incentives for home rehabilitation and new residential development
4. utilizing the following to acquire land or fund the development of workforce housing:
☐ Michigan or county land bank authority ☐ Brownfield Redevelopment Authority ☐ tax increment financing ☐ housing tax exemption ☐ Payment In Lieu of Taxes (PILOT) ☐ private/government grants ☐ private land trusts ☐ local investment groups ☐ private and public donations ☐ other

ENSURING LONG-TERM HOUSING AVAILABILITY AND AFFORDABILITY

Whenever communities work to encourage more housing choice, it’s important to consider how—and for how long – that housing will be made available to the workforce and other long-term residents. There’s often a concern that new homes created under these housing initiatives will be marketed or “flipped” for a windfall profit, and/or that they’ll be converted into short-term rentals like AirBnBs. These practices can be easily avoided with a little forethought and some partnerships with housing agencies and others, through mechanisms like deed restrictions, second mortgages, and community land trusts. These practices require that homes are only eligible to be sold or rented to income-eligible households at an affordable price, and that they’ll be occupied only by the owner or primary renter. Local governments, developers, and community organizations can enter into partnerships with nonprofit developers or housing agencies that routinely manage these types of requirements.

More information on community land trusts and shared equity homeownership is available from the organization Grounded Solutions, online at groundedsolutions.org.



DEVELOPMENT OPPORTUNITIES

A hallmark of successful workforce housing projects is participation and support from a variety of partners: private developers, local governments, community development finance institutions, state agencies, volunteers, and nonprofits. Because development is so expensive, and often require different funding sources, projects tend to be complicated, and require help from multiple partners. Your community can play a key role in streamlining the development process by convening those partners and coordinating projects, while ensuring that local assets and infrastructure are “housing ready.”

Has your community considered or implemented:

1. Y ☐ N ☐ partnerships with nonprofits, businesses, schools, and private developers to advance workforce housing development?
2. Y ☐ N ☐ working with partners to market housing development opportunities?
3. Y ☐ N ☐ whether your current infrastructure supports increased housing density?
4. identifying factors that limit density:
[☐] parking [☐] roads [☐] soil conditions [☐] Brownfield(s) [☐] septic/sewer [☐] other
5. Y ☐ N ☐ opportunities to rehab deteriorated, abandoned, or unused buildings or properties for workforce housing?
6. Y ☐ N ☐ a transparent, easy to follow “developer’s checklist” of zoning and other requirements that must be met before a project is launched?
7. Y ☐ N ☐ forms and permits that are simple, easy to access, and make the development process as transparent and efficient as possible?
8. Y ☐ N ☐ establishing or using the county or state land bank authority as a development tool and partner?
9. Y ☐ N ☐ creating an inventory of local-government owned properties, redevelopment-ready properties, or other sites available and appropriate for housing development?

BEST PRACTICE HIGHLIGHT: LEELANAU HOUSING PARTNERSHIPS

Leelanau County is home to a number of local partners that work closely together on housing initiatives. The Leelanau Housing Action Committee, a committee of the Leelanau County Planning Commission, focuses on building “housing readiness” in the County by working with local governments to share information about housing needs and promote the Housing Ready Checklist, which it developed in 2019. Meanwhile, the Leelanau County Land Bank Authority provides important tax benefits and revenue to kick-start private investment on tax-foreclosed or other properties, in partnership with housing nonprofits like Habitat for Humanity and Leelanau REACH—a volunteer-based local housing nonprofit focused on creating new housing opportunities. With property donations from local philanthropists, financing from community development finance institutions (CDFIs) like the Opportunity Resource Fund, and development assistance from the Traverse City Housing Commission, REACH has coordinated the development of four single-family workforce homes in Northport.

BENZIE COUNTY NEEDS HOMES FOR OUR FUTURE



The 2019 Northwest Michigan Target Market Analysis studied the demand for housing through 2025 in communities throughout Northwest Michigan. Based on the potential for demand from current residents moving within the community, as well as people who would move here from outside the community, the study found that the market could support **705** additional housing units through 2025 in Benzie County. Those new units could be newly-constructed homes or apartments, or they could be the repair and conversion of existing homes or buildings.

HOW MANY MORE RENTAL UNITS DO WE NEED IN BENZIE COUNTY?



425
RENTALS NEEDED

Household Incomes

Up to \$26,000
\$28,000 - \$40,000
\$42,000 - \$60,000
\$64,000+

Affordable Rents

\$650 and less
\$700 - \$1000
\$1050 - \$1500
\$1600 +

Units

232
167
26
0

% of Potential Demand

55%
39%
6%
0%

HOW MANY MORE HOMEOWNERSHIP UNITS DO WE NEED IN BENZIE COUNTY?



278 OWNER UNITS

Household Incomes

Up to \$60,000
\$70,000 - \$100,000
\$110,000 - \$150,000
\$160,000

Affordable Home Values

\$150,000 and less
\$175,000 - \$250,000
\$275,000 - \$375,000
\$400,000+

Units

37
212
16
13

% of Potential Demand

17%
76%
6%
5%

WHY IS THE DEMAND SO HIGH?

The study takes into account homes that are available now, and what people are looking to buy and rent. Because our population has changed so much over the years, we don't have the type of housing that many people are looking for, like small homes, apartments, and other rental options. These units are needed by empty nesters, retirees, and young people just starting out—all of whom have smaller households. However, many homes currently available were designed for large families, and are often too big and expensive for many of today's homebuyers and renters.

WHO CAN AFFORD THE RENT?

The "housing wage" is the amount a worker would need to earn in order to afford a typical rental. In Northwest Michigan, rents are far higher than what many renters can afford. The lack of affordable options contributes to a high demand for new units at different price points.

BENZIE COUNTY
HOUSING WAGE

\$15.38

MINIMUM WAGE

\$9.45

AFFORDABLE RENT FOR RENTER
EARNING MEAN WAGE

\$800

AFFORDABLE RENT FOR FULL-
TIME MINIMUM WAGE WORKER

\$491

LOCAL SOLUTIONS

"Missing middle" housing types like duplexes, fourplexes, and small apartments can be more affordable and more in line with what the region's households are looking for. Yet, funding, and sometimes local politics, limit options to build these housing types. Legislation authorizing new revenue sources and tax incentives can support these private-sector solutions, and local changes to zoning or other policies can streamline the process for builders.

RECEIVED

More information and resources are
available on homesforourfuture.org and housingnorth.org

JUL 07 2021


DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617




BENZIE COUNTY NEEDS HOMES FOR OUR FUTURE

The 2019 Northwest Michigan Target Market Analysis included data for selected communities. Communities were selected based on population, available demographic and economic data, and other factors. Some small communities were not studied separately because the study's accuracy was compromised by limited data and small sample sizes. However, demand may fluctuate between communities within a county, and smaller communities may look to county-wide housing demand to inform their potential for new housing units.

HOW MANY MORE RENTAL UNITS DO WE NEED IN BENZIE COUNTY?

 137 RENTALS NEEDED	Household	Affordable Rents	# Units			
			Frankfort Elberta	Benzonia Beulah	Thompsonville	Honor
	Up to \$26,000	\$650 and less	25	3	12	0
	\$28,000 - \$40,000	\$700 - \$1000	50	33	3	5
	\$42,000 - \$60,000	\$1050 - \$1500	2	1	0	0
	\$64,000+	\$1600 +	2	1	0	0
	TOTAL RENTAL UNITS NEEDED		79	38	15	5

HOW MANY MORE HOMEOWNERSHIP UNITS DO WE NEED IN BENZIE COUNTY?

 46 OWNER UNITS NEEDED	Household Incomes	Affordable Home Values	# Units			
			Frankfort Elberta	Benzonia Beulah	Thompsonville	Honor
	Up to \$60,000	\$150,000 and less	3	1	6	1
	\$70,000 - \$100,000	\$175,000 - \$250,000	21	8	0	3
	\$110,000 - \$150,000	\$275,000 - \$375,000	1	1	0	0
	\$160,000	\$400,000+	1	0	0	0
	TOTAL OWNER UNITS NEEDED		26	10	6	4

SHORT-TERM RENTALS & HOUSING DEMAND

The target market analysis didn't study the demand for seasonal housing or short-term rentals—only homes that would be occupied year-round.

However, it did take into account how seasonal units impact the availability of housing currently on the market, or homes that will be constructed in the future. Use of homes as short-term rentals reduces the supply of homes available for year-round occupancy, contributing to greater demand.

DEMAND IN A CHANGING ECONOMY

The target market analysis was conducted before the pandemic crisis and its economic impacts, which are affecting everything in our lives, including the housing market. However, the 2019 analysis studied *movers*—people who are looking to move into or within the community, including those currently living in unaffordable housing or other homes that don't meet their needs. This demand is likely to remain, especially because Northwest Michigan's housing needs are rooted in a long-standing housing supply shortage, combined with an imbalance between wages and the cost of homes. The economic changes of 2020 are likely to exacerbate that imbalance, while the housing "pipeline" has, for now, stopped—creating a growing backlog of unmet housing demand.

The 2019 Target Market Analysis was conducted by LandUseUSA, on behalf of Housing North and Networks Northwest. Data Sources: American Community Survey; ExperianDecision Analytics.



More information and resources are available on homesforourfuture.org and housingnorth.org

10/13



Benzie County

2020–2021 ANNUAL REPORT

msue.msu.edu



RECEIVED

JUL 07 2021

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



FROM THE DISTRICT DIRECTOR:



This past year will go down in history as one like no other. As an organization who has been embedded in counties for over 100 years, our community education model changed and shifted like at no other time in our rich history. I am especially proud of the way our entire county team pivoted their educational efforts and provided online programming for our valuable stakeholders; which includes growers, families, youth, local businesses, and residents.

Our content-rich online programming allowed residents from across the state to access it from their homes, regardless of geographic location. This allowed individuals throughout northwest lower Michigan to access programming being taught from southern Michigan to the tip of the Upper Peninsula. This increased accessibility for all residents to access our outreach and education was an added value for our county partners.

The most notable achievement this year was the way our local offices provided support to county departments and Boards of Commissioners to respond to emerging needs related to the pandemic and county operations. This speaks to our commitment to our counties, partnership with county government and ability to respond to critical needs in our communities. It is always my distinct honor to present this summary of our accomplishments and deeply value our partnership with Benzie County.

Jennifer Berkey, District 3 Director

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STAFF HOUSED IN BENZIE COUNTY:

Dr. Remington Rice

Farm Stress Educator

Allison Olson

4-H Program Coordinator

Caitlin Lorenc

Community Nutrition Instructor

Deborah Longo

Secretary



MEASURING IMPACT:



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DEVELOPING YOUTH AND COMMUNITIES

When you support MSU Extension 4-H programs, youth participants learn life skills that prepare them for the workforce – especially for highly sought after jobs in science, technology, engineering and mathematics (STEM). Extension programs help children develop early literacy skills that support school readiness. They learn leadership and decision-making skills in 4-H that increase their likelihood of becoming civically active.



A New Experience

The 2020 4-H Fair and Auction was a unique one to be sure, with a short two month turn around from the announcement that 2020 fairs would be cancelled to the announcement of a virtual, online platform to show and market for youth. In Benzie County, where our youth have the luxury of choice between the Northwest Michigan Fair and Manistee County Fair, the youth who participate in Manistee County Fair made state 4-H stop and take notice of their efforts with the quality photos, authentic showmanship demonstrations, and judges' comments. Many of our judges judged other virtual Fairs in 2020, however Benzie (& Manistee) stood out among the rest.



Best of Show!
Judges commended
our participants on
the quality of their
photos and videos.

Gayle Newton, long-time Rabbit Judge at Manistee County Fair, judged five virtual showcases in 2020 and had this to say about her experience: "I really enjoyed judging this show. It was small, but the images were better than the others I have done, and I love that they didn't edit the showmanship videos," she said. "It gave me the opportunity to comment on the fact that they just kept smiling and going on when things didn't go perfectly. That is a part of showmanship and I am glad I could reinforce that. It was authentic to an in-person fair."

Despite our size and quick turnaround, every youth had a bid on their animal on day one and sold at or above fair market value in the end; this whole experience was incredibly educational.

The Tradition Continues



For 10 weeks, Benzie Central Varsity Soccer players conducted virtual instructions on soccer skills and fundamentals. MSU Extension staff virtually assisted by providing information on mindfulness and healthy living. These focus areas help children learn to manage their emotional wellness during the pandemic and as an athlete.

Northwest Michigan and Manistee 4-H Virtual Showcases & Auctions:

- 12 4-H youth participated from Benzie County, including 2 seniors and 2 cloverbuds 
- 100% of animals that went through the auction were sold 
- Sales from the auction totaled \$9,300 

Developing Youth and Communities, continued

Stepping into the State Spotlight

Benzie County 4-H continued to make its mark at the State 4-H level with Pippin's Pantry 4-H SPIN Club, a six-week special interest club, open to all youth ages five and up. This club focused on do-it-yourself dog treats and what "people food" ingredients are safe for dogs and what is not, and how to keep your pet safe from common holiday dangers. The club had 22 enrollments from youth all over Michigan and instantly became a hit! Comments provided by other MSU Extension Staff on the project included, "This virtual program is most like an in-person program we've had since March."

"Thank you for the time to take to teach. Gage has enjoyed learning safe items to make for puppies. We even bought a dehydrator after he'd made the sweet potatoes. We are 1st on a waiting list for a puppy due next year and hopefully be ready for Easter. We found that we need a hypoallergenic pup due to allergies/breathing problems. Gage says he plans to join for more of your zooms in the future." -4-H participant's parent

"Thank you so much for the opportunity for my son* to be a part of Pippin's Pantry class. He really enjoyed making all the treats for our American Eskimo! My son tends to be quiet and muted on Zoom, but I assure you he looked forward to the class."

-4-H participant's parent

4-H Grows in Benzie

4-H grew in Benzie County this year through the efforts of external partnerships in the form of a food pantry network. This collaboration of pantries from Benzie and Manistee will offer buyers of Benzie youth 4-H animals at Manistee County Fair the opportunity to donate their purchase to a pantry in need and demonstrate that Benzie 4-H lives its values of caring for our communities and neighbors in need.

Another important growth of 4-H in Benzie County in 2020 was influx of new youth and family participants to the program, despite COVID. Benzie boasts 10 new youth who contacted the Program Coordinator expressing interest in joining the Benzie County 4-H program. Of those who expressed interest, the rate of enrollment in the program was 50 percent.

Benzie County 4-H is growing despite COVID setbacks, and our youth are being noticed and recognized beyond our county lines.

Ainsley Rosenberg, Benzie County youth, was brand new to 4-H and discovered a virtual photovoice 4-H SPIN Club from another county and wanted to complete in the University of Minnesota's 4-H Black & White Photography Challenge (over 350 participants in multiple states), so she signed up in her local (Benzie) county. She is in the 11th grade and aspires to be a photo-journalist.

Ainsley Rosenberg, Benzie Co, 11th grade



Excellent storytelling and eye for detail. Perfect! Nice placement of subjects. Hands photo is a bit dark. I hope you will continue photojournalism.

UNIVERSITY OF MINNESOTA EXTENSION

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KEEPING PEOPLE HEALTHY & ENSURING SAFE FOOD

When you support MSU Extension, you help participants learn safe food handling practices, increase their physical activity and improve the quality of their diets. Extension programming also helps decrease incidents of violence and bullying. Encouraging these healthy behaviors helps reduce food and health care costs by helping prevent chronic health conditions and providing safe environments throughout a person's life span.

Making the Healthy Choice Easier - Supporting Changes to Policies, Systems, and Environment (PSE)

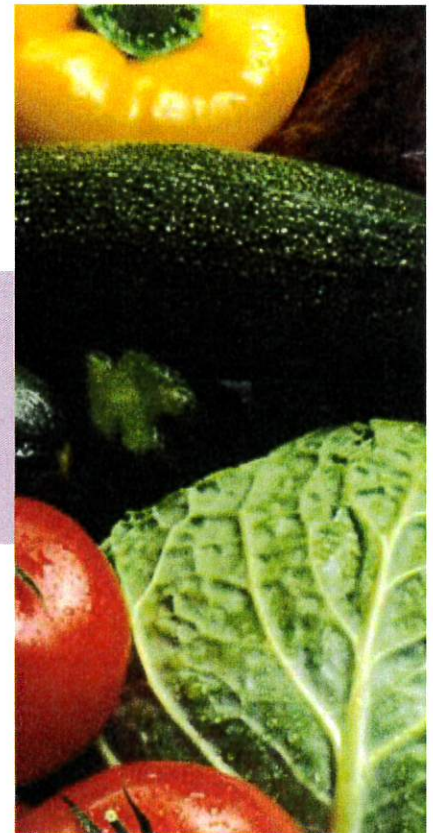
PSE Changes are a way of making sustainable changes within our community to policies, systems, and environments so that healthy choices are feasible options available to all community members. In Benzie County, this is happening through the **Fuel Up to Play 60 program**. This free, in-school nutrition and physical activity program allows teams of students to make PSE changes that encourage other students, staff members, and administrators to lead healthier, active lives. The changes within our schools cause a ripple effect of positively impacting our communities as students incorporate their leadership skills to motivate and encourage family and community members to properly fuel their body so they can be active every day.



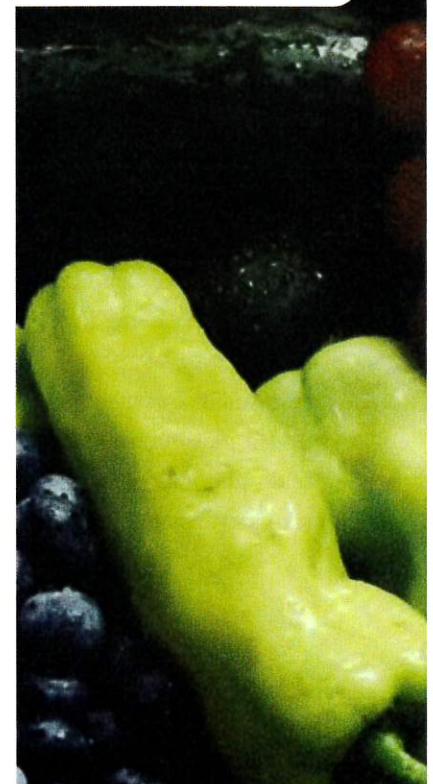
Betsie Valley Elementary School

Betsie Valley continues to participate in Fuel Up to Play 60 and set an example for other schools interested in creating a culture of wellness. By partnering with MSU Extension to help implement health initiatives, Betsie Valley receives programming tailored to the needs of their school community. Using a team of students, teachers, food service, administration, and other staff, the Fuel Up to Play 60 team gathered to assess healthy eating and physical activity options at their school. From there, they created a plan. This year, the system in which school food is served has changed due to COVID-19. The student team chose to survey their peers to determine what nutrient-dense food choices students would like to see offered on the menu. They continue to work with school food service, design and display encouraging posters, and offer challenges all with the goal of increasing healthy eating options at the school.

For physical activity choices, the team worked with MSU Extension to apply for a Manistee Community Foundation grant which helped to purchase fitness trackers for all Betsie Valley students and staff. The Betsie Valley Healthy Kid Power initiative aims to increase movement for students by providing them with a tool to track how often



**Grant funds to date
to Benzie County
Schools through MSU
Extension partnerships:
\$62,058**



Keeping People Healthy, continued

they're active. Throw in some fitness challenges, some good-natured classroom-to-classroom competitions, and some fantastic prizes, and now Betsie Valley students and staff are making leaps and bounds in promoting healthy lifestyle challenges.

Betsie Valley also worked with MSU Extension to complete a Building Healthy Communities: Step Up for School Wellness grant. The team agreed to center this grant on staff well-being, focusing on mental health. Participation in this program provides staff with well-being webinars along with funding for the school to use to promote staff mental health.

In Spring 2020, Betsie Valley Elementary was also recognized at the State Capitol for their hard work in helping to make their school a healthier place for their students. For the third year in a row, Betsie Valley received a Silver School Wellness Award. The School Wellness Award recognizes schools who are making significant policy and environmental improvements to their environment related to healthy eating, physical activity, and tobacco-free lifestyles.

Chocolate Milk for Benzie Central Athletes

MSU Extension works closely with Benzie Central's athletic teams to help student athletes reach peak performance by staying hydrated with chocolate milk. By partnering with MSU Extension, Benzie Central receives funding to purchase chocolate milk for their teams. Provided by the United Dairy Industry of Michigan, the Chocolate Milk: Nature's Sports Drink program encourages athletes to choose chocolate milk after grueling practices and games as it contains nine essential nutrients needed for overall health. Over the last year teams who have received this grant include boys varsity baseball, boys varsity football, and girls varsity soccer.

Frankfort Elementary School

Fuel Up to Play 60 is thriving at Frankfort Elementary (FES)! This student leadership team decided to use funding to help make environmental improvements to the cafeteria. Through a school-wide contest, the team decided to repaint the cafeteria using the school colors and will include the school logo as the cafeteria focal point. Rebranding the cafeteria and using student involvement means students are more likely to enjoy being in the space, increase participation in school meals, and feel sense of ownership and pride in their environment. The FES team also decided to help their peers be more active by introducing "brain breaks", or short physical activity breaks, into the classroom. Team members were responsible for working together to design breaks and introduce them to teachers who can use them throughout the day. These Frankfort Panthers are hard at work making sure their school is a healthy place for all.



Ava Erfourth is all smiles to participate in the Michigan Apple Crunch, which shared a spotlight with Betsie Valley's Fuel Up to Play 60 Kickoff event.

Keeping People Healthy, continued

Healthier Lives through Nutrition Education

MSU Extension supports individual and community level, or public health approaches, to prevent obesity. Through the United States Department of Agriculture Supplemental Nutrition Assistance Program Education (SNAP-Ed), we provide a combination of educational strategies, accompanied by supporting policy, systems, and environmental change interventions aimed to increase likelihood limited resource youth, adults, and seniors can make healthy choices.

Benzie Central High School

In 2018, MSU Extension, along with Paul Oliver Memorial Hospital, Chartwells, Benzie-Leelanau Health Department, and staff and administration of Benzie Central Schools, started a district-wide wellness committee. The goal of a wellness committee is to help assess, edit, guide, and implement a district wellness policy. Out of this committee's work, a goal was created to reestablish a food science and cooking course using the existing home economics room. For the last two years, Benzie Central has been partnering with MSU Extension to help provide nutrition education and cooking demonstrations. The two entities also worked together to write and receive grants that provided funding to install new ovens, refrigerators, cookware and cooking utensils, dinnerware, and more.

Frankfort Jr./Sr. High School

A new development at Frankfort Jr./Sr. High School is the start of a food pantry available for students. MSU Extension was approached to assist the Frankfort student council group in designing a space for the pantry, help with developing the system by which students shop at the pantry, and create healthful recipes that are easy to prepare. This pantry will serve approximately 50 students, many of whom experience transitional housing and who may have younger siblings who also need access to nutrient-rich foods. Future plans include more nutrition education, hands-on cooking classes for students, and establishing a database of short, filmed cooking demonstrations.

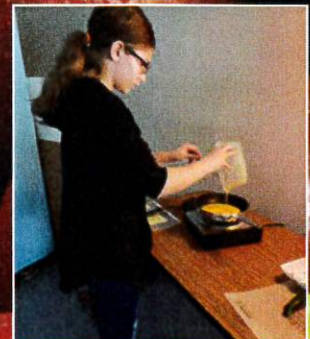
Curriculum Delivered at Benzie Central and/or Frankfort Schools:

- **Teen Cuisine** is a hands-on cooking program that teaches students important life skills for eating smart, which will stay with them as they grow into adults.
- **Peak Health and Performance** is a program designed to provide young athletes with sound nutrition education so they can improve their athletic performance as well as their overall health.
- **Grow It, Try It, Like It** is a garden-themed nutrition education series for childcare center staff that introduces children to fruits and vegetables.
- **Show Me Nutrition** promotes healthy eating, positive body image, physical activity, and food safety for Pre-K through eighth grade.



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Benzie youth and adults reached through SNAP-Ed nutrition programming



A Frankfort Jr./Sr. High School student learns how to make a healthy breakfast at home during Teen Cuisine.

Keeping People Healthy, continued

SNAP-Ed Programming for Adults


While COVID-19 certainly changed the format of MSU Extension programming, many area residents were still able to get nutrition education they need through short food demonstration videos and recipe distribution. Benzie Area Christian Neighbors (BACN) partners extensively with MSU Extension to bring this information to their clientele. This year, BACN applied for – with help from MSU Extension – a \$500 grant to receive funding to purchase more dairy foods. Due to COVID-19 and employment layoffs, BACN saw an increase in visitors as well as an increase in need from the senior population. MSU Extension staff is working diligently to help BACN revamp senior meal bag offerings, which are delivered to participants with the assistance of the Meals on Wheels program. This makeover entails providing nutrition information, recipe cards that demonstrate how to use standard meal bag offerings and increasing access to nutrient-dense foods such as fruits and vegetables.

Following the completion of a series, one participant emailed:

“I would like to tell you again how much I enjoyed this class. At 65 years old, you think you know almost everything you need to know, but this class taught me that as we age, there are still simple things we can do to help us stay the healthiest we can be with a few simple changes and/or additions to our existing life style. You all made me laugh each and every class, taught me something I didn't know before and expanded on things I already knew. You were all very professional, yet injected laughter and silliness at the right moments to keep the class light and upbeat. Although working from home for you was a challenge I'm sure, it never showed that you were uncomfortable, which made it that much more enjoyable.”

Video recipes for local food pantries

Videos were created for social media during the Spring and Summer months to encourage and educate on the use of seasonal fruits and vegetables. Videos featured a recipe and information on how to prepare or store the produce. MSU Extension partnered with the Northwest Food Coalition to develop and create video recipes with produce procured by the Farm2Neighbor program using local professional video production company, iSee Communications. Videos featured vegetables that are distributed at local food pantries to increase use of these locally grown foods. You can watch the videos here: <https://northwestmifoodcoalition.org/farm2neighbor/videos/>



**Cooking demonstration
setup at Benzie Area
Christian Neighbors.**



**Over 2,400
Viewers Reached**

SUPPORTING AGRICULTURE & AGRIBUSINESS

When you support MSU Extension, you help participants learn profitable and efficient business and production practices.

Supporting Fruit Production

Tree Fruits

In agriculture, farmers expect unique challenges to arise each year, and 2020 was no exception. The year tested our agility and adaptability as we shifted Extension programs to virtual settings with little advanced notice.

- MSU Extension Tree Fruit Educators, Emily Pochubay and Nikki Rothwell, worked closely with their colleagues to develop and deliver a webinar series to serve fruit growers across the state. The series, **2020 Spring Tree Fruit Webinars**, were held over the lunch hour, Monday through Friday, for two consecutive weeks. The series attracted 478 participants from across the state, 86 of whom resided in northwest Michigan. The Spring 2020 MSU Tree Fruit Webinar Series was a true team effort with overwhelming positive responses from fruit growers and stakeholders.
- The annual **Tree Fruit Integrated Pest Management (IPM) Updates** also went virtual in 2020 to continue offering tree fruit producers and crop consultants in the region timely pest and disease information. Lead Educator, Emily Pochubay, and co-host Nikki Rothwell, hosted weekly hour-long webinars for 11 weeks during the growing season. The program attracted 629 participants comprised primarily of northwest Michigan fruit growers and local crop consultants, which was the greatest attendance in six years of hosting these meetings. Respondents to a post program survey represented approximately 4,297 acres of apples and 4,628 acres of cherries in Michigan, and all participants reported they improved their knowledge of practices to reduce production risks by attending the meetings. While the program overall was a success and opened doors for virtual meetings in the future, there are challenges to address including more training opportunities for growers to learn how to use the technology and limitations such as access to a smart device and reliable internet and/or cellular connectivity.

Home Horticulture

2020 was a year like no other for the Consumer Horticulture Program in Benzie County. Locally, MSU Extension Consumer Horticulture staff provided 15 free online educational opportunities last year to local residents. These were available to stream live or to watch later as a recorded webinar, and in addition to many more free online educational options that were provided by the statewide MSU Extension Consumer Horticulture team.

"It was a great method to deliver important and timely information in today's environment."

"I think MSU has done a great job adapting with the times. I'm very thankful for our Extension agents and what they do to help out our fruit industry."

~Tree Fruit Webinar participants

Supporting Food and Agriculture, continued

Additionally, through volunteer outreach, Extension Master Gardeners continued to share science-based gardening knowledge, engaged citizens and empowered communities in environmentally responsible gardening practices, improving food security, improving community, and developing youth through gardening.

- This past year, Master Gardeners volunteered for over 1,000 hours in Benzie County, a time contribution valued at more than \$28,000. The bulk of these hours were spent on projects benefiting the community like environmental stewardship, growing food for donation, and community beautification. The remaining hours were spent sustaining the program with volunteer management and recruitment and/or supporting MSU Extension in its mission to bring the University's resources closer to our local residents.
- Last year also saw the creation of several brand new MSU Extension Master Gardener projects in Benzie County. MSU Extension Master Gardener Volunteers expanded the pollinator habitat and educational gardens at the Mills Community House in Benzonia to include a hillside bordering Academy Park. They also installed educational display gardens at the United States Post Office in Benzonia and began work to renovate a memorial garden at the Benzie Area Historical Society and Museum. Two of these gardens were recently certified as Monarch Waystations by Monarch Watch.

Supporting Benzie County Residents with Research Based Horticultural Information

- County residents are always welcome to call, visit, or email the office for assistance with horticultural issues. Additionally, and new for 2020, MSU Consumer Horticulture staff and MSU Extension Master Gardeners hosted a virtual diagnostic clinic via Zoom that was open to all area residents. These virtual plant diagnostic clinics were held every Wednesday, June through September of 2020. Residents were welcome to Zoom in with samples of plants, insects, diseases and other problems, while MSU Extension staff and Master Gardener volunteers provided the expertise to diagnose problems and provide management recommendations. In addition, Benzie County residents were able to receive answers to their horticultural questions by using either the online service Ask Extension or MSU Extension's statewide Lawn and Garden Hotline (1-888-678-3464), which are hosted by teams of MSU specialists, educators, and MSU Extension Master Gardener Volunteers.

Good News Garden: MSU Extension Master Gardeners Gary Michalek and Patricia Compton partnered with St. Phillips Parish and the Episcopal Diocese of Western Michigan to help grow food for the clients of St. Phillips's baby pantry in Beulah.

This past year,
Master Gardeners
volunteered more than
 **1,000 hours**
on various projects in
Benzie County valued
at over **\$28,000.**



Mills Community house Monarch Waystation:

This 200 ft. bed bordering the parking lot for Mills Community House in Benzonia was installed by MSU Extension Master Gardener Volunteers in 2020 and is now designated a Monarch Waystation by Monarch Watch.



Supporting Food and Agriculture, continued

Supporting Hop Production

MSU Extension has taken a leadership role across the North Central and Northeast U.S. by providing valuable research and outreach to current and prospective growers on best practices for planting, harvesting, and pest management.


- Online Desire to Learn course entitled: **Hop Production in Midwest and Eastern North America** that is open to members of the general public.
- **MSU Hop Bine and Dine Webinar Series 2020** held monthly March-September.
- MSU Extension also continued to provide leadership for the **Great Lakes Hop Working Group**. The GLHWG is a multi-state collaborative developed and coordinated by MSU that develops priorities for hop research and education and collectively work to address the needs of hop growers across Central and Eastern North America.

Conferences

Just prior to the pandemic we were able to host the final Great Lakes Hop and Barley Conference in Ann Arbor/Ypsilanti, MI. The conference was attended by 115 people (registrants and speakers). Top Hops Farm was awarded the coveted Chinook Cup. The 2020 conference was the final Great Lakes Hop and Barley Conference. For the last few years, we have considered combining conferences with the Michigan Brewers Guild and in 2021 our efforts paid off. In January, we partnered with the Michigan Brewers Guild and the Master Brewers Association of the Americas (MBAA) to offer a combined virtual conference that was attended by ~250 people. While a virtual conference lacks the in-person opportunities for relationship building and networking, it offers an opportunity to enlist expert speakers from around the world. In addition to expert speakers from around the United States, this year we were able to host Dr. Ann Van Holle, a research scientist at the R&D Department of De Proefbrouwerij, Lochristi, Belgium, who provided an outstanding presentation on “The Relevance of Hop Terroir for Brewers.” Also, of note, the 2021 Chinook Cup was presented virtually during this conference. The 2021 winner was MI LOCAL HOPS in Williamsburg, MI.

Farm Management

In early 2021, MSU Extension Educator Stan Moore worked with 12 area farms to complete a financial analysis of their farm operation for 2020. Farm financial analyses helps farmers better understand their financial strengths and weaknesses and helps them make better decisions to improve their financial standing. These farms represented around 8 million dollars in gross sales, and around 30 full-time employees (in addition to farm owners).



Judging Chinook samples for the annual Chinook Cup at the 2020 Great Lakes Hop and Barley Conference.



Supporting Food and Agriculture, continued

A key difference in the farm economy this year was the influence of government programs related to covid-19. The programs provide a tremendous amount of financial help to farms that applied, but also brought a tremendous amount of uncertainty and continually changing program requirements. This uncertainty added to an already very stressful year for the farming community.

Year-end tax estimates provided by Moore help farmers manage the tax implications of their farm management decisions. In 2020, farmers tended to have more positive tax returns, largely due to federal covid-19 relief programs. Farms that participated in these year-end tax estimates were in a position to better utilize farm tax strategies. These dollars are then made available for additional purchases locally, contributing to our rural Michigan economy.



**12 Area Farms
participated in
Financial Analysis**



**30+ Full Time
Employees**



**\$8 Million Gross
Sales**

Assistance to support beginning farmers across MI

The MSU Product Center Food-Ag-Bio assists county residents in developing products and businesses in the areas of food, agriculture, natural resources and the bio economy. The innovation counselor has special training to deliver these services to local residents. Business counseling is conducted on a one-on-one basis and may take place at the MSU Extension office or the client's home or business location. The assistance provided is tailored to meet the needs of the client and may include things like developing a business plan, navigating the regulatory maze, accessing the supply chain or seeking funding options. The innovation counselor also assists clients in accessing specialized services they may need that are offered through Michigan State University like feasibility studies, food processing, nutritional labeling and packaging assistance.



2 Clients



**17 Total
Employees**



**57 Counseling
& Research
Hours**



**Annual Sales:
\$1,000,000**



**New Investments:
\$250,000**

**2017-2021 MSU
Product Center
Impacts in Benzie
County**

FOSTERING STRONG COMMUNITIES

When you support MSU Extension, participants learn how to implement best practices in good governance that keeps communities solvent, productive and engaged; learn effective conflict management skills that help leaders and residents work collaboratively on complex issues; and engage youth leaders in decision-making. In the personal finance area, MSU Extension helps youth and adults alike learn the skills they need to increase their savings, manage their spending avoid predatory lending and reduce mortgage defaults. All of these outcomes help lower the cost of governmental services and lead to personal and community stability, strong neighborhoods and safe communities.

- **New Commissioner School** celebrated 52 years in 2020 by going totally virtual. The program, for newly elected county commissioners, used a combination of live webinars and self-paced online readings and videos. Participants expressed appreciation for the ability to work the study around their busy schedules. Educational outcomes surpassed 2018 results.
- **The Northern Michigan Counties Association** continues its long history of being a place where county commissioners from across the northern lower peninsula gather (virtually for now) eight times each year for lively discussion, sharing successes and concerns, learning from each other, and from guest speakers on topics selected by the commissioners who participate. MSU Extension provides the educational staff support. Due to the pandemic, 2020 saw a transition from in-person to Zoom. Participation dropped off a bit at first, but rebounded later in the year, and early 2021 looks even stronger, with participation up 50% compared to the 2020 average.
- **Building Strong Sovereign Nations (BSSN): Anishinaabek Leadership for Seven Generations Tribal Governance Conference**, a program for elected and appointed tribal officials, also went virtual in early 2021 with recorded sessions available.
- **The Citizen Planner Program** is an intensive, six-week course offered through video conferencing in 2020. Through 18 hours of instruction and engaging activities, participants learn the fundamentals of their roles and responsibilities and best practices for planning and zoning in Michigan. The course is designed for planning commissions, zoning board of appeals, elected officials, zoning administrators, and interested public. Participants can earn a Citizen Planner certificate by successfully completing all six sessions. Eight members of the Frankfort Planning Commission and/or Zoning Board of Appeals attended the Citizen Planner virtual class in summer of 2020.



Fostering Strong Communities, continued

- The Food Security Summit was a six-part virtual series aiming to create space for people to learn about needs and resources and explore a shared understanding and a common vision to address regional food insecurity and hunger in the greater Grand Traverse region. The goals of the Summit were to create additional public awareness through sharing data and stories of care, resiliency, and change, and to highlight a whole-community issue that is rapidly increasing in severity with the onset of the COVID-19 pandemic. The Summit series was hosted by the Northwest Food Coalition, in partnership with Food Rescue of Northern Michigan, Groundwork Center for Resilient Communities, and Michigan State University Extension, and with financial support from Rotary Charities of Traverse City. Michigan State University Extension provided use of our Zoom platform for the event and registration support as well as actively participated in the planning of the sessions.

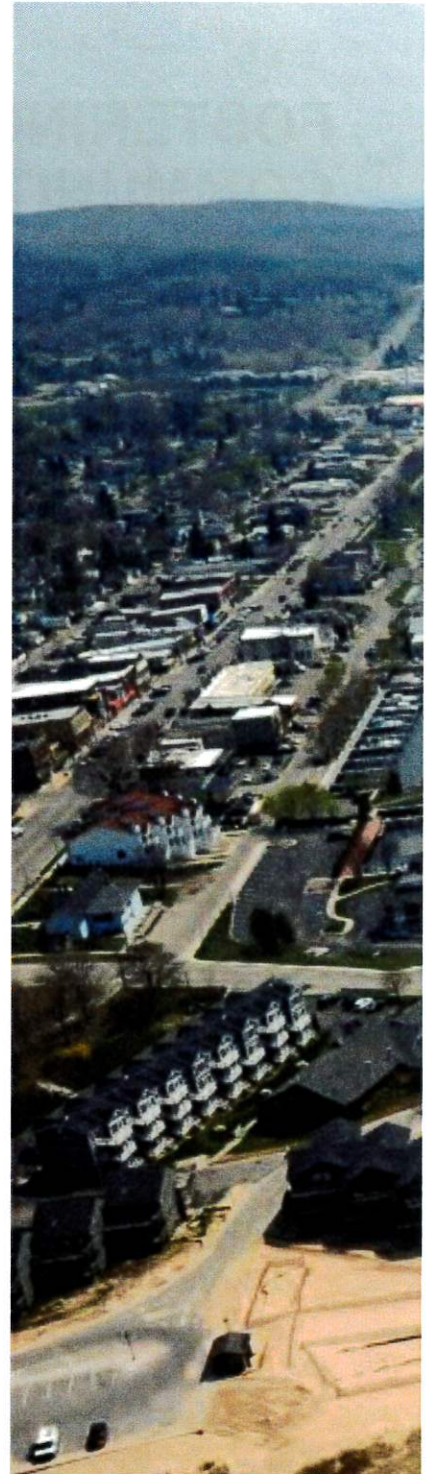
Food insecurity and hunger were already-growing problems prior to the pandemic, and are now magnified. Our food system is broken and we collectively have an opportunity to improve it. These are immediate problems that need quick implementation and long-term solutions rooted in sound community-based policies, programs, and strategies.

The audiences for the Summit included those experiencing food insecurity, supporting a family member or neighbor experiencing food insecurity, working at a food pantry or at an agency providing food assistance, community members wanting to learn and support people experiencing food insecurity, those working at an organization that supports people, or a community that is experiencing food insecurity, or people simply curious about learning more about food and the future of our community.

Over 200 individuals registered for the series. Between 80-120 people participated in each session. Some people participated in one session, and some in all six. The majority of participants were from the Northwest Lower Michigan region, although there were some participants from other regions and states.

The Summit consisted of six sessions. Each topic-focused session lasted for 1.5 hours and was hosted on Zoom using a webinar-style format.

- Session 1 - Who In Our Community Is facing Food Insecurity?
- Session 2 - What are the Sources of Food Assistance?
- Session 3 - How do we Make Decisions to Address Community and Individual needs?
- Session 4 - How do People in Need get Access to Healthy Food?
- Session 5 - What Values Drive our Solutions?
- Session 6 - What's Next? Chartering a Path Forward for Food Security for Our Community



Fostering Strong Communities, continued

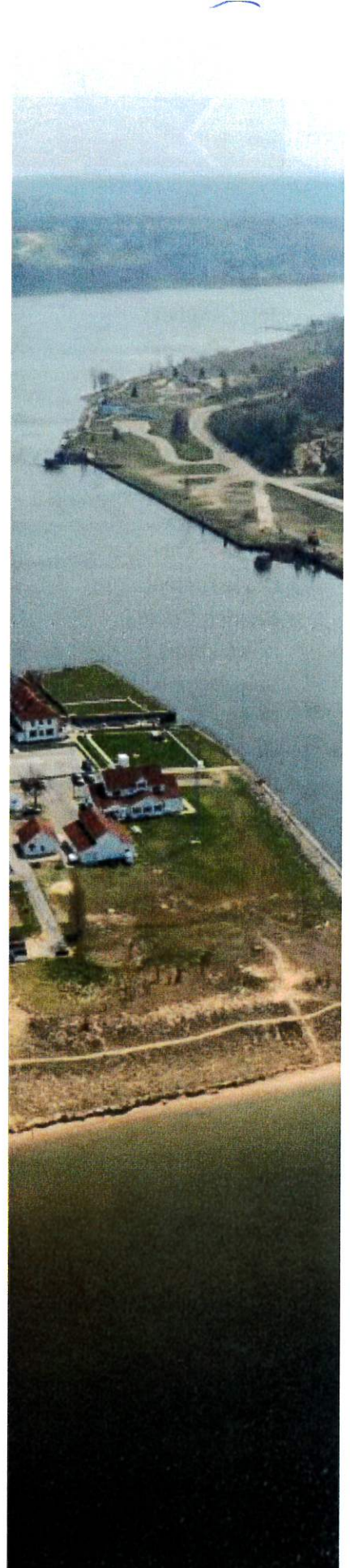
After each Summit session, participants were sent a link to an evaluation form. PDFs of each evaluation summary are available. Participants consistently rated the Summit highly by stating they “agree” or “agree a great deal” with the following statements:

- The speakers and panelists communicated their ideas clearly.
- The speakers and panelists held my interest.
- The facilitator(s) encouraged participation.
- I was introduced to ideas and concepts that were new to me.
- I am inspired to learn more about this topic.
- I would recommend this session to others.
- The technology and virtual learning format worked well for me.

Enhancing & protecting our Great Lakes coastal resources

Michigan Sea Grant Extension integrates Great Lakes research, outreach, and education to help our communities respond to issues related to coastal businesses and economies (human activities along the coast), protecting and restoring aquatic ecosystems, managing fisheries, preventing and controlling invasive species, and more. Michigan Sea Grant was active in Benzie County, Michigan during 2020/2021 in specific ways:

- Co-hosted large outreach event on High Great Lakes Levels with Benzie County Office of Emergency Management in March 2020. Held at The Garden Theater in Frankfort, over 80 people attended with featured speakers from the U.S. Army Corps of Engineers, Michigan EGLE, and Michigan Sea Grant Extension. Discussions revolved around lake level variation, coastal erosion and inundation, regulatory and permitting issues, and more.
- Provided technical assistance to coastal landowners in Crystal Lake Township, City of Frankfort, Gilmore Township and Blaine Township on high water issues and coastal erosion. Also presented info to the Benzie Conservation District and the Herring Lakes Watershed groups and the Benzie County Board of Commissioners.
- Set up fish stomach collection site at Frankfort Boat Launch as part of Lake Michigan Diet Study for all types of predatory fish.
- Michigan Sea Grant will continue efforts in program areas of healthy coastal ecosystems, sustainable fisheries and aquaculture, resilient communities and economies, and environmental literacy and workforce development in Benzie County during 2021/2022.



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Michigan State University Extension helps people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities.

Dawn Olney

From: Passmore, Marilyn J <marilyn.passmore@charter.com>
Sent: Tuesday, July 6, 2021 9:56 AM
To: Dawn Olney
Cc: Bob Roelofs
Subject: FW: Charter Spectrum in Benzie County :: July 13th BOC mtg
Attachments: Charter Announces \$5 Billion Initiative to Connect Unserved Americans.pdf; Charter Communications_Programs.pdf; charter-2021-state-fact-sheet-michigan.pdf

10:30

Ms. [Dawn Olney](#)
County Clerk
Benzie County, MI
231-882-9671

Good morning, Dawn and thank you for taking my call just now. I appreciate your making time for me on the July 13th BOC meeting agenda –

I will be traveling to see you folks from an earlier meeting in Leelanau County/Suttons Bay so I should arrive between 10:30-10:50 depending on what time the prior meeting ends.

If you would please allow about 15 mins for my presentation & then time after that for Q&A that would be terrific.

- Our VP-Engineering will join remotely and will need the meeting Zoom link to do so.
- I'll have my computer with me and can use that to show the presentation, but will need help from your internal contact on how best to do so.

For your Board packets/background, I've included 3 documents that may be included ~these provide more information on Charter and our rural broadband expansion efforts --

- One details our \$5B initiative to expand our network, which is the focus of my presentation,
- One summarizes several existing and new Charter programs underway which I will touch upon as well and
- One is our current Michigan Fact sheet, detailing information/background on our network/employees/reach across Michigan.

I'll wait to hear more from your with respect to computer setup + the Zoom link for the meeting.

Thank you!
Marilyn



Marilyn Passmore | Director, State Government Affairs
RDOF – Michigan & Indiana
Charter Communications
4670 East Fulton, Suite 102 | Ada, MI 49301
Ph: 616.607.2377 | Fax: 616.975-1107
E: marilyn.passmore@charter.com

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DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Learn more about Charter Policy - <https://policy.charter.com/> | [@CharterGov](#) | [Facebook.com/CharterGov](#)

BROADBAND EXPANSION

Charter Announces \$5 Billion Initiative to Connect Unserved Americans

February 05, 2021



Investing \$5 Billion to Connect Unserved Homes and Businesses to Reliable, High-Speed Broadband

Every American deserves access to reliable, high-speed broadband – and Charter is committed to being part of the comprehensive solution needed to address two important gaps: those who have *no access* to broadband services and those who *have not adopted* broadband service. We recognize the importance of the services we provide to families, businesses, and communities across America, and remain committed to expanding connectivity and bringing more people online.

A recent report from the Federal Communications Commission shows that 14.5 million Americans remain unserved – unable to access high-speed broadband service. About 11 million of them live in rural areas. To help close the broadband access gap, **Charter has announced a \$5 billion dollar investment to connect more than a million currently-unserved, mostly rural families and small businesses to reliable broadband service with speeds of up to 1 gigabit per second.**

<https://corporate.charter.com/newsroom/charter-communications-launches-new-multibillion-dollar-initiative-to-expand-broadband-availability-to-over-1-million-new-customer-locations>

“The pandemic has further highlighted the need for broadband availability and adoption and Charter is committed to furthering its efforts as part of the comprehensive solution needed to address these challenges. As Americans across the country

increasingly rely on broadband to work, learn, access healthcare and stay in touch with family and loved ones, bringing broadband access to more unserved areas should be a priority for all stakeholders.

Charter’s new multibillion-dollar buildout initiative further highlights the importance of the sophisticated broadband networks that the U.S. cable industry has built over several decades, and the industry’s commitment to the local communities it serves. As we continue to help provide more Americans with reliable access to the internet ecosystem, our hope is that federal, state and local authorities, other private companies, pole owners and broadband providers will work together and play a pivotal role in expanding networks to unserved areas.”

– Tom Rutledge, Chairman and CEO of Charter Communications

\$4 ^{of} every \$5:
**PRIVATE CAPITAL
INVESTED BY CHARTER**

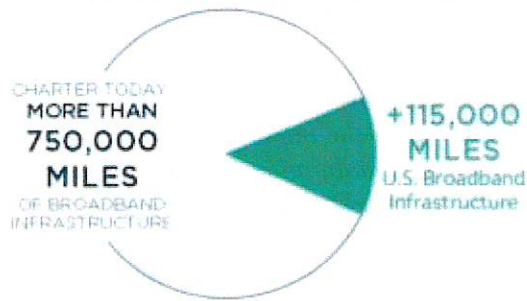
Charter expects to invest approximately \$5 billion to support this infrastructure expansion, offset by \$1.2 billion in support won in the Rural Digital Opportunity Fund auction. Thanks to this public-private partnership, Charter will reach many more homes and small businesses than it otherwise would have because of the high costs to reach these areas. This expansion will be in addition to Charter’s ongoing annual investments in infrastructure and technology.

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BENZIE COUNTY CLERK
BEULAH, MI 49617

EXPANDING TO CONNECT UNSERVED AMERICANS



Charter will also add significant resources to our construction department focused solely on **adding nearly 115,000 miles of new network infrastructure** to our more than 750,000 existing miles. We also plan to **hire more than 2,000 employees and contractors** to support the expansion. Charter employees already earn more than double the federal minimum wage and we're increasing it so that **every employee earns at least \$20 per hour in 2022.**

Funding rural broadband deployment is one part of solving the deployment gap, but there are also many federal and state legislative and regulatory fixes that can increase the speed and reach of rural network expansions. Broadband deployments are dependent on a variety of external factors, including when necessary state applications and permits are approved and the speed of the make-ready and utility pole permitting and attachment processes. With fewer homes and businesses in rural areas, broadband providers need to access multiple poles per home, as opposed to multiple homes per pole in higher-density settings. As a result, pole applications, pole replacement rules, pole rental fees and the issues and disputes arising from them are all factors that can have a significant impact on build-out timing and speed to completion. We continue to work with elected officials and regulators at the local, state, and federal levels to reduce the obstacles to deployment and expedite connectivity for those who lack broadband.

By deploying high-speed broadband service to more people, we are empowering them to thrive in the 21st Century, regardless of whether they live in a small town or an urban center. That drives economic growth and powers opportunity – leading to a stronger, more equitable economy. With this new multi-year, multi-billion-dollar investment, we

are excited to do our part to increase opportunity by continuing to help close the broadband access gap.

Broadband internet access is more important than ever to education, employment, healthcare, and daily life. Yet tens of millions of households and businesses – especially among vulnerable communities and in rural areas – still lack access or have not adopted broadband internet service.

www.spectrumruralexpansion.com
allows interested individuals the ability to determine whether their state will be part of the RDOF buildout.

It also determines if the prospective customer's address is currently serviceable, and if so, redirects immediately to spectrum.com.

As the buildout progresses and more information becomes available, the site will be updated and we'll keep customers informed via proactive communications (SMS/email). Construction is scheduled to begin in some states by late 2021, with the entire buildout estimated to be completed by 2027 in most states with some states finalizing construction in early 2028.



Charter Communications, Inc. is a leading broadband connectivity company and cable operator serving customers through its **Spectrum** brand. Over an advanced communications network, the company offers a full range of state-of-the-art residential and business services including **Spectrum** Internet®, TV, Mobile and Voice. More at <https://policy.charter.com/>

Spectrum Internet Assist -

<https://www.spectrum.com/internet/spectrum-internet-assist>

As an ongoing resource to provide high-speed, low-cost broadband, we continue to offer Spectrum Internet Assist (or SIA). Launched in 2016, SIA offers 30/4Mbps service to qualifying households for \$17.99/month.

To qualify for SIA, a member of the household must be a recipient of one of the following:

- The National School Lunch Program (NSLP); free or reduced-cost lunch
- The Community Eligibility Provision (CEP) of the NSLP
- Supplemental Security Income (SSI) (age 65 and over only)

Spectrum Digital Education Grant

<https://corporate.charter.com/digital-education/grants>

Spectrum Digital Education (SDE) is committed to supporting organizations that educate the local community on the benefits of broadband and how to use the internet to make their lives better.

To be eligible for a Spectrum Digital Education grant, applying organizations must serve communities located in a Spectrum market and have 501(c) (3) tax-exempt status. The organization's program must also:

- Focus on families or seniors.

- Be able to report to Spectrum the following metrics: number of people impacted, population served, and demographics.
- Partner with diverse, low-income or minority-based communities.
- Be an existing program, already working with a diverse population.
- Meet the unique needs of its community and align with the nonprofit's current mission.
- Have a lasting, meaningful and tangible impact (e.g. development of a new digital site or app, expansion of the capacity of a digital learning center, creation of a mobile computer lab, etc.)

Emergency Broadband Benefit (EBB) Participation

Charter will participate in the \$3.2 billion federal Emergency Broadband Benefit (EBB) program to help connect eligible households with high-speed internet during the ongoing COVID-19 pandemic. Broadband internet access is more important than ever and the EBB program offers a tremendous opportunity to help low-income families stay connected, providing eligible households a discount of up to \$50 per month toward broadband service and up to \$75 per month for households on Tribal lands. Additional information at www.FCC.gov/BroadbandBenefit.

Spectrum Community Broadband Assist Program - Public Housing Bulk Program

With the growing number of residents working from home, schooling from home, or unemployed and looking for work, Broadband has quickly become recognized as an essential service.

Recognizing the importance of every resident having a fast, reliable broadband connection in these challenging times, **Spectrum Community Solutions** has developed a Public Housing Bulk Program designed to provide a state-of-the-art High Speed Internet connection at an affordable rate to residents living in Public Housing buildings. Families of ARP subsidized Spectrum Broadband service also receive added benefits in the form of bundled discounts for Mobile Phone and TV service. <https://www.spectrum.com/community-solutions>

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DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Our Impact in Michigan

Charter COMMUNICATIONS | Spectrum



- ▶ **908,000**
customers served
- ▶ **1,678**
employees
- ▶ **\$52 million**
total tax contribution*
- ▶ **\$132 million**
capital investment*

SERVING MICHIGAN

Charter's insourced, U.S.-based workforce includes **1,678 people in Michigan**.

Our largest employment centers are housed in **Walker, Saginaw, and Traverse City**.

We serve **809 communities** across the state.

EXPANDING BROADBAND ACCESS

From 2018-2020, Charter extended its network to reach an additional 2.5 million homes and small businesses, about a third in rural areas.**

In 2020 alone, Charter **extended its network to reach an additional 18,000 homes and small businesses in Michigan**.

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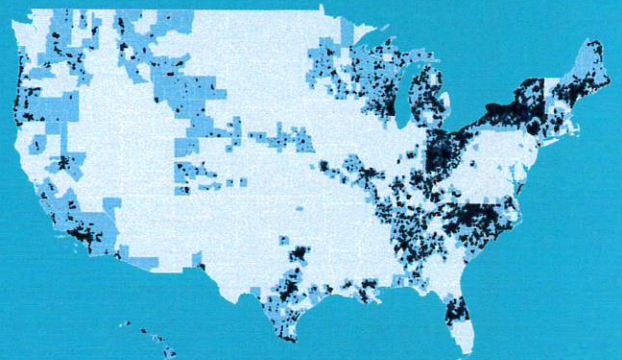
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DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

▶ EMPOWERING OPPORTUNITY FROM COAST TO COAST

Charter Communications is a leading connectivity company and cable operator providing superior broadband, voice, video, and mobile services under the brand name Spectrum to more than **31 million customers across 41 states**.

We're driving innovation and growing economies from coast to coast and in communities big and small. From 2016-2020 alone, **Charter invested nearly \$40 billion in infrastructure and technology – contributing significantly to the US economy**.



► MEETING CUSTOMER NEEDS WITH SUPERIOR PRODUCTS AND SERVICES

Spectrum Internet: Spectrum delivers minimum speeds of at least 200 Mbps in nearly 75% of our footprint and 100 Mbps across the remainder and offers speeds as high as 1 gigabit across virtually our entire national footprint. Spectrum Internet offers fast, reliable service with no modem fees, no contracts, and no data caps.

Spectrum News Networks: Charter provides 24/7 news, sports, and weather coverage, along with In Focus public affairs programming on over 30 news channels in 12 states and nationally on the Spectrum News App.

Spectrum Mobile: Delivering fast, reliable mobile service to our customers from coast to coast. And now with 5G, Spectrum Mobile offers the next generation of wireless technology for an even better mobile experience for today and tomorrow.

Spectrum Voice: One of the largest voice providers in the nation, offering unlimited local and long-distance calling. Spectrum Voice offers unlimited local and long distance calling to the U.S., Canada, Mexico, Puerto Rico, Guam, U.S. Virgin Islands, Northern Mariana Islands, and American Samoa.

Spectrum Video: Spectrum offers free HD, with over 200 channels available, on our all digital network – including Spectrum Guide Narration for customers with visual disabilities and diverse, multicultural programming, such as that featured on Spectrum's Mi Plan Latino.

► INVESTING IN OUR WORKFORCE

Charter's insourced, U.S.-based workforce includes more than 96,000 highly-skilled employees, nearly half of whom identify as a person of color and approximately 10% as veterans or military reservists. We offer:

- An **\$18 per hour minimum wage** as of March 15, 2021, with a commitment to raising it to **\$20 per hour in 2022**.
- **Comprehensive company-paid benefits**, including medical, life and disability, education and training, and a generous retirement plan.
- A highly-regarded, **Department of Labor-certified Broadband Field Technician Apprenticeship program**.

► ADVANCING ACCESS AND IMPROVING ADOPTION

Charter is committed to being part of the comprehensive solution needed to address broadband service, affordability, and adoption gaps:

Increasing Access to Broadband Service

Over the past three years, we've extended our network to reach an **additional 2.5 million homes and small businesses, about a third in rural areas.****

We recently announced a **\$5 billion dollar investment that will provide reliable, high-speed broadband access to an additional 1 million+ currently-unserved, mostly rural homes and small businesses** at speeds of up to a gigabit per second.

Addressing the Affordability Gap

To make broadband **more accessible for low-income learners and seniors**, we offer Spectrum Internet Assist, a high-speed (30/4 Mbps), low-cost broadband service for qualified customers.

Improving Broadband Adoption

To increase adoption and access to technology, we offer philanthropic support to community organizations that **provide computers, digital education classes, and technology labs for thousands across the country.**