

# BENZIE COUNTY BOARD OF COMMISSIONERS

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448 COURT PLACE – BEULAH, MI 49617 – (231) 882-9671  
[www.benzieco.net](http://www.benzieco.net)

## MEETING AGENDA November 23, 2021

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

Join Zoom Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84026610136>

US: 1 301 715 8592

Webinar ID: 840 2661 0136

### 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 – 11/9/2021  
PUBLIC INPUT  
FINANCE –  
    A) Approval of Bills  
ELECTED OFFICIALS & DEPT HEAD COMMENTS  
ACTION ITEMS –  
    A) 2021 EMPG ARPA Grant Agreement  
    B) CERT 2% Grant Application  
    C) LOU – Bock  
    D) CARES Act – Re-Allocation of Leave Credits  
    E) ACO – Two Seven Oh Inc Grant  
COMMISSIONER REPORTS –  
COUNTY ADMINISTRATOR’S REPORT – Katie Zeits  
COMMITTEE OF THE WHOLE – None  
COMMITTEE APPOINTMENTS – Need to schedule interviews.  
UNFINISHED BUSINESS –  
NEW BUSINESS –  
  
10:00  
10:15  
10:30      Closed Session – MCL 15.268(e) with Attorneys Tim Smith and Paul Novak regarding Opioid  
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. **The Board will not be accepting public comment via zoom/online.**

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

January 29, 2021

**THE BENZIE COUNTY BOARD OF COMMISSIONERS**  
**November 9, 2021**

The Benzie County Board of Commissioners met in a regular session on Tuesday, November 9, 2021 in the Frank Walterhouse Board Room, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chair Bob Roelofs.

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

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

**Agenda:**

Motion by Warsecke, seconded by Miller, to approve the agenda as amended, adding Discussion regarding Headlee and all COTW agenda items following County Administrator's Report. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

**Minutes:**

Motion by Jeannot, seconded by Nye, to approve the regular session minutes of October 26, 2021 as presented. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Motion by Sauer, seconded by Warsecke, to approve the closed session minutes of October 26, 2021 as presented. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

9:05 a.m. Public Input – None

**FINANCE**

Bills: Motion by Warsecke, seconded by Miller, to approve payment of the bills from October 26, 2021 thru November 8, 2021 in the amount of \$387,406.04, as presented. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Michelle Thompson, County Treasurer, reported that they are working on tax bills to be printed next week; Airport audit has been completed; Habitat for Humanity is working on homes in Thompsonville.

**ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS**

Rebecca Hubers, Emergency Management and 911 Director, provided a written report.

Tom King, EMS, reported that all is well; ambulances are having routine basic repairs; mandatory education class was held; Iron Man has paid for EMS services; they are considering the possibility to pave the drive and parking area at the Honor station – taking bids for next year.

Chair Roelofs says thank you to all Veterans employed by Benzie County. You are very much appreciated.

Sheriff Rosa stated that there are six people employed at the Sheriff Department that are Veterans; U/S Greg Hubers, Charles Draeger, Jeremy Bietner, Shana Skaggs, Kurt Parker and John Brazaski. Thank you all for your service.

## COMMISSIONERS

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November 9, 2021

### ACTION ITEMS

2% Grant Application ARES/RACES: Motion by Warsecke, seconded by Markey, to authorize application to the Grand Traverse Band of Ottawa and Chippewa Indians 2% Grant on behalf of ARES/RACES in the amount of \$7,660.77 as presented, authorizing the chair to sign. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

2% Grant Application BACN: Motion by Jeannot, seconded by Miller, to authorize application of the Grand Traverse Band of Ottawa and Chippewa Indians 2% grant on behalf of BACN in the amount of \$15,000 as presented, authorizing the chair to sign. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Purchase of Blinds: Motion by Sauer, seconded by Markey, to accept the proposal from Buster Blinds in the total amount of \$7,654.00 for blinds in Administration and the Treasurer's Office, with \$5,794 of funds available in the Capital Improvement Fund and \$1,860 in funds available in the Tax Foreclosure Fund and authorize the chair to sign all necessary documents. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Stairwell Tread: Motion by Sauer, seconded by Jeannot, to authorize replacement of the east and west stairwell treads and risers in the Governmental Center, as recommended by the Maintenance Coordinator in the not to exceed amount of \$14,000, with funds available in the Capital Fund and authorize the chair to sign any necessary proposal documents, and that the action taken on October 26, 2021 be superseded. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Sheriff Rosa requests authorization to allow the union to purchase Det. Lamerson's duty weapon: Motion by Warsecke, seconded by Sauer, to retire Det. Lamerson's service weapon and allow the union to purchase and transfer the registration to Det. Lamerson for his retirement. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Cody Kastl Purchase MERS: Motion by Jeannot, seconded by Markey, to approve the Application for Additional Service Credit Purchase with MERS for Cody Kastl and authorize the Board Chair to sign the appropriate documents. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

### COMMISSIONER REPORTS

Chair Roelofs reported that he attended Veterans Affairs and Area Agency on Aging. He also reported that at 1:00 p.m. on Thursday, November 11, there will be a Memorial Services at the Veterans Memorial in Benzonia.

Comm Jeannot provided a written report and stated that MERIT will begin the Broadband study on November 15.

Comm Miller reported on Human Services Collaborative; finance meeting with the Health Dept; Friends of Point Betsie Lighthouse; Frankfort Elberta Area Schools and City of Frankfort.



## COMMISSIONERS

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November 9, 2021

Comm Nye reported on MAC Transportation; Village of Benzonia; Centra Wellness Executive meeting; Land Bank Authority; Village of Beulah; Health Dept meeting regarding finances; Benzonia Chamber Intergovernmental; Zoom meeting regarding Fireworks Regulations.

Comm Markey reported on the Local Planning Team; Homestead Township; Centra Wellness Community Services and Resources meeting; Northern Michigan Regional Entity Substance Use Disorder orientation meeting and regular meeting; Village of Honor.

Comm Warsecke reported that Inland townships will be holding their Chili Cook Off on February 12, 2022 from 12:00 noon to 3:00 p.m. and all funds raised will go to the fire department.

Comm Sauer reported on MAC Ag/Tourism; Road Commission; Maples; Zoom call regarding Enbridge; Village of Thompsonville; Joyfield; Blaine.

Comm Roelofs thanks everyone for the flowers for the celebration of his mom's life; and welcome to Kristine Boseley – HR/Finance.

### COUNTY ADMINISTRATOR'S REPORT – Katie Zeits

Provided a written report and spoke regarding the Capital Budget – she will continue to provide you with a running total of expenses and balance; Mail room is being developed and we are moving forward – should be completed by the end of December; November 12, 9 am. – 10:00 a.m. MERIT network kick off webinar; ARPA received updated compliance data information yesterday; Kristine has started, and we are happy to have her.

Comm Jeannot inquired regarding a quarterly report showing budgeted amounts compared to actual at each report time.

Headlee: Comm Jeannot stated that 2 years ago we started talking about this; townships are supportive as well as interest groups. We need to put it back out there.

10:21 a.m. Break

10:28 a.m. Reconvene

### COTW Agenda Items:

Planning Commission: Ms. Zeits stated that we did not violate anything by not have a planning commission to review township zoning ordinances; if the county wants a say in the township ordinances, then we need a planning commission.

Extensive discussions held regarding this topic.

Ms. Zeits will work with Cohl Stoker and Toskey on how to proceed with options and amending of the ordinance to reinstate the commission, adjust the ordinance, work with Networks Northwest regarding the Master Plan update in 2022.

Tom King, EMS, A32 Power Load: Motion by Markey, seconded by Miller, to authorize EMS to purchase a power load system in the amount of \$23,777.00 plus \$1,600.00 for installation from Stryker as presented. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke  
Nays: None Motion carried.

## **COMMISSIONERS**

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**November 9, 2021**

Minutes: Motion by Jeannot, seconded by Sauer, to approve the October 12, 2021 Committee of the Whole Minutes as presented. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke  
Nays: None Motion carried.

Delinquent Tax Revolving Fund: County Treasure Michelle Thompson and County Administrator Katie Zeits

Ms. Thompson provided a power point presentation showing the process of the Delinquent Tax Revolving Fund. Discussions held regarding how funds get to the DTRF, how funds are earned, when are they used for expenses, what amount is paid out to the townships to settle taxes.

Ms. Zeits suggests that the DTRF Surplus Policy be worked on and brought back to this board together with the Restricted Fund Balance Policy.

**COMMITTEE OF THE WHOLE -- None**

**COMMITTEE APPOINTMENTS – None**

**UNFINISHED BUSINESS – None**

**NEW BUSINESS – None**

### **PRESENTATION OF CORRESPONDENCE**

- DHHS Letter to courts regarding Chargeback rate for 2022.
- Benzie Transportation Authority Financial Report for September 2022.
- Email from Mark Bartell dated 11/1/2021 regarding Health Dept received.
- Missaukee County resolution in Support of Vaccine Awareness and Medical Autonomy received.
- Muskegon County resolution Supporting Little River Band of Ottawa Indians Casino in Muskegon County received.
- Branch County resolution to Support Amendments to the Open Meetings Act received.
- Dickenson County resolution Supporting American Rescue Plan State Match Programs received.
- Alger County resolution to Support Amendments to the Open Meetings Act received.
- Alger County resolution Opposing Senator Shirkey's Gearing Toward Integration Proposal and Supporting Pathways Community Mental Health Services Program received.

12:05 p.m. Public Input – None

Motion by Warsecke, seconded by Miller, to adjourn at 12:05 p.m. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried. b

## COMMISSIONERS

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November 9, 2021

### INDEX

1. Approved the agenda as amended, adding Headlee Discussion and all COTW agenda items following County Administrator's Report.
2. Approved the regular session minutes of October 26, 2021 as presented.
3. Approved the closed session minutes of October 26, 2021 as presented.
4. Approved payment of the bills from October 26, 2021 thru November 8, 2021 in the amount of \$387,406.04, as presented.
5. Authorized application to the Grand Traverse Band of Ottawa and Chippewa Indians 2% Grant on behalf of ARES/RACES in the amount of \$7,660.77 as presented, authorizing the chair to sign.
6. Authorized application of the Grand Traverse Band of Ottawa and Chippewa Indians 2% grant on behalf of BACN in the amount of \$15,000 as presented, authorizing the chair to sign.
7. Accepted the proposal from Buster Blinds in the total amount of \$7,654.00 for blinds in Administration and the Treasurer's Office, with \$5,794 of funds available in the Capital Improvement Fund and \$1,860 in funds available in the Tax Foreclosure Fund and authorize the chair to sign all necessary documents.
8. Authorized replacement of the east and west stairwell treads and risers in the Governmental Center, as recommended by the Maintenance Coordinator in the not to exceed amount of \$14,000, with funds available in the Capital Fund and authorize the chair to sign any necessary proposal documents, and that the action taken on October 26, 2021 be superseded.
9. Approved to retire Det. Lamerson's service weapon and allow the union to purchase and transfer the registration to Det. Lamerson for his retirement.
10. Approved the Application for Additional Service Credit Purchase with MERS for Cody Kastl and authorize the Board Chair to sign the appropriate documents.
11. Authorized EMS to purchase a power load system in the amount of \$23,777.00 plus \$1,600.00 for installation from Stryker as presented.
12. Approved the October 12, 2021 Committee of the Whole Minutes as presented.

**Art Jeannot**  
**Commissioner Report**  
**November 9, 2021**

- Participated in 7 meetings on behalf of the County since our October 26<sup>th</sup> meeting.
- **10/27 Benzie County Chamber –**
  - It was announced that Honor/Onkama Building supply sold to Doug and Mary Rodriguez.
  - I shared with the BCCC board the accurate details regarding the Maples and DHHS funding.
  - Discussed the broadband survey that will be completed by Merit.
- **11/3 EDC (Retention Committee) –**
  - Discussed the possibility of contracting with the Benzie Chamber for business out reach and development. No decision was made. A task list and job description will be developed. Next meeting is scheduled for November 15<sup>th</sup> at 1pm.
- **11/4 Lake Township –**
  - Discussion on broadband survey. Broadband committee needs to discuss with township about putting a survey notice in the upcoming tax statement.
- **11/5 MAC Finance and General Governance Committee –**
  - Discussion on need for counties to agree to PILTs (payment in lieu of taxes) as well as the townships when housing projects are proposed. This is being discussed among law makers also. Committee is recommending to the MAC for its support.
- **11/8 Almira Township –** I will discuss any relevant information at our BOC meeting.
- **Other –**
  - **November 4<sup>th</sup>**, at the request of several townships I joined a meeting to discuss a possible county wide fireworks ordinance. Commissioner Nye and Sauer also attended. No conclusions were arrived at. This group will continue to work on this and re-convene at a later date.
  - **November 8<sup>th</sup>**, I was asked to attend a Government Relations Committee with the Benzie County Chamber. Commissioner Nye was also invited to this meeting. The topics included community issues such as childcare, short-term housing, broadband and use of ARPA funds. In addition, there was a discussion regarding a county wide summit. Commissioner Nye and myself will de-brief the BOC on any relevant actions.

**RECEIVED**

NOV 08 2021

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

# Finance Report

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## BILLS TO BE APPROVED NOVEMBER 23, 2021

Motion to approve Vouchers in the amount of:

\$	76,716.98	General Fund (101)
\$	28,054.39	Jail Fund (213)
\$	5,941.82	Ambulance Fund & ALS (214)
\$	2,219.03	Funds 105-238
\$	1,519.57	ACO Fund (247)
\$	43,068.00	Building (249)
\$	2,787.06	Dispatch 911 Fund (261)
\$	7,392.29	Funds 239-292
\$	10,313.57	Funds 293-640
\$	28,021.51	701 Fund
\$	-	Trust and Agency Funds & MSU Trust and Agency Fund (702-771)

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\$	206,034.22
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## Payable October 28, 2021 - November 4, 2021

[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	

11/18/2021 01:32 PM  
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DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY  
EXP CHECK RUN DATES 11/05/2021 - 11/19/2021  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 1/11

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 131 CIRCUIT COURT					
101-131-727.00	OFFICE SUPPLIES	MANISTEE COUNTY	REIM MANISTEE COURT COSTS OCT 2021	74.98	83093
101-131-810.00	LEGAL FEES 21-3159	NORTH POINTE LEGAL, PLC	COURT APPOINTED ATTY SEPT 2021	1,050.00	83106
101-131-810.00	LEGAL FEES 18-3032 NA	SPILLAN, JOHN	COURT APPOINTED ATTY OCTOBER	825.58	83126
101-131-813.00	PROBATION EXPENSES	JACKPINE BUSINESS CENTERS	SUPPLIES-PROBATION	108.86	83076
101-131-860.00	TRAVEL	KELLEY, CLAYTON	TRAVEL/MEALS	204.24	83085
101-131-967.00	PROJECT EXPENSES - DRUG COURT GR BENZIE COUNTY SHERIFF OFF	ALICIA KIK DRUG TESTS		12.00	83022
101-131-967.00	PROJECT EXPENSES - DRUG COURT GR BENZIE COUNTY SHERIFF OFF	MARCUS MINER		64.00	83022
101-131-967.00	PROJECT EXPENSES - DRUG COURT GR BENZIE COUNTY SHERIFF OFF	NICOLE VANSLAMBROUCK DRUG TESTS		52.00	83022
101-131-967.00	PROJECT EXPENSES - DRUG COURT GR BENZIE COUNTY SHERIFF OFF	NICOLE BALLARD DRUG TESTS		52.00	83022
Total For Dept 131 CIRCUIT COURT				2,443.66	
Dept 136 DISTRICT COURT					
101-136-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, 1113-6425847-5343418 & 114-0238867-04866		238.31	83012
101-136-727.00	OFFICE SUPPLIES	MCCARDEL WATER CONDITIONING	OFFICE SUPPLIES	54.50	83096
101-136-727.00	OFFICE SUPPLIES	OFFICE DEPOT	#206487509001 & #206485871001	261.20	83112
101-136-727.00	OFFICE SUPPLIES	OFFICE DEPOT	#206487509002 & #208248523001	310.56	83113
101-136-727.00	OFFICE SUPPLIES	VISA=KIM NOWAK	ADOBE / JURY EXPENSES	15.89	83152
101-136-802.00	TRANSCRIPTS	AMANDA M O'BRIEN	HATFIELD TRANSCRIPT(S) HRG DATE: 10/20/	106.60	83009
101-136-805.10	PROBATE CT APPOINTED ATTORNEY	KEHR, LINDA MOOREY	ATTY L WILCOX / A SCHNEIDER	550.00	83084
101-136-805.10	PROBATE CT APPOINTED ATTORNEY	LAW OFFICES OF NICOLE WES	FERGUSON CONSERVATORSHIPS & ESTATE	150.00	83090
101-136-807.00	JURY FEES	VISA=KIM NOWAK	ADOBE / JURY EXPENSES	133.29	83152
101-136-970.00	EQUIPMENT	AMAZON CAPITAL SERVICES, 1	EQUIPMENT	102.76	83013
Total For Dept 136 DISTRICT COURT				1,923.11	
Dept 142 JUVENILE DIVISION					
101-142-727.00	OFFICE SUPPLIES	WELLS FARGO FINANCIAL LEAS	603-0236145-00 110221	79.90	83161
101-142-860.00	TRAVEL	CAMERON CLARK	REIM MILEAGE, PHONE, TRAINING, ETC	585.20	83033
101-142-957.40	NON REIMBURSABLE EXPENSES	CAMERON CLARK	REIM MILEAGE, PHONE, TRAINING, ETC	693.13	83033
Total For Dept 142 JUVENILE DIVISION				1,358.23	
Dept 172 ADMINISTRATOR					
101-172-727.00	OFFICE SUPPLIES	DA DESIGNS	BOSLEY BUSINESS CARDS	42.50	83053
101-172-727.00	OFFICE SUPPLIES	DA DESIGNS	ZEITS BUSINESS CARDS	42.50	83053
101-172-727.00	OFFICE SUPPLIES	QUILL CORPORATION	155252897 CHAIR/MONITORS	472.97	83117
101-172-727.00	OFFICE SUPPLIES	VISA=KATIE ZEITS	WINDOW ENVELOPES	438.45	83151
101-172-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, 1	SCANNER	311.13	83011
101-172-727.00	OFFICE SUPPLIES	QUILL CORPORATION	6861375/ 155373153	47.20	83117
101-172-727.00	OFFICE SUPPLIES	QUILL CORPORATION	6861375/155373252	10.00	83117
101-172-955.00	CONVENTIONS & MEETINGS	BOSLEY, KRISTINE	CHOOSING COURAGE OVER COMFORT	109.34	83028
Total For Dept 172 ADMINISTRATOR				1,474.09	
Dept 253 COUNTY TREASURER					
101-253-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CENTERS	OFFICE SUPPLIES	37.69	83076
101-253-860.00	TRAVEL	THOMPSON, MICHELLE	MILEAGE	405.16	83138
101-253-955.10	DUES & REGISTRATIONS	MACT	MACT MEMBERSHIP DUES	200.00	83092
101-253-970.00	EQUIPMENT	AMAZON CAPITAL SERVICES	HP MONITOR	286.95	83010
Total For Dept 253 COUNTY TREASURER				929.80	
Dept 257 EQUALIZATION DEPARTMENT					
101-257-860.00	TRAVEL	LINDSAY, BRIANNE	MILEAGE FOR FIELDWORK	21.84	83091
101-257-955.10	DUES & REGISTRATIONS	STATE OF MICHIGAN	BRIANNE LICENSE RENEWAL	175.00	83127
101-257-955.10	DUES & REGISTRATIONS	STATE OF MICHIGAN	TOM LICENSE RENEWAL	175.00	83128

11/18/2021 01:32 PM  
User: LBARRETT  
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INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY  
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Page: 2/11

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 257 EQUALIZATION DEPARTMENT					
Total For Dept 257 EQUALIZATION DEPARTMENT				371.84	
Dept 262 ELECTIONS					
101-262-721.00	PER DIEM	JAN A. MILLER	BOARD OF CANVASSERS PER DIEM AND MILEAGE	40.00	83078
101-262-721.00	PER DIEM	MAUREEN JEANNOT	BOARD OF CANVASSERS PER DIEM & MILEAGE	40.00	83095
101-262-721.00	PER DIEM	MICK, JANICE	BOARD OF CANVASSERS PER DIEM	40.00	83100
101-262-721.00	PER DIEM	PETE BROWN	BOARD OF CANVASSERS PER DIEM	40.00	83114
101-262-860.00	TRAVEL	JAN A. MILLER	BOARD OF CANVASSERS PER DIEM AND MILEAGE	1.12	83078
101-262-860.00	TRAVEL	MAUREEN JEANNOT	BOARD OF CANVASSERS PER DIEM & MILEAGE	10.08	83095
101-262-860.00	TRAVEL	MICK, JANICE	MILEAGE	1.12	83100
101-262-860.00	TRAVEL	PETE BROWN	MILEAGE	1.12	83114
Total For Dept 262 ELECTIONS				173.44	
Dept 265 BUILDING & GROUNDS					
101-265-749.00	VEHICLE REPAIRS	NAPA AUTO SUPPLY, INC.	WIPERS FOR 09 DODGE	26.98	83102
101-265-750.00	MAINTENANCE SUPPLIES	KSS ENTERPRISES	PAPER TOWEL, LINER, GLASS CLEANER	198.53	83087
101-265-750.00	MAINTENANCE SUPPLIES	KSS ENTERPRISES	DEGREASER	55.80	83087
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	SUPPLIES	182.94	83109
101-265-821.00	GARBAGE DISPOSAL	GFL ENVIRONMENTAL	2110103	216.30	83069
101-265-850.00	TELEPHONE	CENTURYLINK	30343955 NOVEMBER	58.31	83036
101-265-850.00	TELEPHONE	TELNET WORLDWIDE	TELEPHONE	678.74	83136
101-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	DECEMBER BILLING	350.38	83057
101-265-924.00	ELECTRIC	CONSUMERS ENERGY	DECEMBER BILLING	66.68	83047
101-265-924.00	ELECTRIC	CONSUMERS ENERGY	ELECTRIC	4,523.62	83047
Total For Dept 265 BUILDING & GROUNDS				6,358.28	
Dept 266 LEGAL & CONTRACTED SERVICES					
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.	PROFESSIONAL SERVICES RENDERED 10/21	6,872.97	83045
Total For Dept 266 LEGAL & CONTRACTED SERVICES				6,872.97	
Dept 267 PROSECUTING ATTORNEY					
101-267-808.00	WITNESS FEES	CHELSEIE TANNER	21-110-SM WITNESS FEES	13.40	83039
101-267-808.00	WITNESS FEES	CYNTHIA KERBY	21-110-SM WITNESS FEE	13.60	83052
101-267-808.00	WITNESS FEES	VISA=SARA SWANSON	JT WITNESS LUNCH 11-10-2021	93.98	83156
Total For Dept 267 PROSECUTING ATTORNEY				120.98	
Dept 268 REGISTER OF DEEDS					
101-268-800.00	CONTRACTED SERVICES - LAREDO	FIDLAR TECHNOLOGIES INC	OCTOBER 2021 LAREDO USAGE FEE	1,418.51	83064
Total For Dept 268 REGISTER OF DEEDS				1,418.51	
Dept 285 CENTRAL SERVICES					
101-285-727.10	PAPER SUPPLIES	OFFICE DEPOT	PALLET OF PAPER	1,984.42	83111
101-285-930.00	EQUIPMENT REPAIR	NETLINK BUSINESS SOLUTIONS	FINAL COUNT ADMIN/EQUALIZATION	201.95	83103
101-285-930.00	EQUIPMENT REPAIR	NETLINK BUSINESS SOLUTIONS	1 MTH MAIN AGREEMENT	210.00	83103
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP, INC.	40023293 110421	122.00	83134
101-285-940.20	EQUIPMENT LEASE	APPLIED IMAGING	SUM OF EQUIP BASE CHARGES	48.84	83014
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP, INC.	40027957 NOVEMBER 21	120.97	83134
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP, INC.	40032368 LEASE FOR 3 MACHINES	525.75	83134
Total For Dept 285 CENTRAL SERVICES				3,213.93	
Dept 301 SHERIFF					
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES,	1 OFF SUPPLIES	21.99	83011
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES,	1 FLR MAT/ STAPLERS	16.33	83011
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES,	1 BADGE HOLDERS/LANYARDS	92.97	83011

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Fund 101 GENERAL FUND					
Dept 301 SHERIFF					
101-301-727.00	OFFICE SUPPLIES	VISA=SHERIFF DEPT	UNIFORMS OFFICE SUPPLIES VEHICLE REPAIR	259.98	83158
101-301-748.00	GAS, OIL & GREASE	WEX BANK	BCSO FUEL 10/16 TO 11/15/2021	181.95	
101-301-748.00	GAS, OIL & GREASE	XPRESS LUBE	15-1 OIL CHANGE	61.85	83163
101-301-749.00	VEHICLE REPAIRS	BAYSHORE TIRE & AUTO	18-1 TIRES R&R	632.00	83018
101-301-749.00	VEHICLE REPAIRS	GRAND TRAVERSE MOBILE COM	14-2 EQUIP REMOVAL	356.00	83072
101-301-749.00	VEHICLE REPAIRS	NAPA AUTO SUPPLY, INC.	20-1 HEADLIGHT BULBS	36.99	83102
101-301-749.00	VEHICLE REPAIRS	AMAZON CAPITAL SERVICES, I	WIPERS 21"	42.12	83011
101-301-749.00	VEHICLE REPAIRS	VISA=SHERIFF DEPT	UNIFORMS OFFICE SUPPLIES VEHICLE REPAIR	73.43	83158
101-301-751.00	UNIFORMS	AMAZON CAPITAL SERVICES, I	MOURNING BADGES	17.98	83011
101-301-751.00	UNIFORMS	VISA=ROSA KYLE	UNIFORMS	42.11	83155
101-301-751.00	UNIFORMS	VISA=SHERIFF DEPT	UNIFORMS OFFICE SUPPLIES VEHICLE REPAIR	393.90	83158
101-301-835.10	BLOOD RESTITUTIONS	MUNSON HEALTH CARE	10/01/2021 F. THOMPSON BLOOD DRAW OWI	24.00	83101
101-301-961.00	TRAINING & SCHOOLS	VISA=GHUBERS 1098	TRNG & SCHOOLS	50.00	83150
101-301-970.06	EQUIPMENT - COMPUTERS	AMAZON CAPITAL SERVICES, I	FLR MAT/ STAPLERS	30.34	83011
101-301-970.06	EQUIPMENT - COMPUTERS	I.T. RIGHT	HP ELITEBOOK FOR KASTL	1,138.13	83075
Total For Dept 301 SHERIFF				3,472.07	
Dept 333 SECONDARY ROAD PATROL					
101-333-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIELD OF	12/1-12/31 DENTAL	107.10	83027
101-333-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIELD OF	BCBS VISION 12/1-12/31 COVERAGE	20.35	83027
101-333-725.00	FRINGE BENEFITS	DEARBORN LIFE INSURANCE CO	PERIOD 12/1-12/31/21	43.67	83055
Total For Dept 333 SECONDARY ROAD PATROL				171.12	
Dept 426 EMERGENCY MANAGEMENT					
101-426-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIELD OF	12/1-12/31 DENTAL	167.35	83027
101-426-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIELD OF	BCBS VISION 12/1-12/31 COVERAGE	13.21	83027
101-426-725.00	FRINGE BENEFITS	DEARBORN LIFE INSURANCE CO	PERIOD 12/1-12/31/21	23.11	83055
Total For Dept 426 EMERGENCY MANAGEMENT				203.67	
Dept 648 MEDICAL EXAMINER					
101-648-835.00	LAB FEES	NMS LABS	BRANDON FINNILA	444.00	83105
101-648-959.00	FORENSIC AUTOPSIES BNZ 21-013	GOSLINOSKI, LOIS R. DO	AUTOPSY OCT 2021	4,800.00	83071
Total For Dept 648 MEDICAL EXAMINER				5,244.00	
Dept 649 MENTAL HEALTH					
101-649-800.00	CONTRACTED SERVICES	CENTRA WELLNESS NETWORK	FY21 JAIL SERVICES CONTRACT (UNDERBILLE	3,395.00	83035
101-649-836.00	APPROPRIATIONS	CENTRA WELLNESS NETWORK	MONTHLY APP NOV 21	9,337.42	83035
101-649-836.00	APPROPRIATIONS	CENTRA WELLNESS NETWORK	MONTHLY APP OCTOBER 21	9,337.42	83035
Total For Dept 649 MENTAL HEALTH				22,069.84	
Dept 670 DHHS BOARD					
101-670-721.00	PER DIEM - DHS BOARD	HARRISON, SCOTT	DHHS PER DIEM	70.00	83073
Total For Dept 670 DHHS BOARD				70.00	
Dept 728 INTERGOVERNMENTAL					
101-728-885.00	LIQUOR TAX - NO MI REG ENTITY	NORTHERN MICHIGAN REGIONAL	LIQUOR TAX OWED TO NMRE 4TH QTR 2021	5,333.01	83108
Total For Dept 728 INTERGOVERNMENTAL				5,333.01	
Dept 851 INSURANCE & BONDS					
101-851-725.06	LIFE INSURANCE	DEARBORN LIFE INSURANCE CO	PERIOD 12/1-12/31/21	272.18	83055
Total For Dept 851 INSURANCE & BONDS				272.18	
Dept 852 MEDICAL INSURANCE					

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Fund 101 GENERAL FUND					
Dept 852 MEDICAL INSURANCE					
101-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	12/1-12/31 DENTAL	3,366.00	83027
101-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	12/1-12/31 PPO COVERAGE	3,697.94	83027
101-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	BCBS VISION 12/1-12/31 COVERAGE	649.99	83027
101-852-718.00	SHORT/LONG TERM DISABILITY	DEARBORN LIFE INSURANCE C	PERIOD 12/1-12/31/21	1,585.07	83055
101-852-874.00	MEDICAL INSURANCE - RETIREES	BLUE CROSS BLUE SHIELD OF	12/1-12/31 DENTAL	122.40	83027
101-852-874.00	MEDICAL INSURANCE - RETIREES	BLUE CROSS BLUE SHIELD OF	BCBS VISION 12/1-12/31 COVERAGE	36.78	83027
Total For Dept 852 MEDICAL INSURANCE				9,458.18	
Dept 966 TRANSFER OUT					
101-966-999.00	CONTINGENCY	WARSECKE, EVAN	RETURNED CHECK FEE/BAD ROUTING #	25.00	83160
Total For Dept 966 TRANSFER OUT				25.00	
Total For Fund 101 GENERAL FUND				72,977.91	
Fund 205 TNT OFFICER MILLAGE FUND					
Dept 000					
205-000-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIELD OF	12/1-12/31 DENTAL	30.60	83027
205-000-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIELD OF	BCBS VISION 12/1-12/31 COVERAGE	6.13	83027
205-000-725.00	FRINGE BENEFITS	DEARBORN LIFE INSURANCE C	PERIOD 12/1-12/31/21	40.89	83055
205-000-748.00	GAS, OIL & GREASE	WEX BANK	BCSO FUEL 10/16 TO 11/15/2021	65.73	
Total For Dept 000				143.35	
Total For Fund 205 TNT OFFICER MILLAGE FUND				143.35	
Fund 206 SHERIFF'S K-9 FUND					
Dept 000					
206-000-967.00	PROJECT EXPENSES	VISA-KETZ 7500	K9 FOOD	36.99	83145
Total For Dept 000				36.99	
Total For Fund 206 SHERIFF'S K-9 FUND				36.99	
Fund 209 SCHOOL RESOURCE OFFICER					
Dept 000					
209-000-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIELD OF	12/1-12/31 DENTAL	(12.15)	83027
209-000-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIELD OF	BCBS VISION 12/1-12/31 COVERAGE	(2.41)	83027
209-000-725.00	FRINGE BENEFITS	DEARBORN LIFE INSURANCE C	PERIOD 12/1-12/31/21	44.86	83055
Total For Dept 000				30.30	
Total For Fund 209 SCHOOL RESOURCE OFFICER				30.30	
Fund 213 JAIL OPERATIONS FUND					
Dept 265 BUILDING & GROUNDS					
213-265-784.00	GARBAGE PICK-UP	GFL ENVIRONMENTAL	WASTE MANAGEMENT - JAIL NOV 2021	113.85	83067
213-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	NAT GAS NOV 2021	1,075.98	83058
213-265-924.00	ELECTRIC	CONSUMERS ENERGY	ELECTRIC 10/07 TO 11/07/2021 - JAIL	3,375.35	83048
213-265-935.00	JAIL REPAIRS	LARSENS LANDSCAPING	FERT APP 11/01/2021	89.00	83089
Total For Dept 265 BUILDING & GROUNDS				4,654.18	
Dept 351 JAIL - CORRECTIONS					
213-351-727.00	OFFICE SUPPLIES	ALPHA CARD	ID CARD RIBBON	166.00	83008
213-351-727.00	OFFICE SUPPLIES	VISA=SHERIFF DEPT	UNIFORMS OFFICE SUPPLIES VEHICLE REPAIR	259.96	83158
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	OCT 24 TO OCT 31 2021 FOOD SUPPLIES	1,593.32	83034
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPPLIES 11072021 TO 11132021	1,624.98	
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPPLIES 10/31/2021 TO 11/06/2021	1,599.25	83034

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Fund 213 JAIL OPERATIONS FUND					
Dept 351 JAIL - CORRECTIONS					
213-351-740.00	FOOD SUPPLIES	VISA=TROY LAMERSON	FOOD SUPPLIES	81.90	83159
213-351-748.00	GAS, OIL & GREASE	WEX BANK	BCSO FUEL 10/16 TO 11/15/2021	136.20	
213-351-751.00	UNIFORMS	VISA=DAN SMITH	UNIFORMS	46.77	83148
213-351-751.00	UNIFORMS	VISA=SHERIFF DEPT	UNIFORMS OFFICE SUPPLIES VEHICLE REPAIR	46.00	83158
213-351-834.00	PRISONER MEDICAL - BENZIE CO	CORRECTIONAL RECOVERY	CLAIMS BAL & CR FEE	5,005.97	83050
213-351-834.00	PRISONER MEDICAL - BENZIE CO	ALL ACCESS CARE PLLC	OCTOBER 2021 MEDICAL - JAIL	10,688.21	83007
213-351-834.00	PRISONER MEDICAL - BENZIE CO	FASPSYCH, LLC	1 FOLLOW UP VISIT OCT 2021 - R	179.00	83062
213-351-940.20	EQUIPMENT LEASE - COPIER	NETLINK BUSINESS SOLUTIONS	COPIES 08052021 TO 11052021	276.67	83104
213-351-961.00	TRAINING & SCHOOLS	VIRTUAL ACADEMY	15 LICENSEES - FULL CATALOG 12/04/21 TC	675.00	83144
Total For Dept 351 JAIL - CORRECTIONS				22,379.23	
Dept 851 INSURANCE & BONDS					
213-851-725.06	LIFE INSURANCE	DEARBORN LIFE INSURANCE CO	PERIOD 12/1-12/31/21	95.00	83055
Total For Dept 851 INSURANCE & BONDS				95.00	
Dept 852 MEDICAL INSURANCE					
213-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	12/1-12/31 DENTAL	1,323.89	83027
213-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	BCBS VISION 12/1-12/31 COVERAGE	256.27	83027
213-852-718.00	SHORT/LONG TERM DISABILITY	DEARBORN LIFE INSURANCE CO	PERIOD 12/1-12/31/21	641.58	83055
Total For Dept 852 MEDICAL INSURANCE				2,221.74	
Total For Fund 213 JAIL OPERATIONS FUND				29,350.15	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND					
Dept 265 BUILDING & GROUNDS					
214-265-750.00	MAINTENANCE SUPPLIES	FRANKFORT HARDWARE	STATIONS SUPPLIES	21.19	83066
214-265-750.00	MAINTENANCE SUPPLIES	MI PEST	ST 2 PEST CONTROL	60.00	83098
214-265-750.00	MAINTENANCE SUPPLIES	MI PEST	PEST CONTROL ST 3	55.00	83098
214-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	STATION 3 SURGEPROTECTOR AND SUPPLIES	24.98	83109
214-265-850.01	INTERNET SERVICE	CENTURYLINK	ST 2 PHONE AND INTERNET	309.35	83037
214-265-850.01	INTERNET SERVICE	CHARTER COMMUNICATIONS	CHARTER-SPECTRUM BILL ST 2	272.32	83038
214-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	786787479-00001	98.01	83143
214-265-922.00	WATER & SEWER	CITY OF FRANKFORT	WATER AND SEWER	58.37	83042
214-265-924.00	ELECTRIC	CONSUMERS ENERGY	227 PINE LANE ELECTRICITY	60.03	83047
214-265-924.00	ELECTRIC	CONSUMERS ENERGY	225 PARK AVE ELECTRICITY	152.39	83047
214-265-924.00	ELECTRIC	CHERRYLAND ELECTRIC	ST 2 ELECTRICITY	190.99	83040
214-265-970.00	EQUIPMENT & REPAIR	NYE PLUMBING & HEATING	ST3 GARAGE HEATER SERVICE	218.94	83110
Total For Dept 265 BUILDING & GROUNDS				1,521.57	
Dept 655 ADVANCED LIFE SUPPORT (ALS)					
214-655-721.00	PER DIEM	FRANKE, JIM	EMS PER DIEM/TRAVEL	40.00	83065
214-655-721.00	PER DIEM	JOWETT, GAYLORD	EMS PER DIEM/TRAVEL	40.00	83081
214-655-721.00	PER DIEM	MEAD, MICHAEL	EMS PER DIEM/TRAVEL	40.00	83097
214-655-727.00	OFFICE SUPPLIES	DA DESIGNS	EMS BUSINESS CARDS	52.50	83053
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	224.31	83029
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	229.00	83029
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	163.96	83030
214-655-735.00	MEDICAL SUPPLIES	AMAZON CAPITAL SERVICES, INC	SURGICAL MASKS	109.99	83011
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	251.07	83029
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	491.88	83029
214-655-748.00	GAS, OIL & GREASE	THIRLBY AUTO - ALS/EMS	OIL	19.95	83137
214-655-748.00	GAS, OIL & GREASE	JUST TRUCKS INC	A21 OIL CHANGE AND BATTERY CABLE REPAIR	327.29	83082
214-655-751.00	UNIFORMS	TELE-RAD, INC.	PANTS FOR SAM MILLER	237.97	83135



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Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND					
Dept 655 ADVANCED LIFE SUPPORT (ALS)					
214-655-751.00	UNIFORMS	TELE-RAD, INC.	JACKET AND PANTS FOR VANCE BATES	161.48	83135
214-655-860.00	TRAVEL	FRANKE, JIM	EMS PER DIEM/TRAVEL	5.60	83065
Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)				2,395.00	
Dept 851 INSURANCE & BONDS					
214-851-725.06	LIFE INSURANCE	DEARBORN LIFE INSURANCE C\PERIOD 12/1-12/31/21		80.75	83055
Total For Dept 851 INSURANCE & BONDS				80.75	
Dept 852 MEDICAL INSURANCE					
214-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF 12/1-12/31 DENTAL		1,178.10	83027
214-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF BCBS VISION 12/1-12/31 COVERAGE		228.27	83027
214-852-718.00	SHORT/LONG TERM DISABILITY	DEARBORN LIFE INSURANCE C\PERIOD 12/1-12/31/21		538.13	83055
Total For Dept 852 MEDICAL INSURANCE				1,944.50	
Total For Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND				5,941.82	
Fund 228 SOLID WASTE/RECYCLING FUND					
Dept 851 INSURANCE & BONDS					
228-851-725.06	LIFE INSURANCE	DEARBORN LIFE INSURANCE C\PERIOD 12/1-12/31/21		4.75	83055
Total For Dept 851 INSURANCE & BONDS				4.75	
Dept 852 MEDICAL INSURANCE					
228-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF 12/1-12/31 DENTAL		30.60	83027
228-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF BCBS VISION 12/1-12/31 COVERAGE		6.13	83027
228-852-718.00	SHORT/LONG TERM DISABILITY	DEARBORN LIFE INSURANCE C\PERIOD 12/1-12/31/21		32.64	83055
Total For Dept 852 MEDICAL INSURANCE				69.37	
Total For Fund 228 SOLID WASTE/RECYCLING FUND				74.12	
Fund 231 SOIL EROSION (SESSC) FUND					
Dept 723 SOIL EROSION CONTROL					
231-723-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT SERV\MONTHLY OCTOBER 2021 BILL		2,000.00	83015
Total For Dept 723 SOIL EROSION CONTROL				2,000.00	
Total For Fund 231 SOIL EROSION (SESSC) FUND				2,000.00	
Fund 245 REMONUMENTATION/SURVEY GRANT FUND					
Dept 000					
245-000-750.30	MONUMENTS	ASTRO WOOD STAKE, INC	SPECIAL MONUMENTS	1,996.25	83016
Total For Dept 000				1,996.25	
Total For Fund 245 REMONUMENTATION/SURVEY GRANT FUND				1,996.25	
Fund 247 ANIMAL CONTROL FUND					
Dept 265 BUILDING & GROUNDS					
247-265-924.00	ELECTRIC & HEATING	CONSUMERS ENERGY	ELECTRIC BILL FOR NOV	174.74	83049
247-265-924.00	ELECTRIC & HEATING	DTE ENERGY	GAS BILL FOR OCT	100.04	83059
Total For Dept 265 BUILDING & GROUNDS				274.78	
Dept 430 ANIMAL CONTROL					
247-430-727.00	OFFICE SUPPLIES	SHOP AND SAVE	TRASH BAGS FOR OFFICE	38.98	83123
247-430-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD COMMISS\FUEL FOR OCTOBER		219.41	83021
247-430-748.00	GAS, OIL & GREASE	EXPRESS LUBE & TIRE SERVICE\2015 RAM OIL CHANGE		49.93	83061
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINARY CL\69-21C SPAY AND VACC/74-21C SPAY AND V		687.78	83115

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Fund 247 ANIMAL CONTROL FUND					
Dept 430 ANIMAL CONTROL					
247-430-945.20	DISPOSALS & BURIALS	GFL ENVIRONMENTAL	WASTE MANAGEMENT BILL FOR NOV	18.70	83068
Total For Dept 430 ANIMAL CONTROL				1,014.80	
Dept 851 INSURANCE & BONDS					
247-851-725.06	LIFE INSURANCE	DEARBORN LIFE INSURANCE CO	PERIOD 12/1-12/31/21	9.50	83055
Total For Dept 851 INSURANCE & BONDS				9.50	
Dept 852 MEDICAL INSURANCE					
247-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	12/1-12/31 DENTAL	137.70	83027
247-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	BCBS VISION 12/1-12/31 COVERAGE	26.48	83027
247-852-718.00	SHORT/LONG TERM DISABILITY	DEARBORN LIFE INSURANCE CO	PERIOD 12/1-12/31/21	56.31	83055
Total For Dept 852 MEDICAL INSURANCE				220.49	
Total For Fund 247 ANIMAL CONTROL FUND				1,519.57	
Fund 249 BUILDING DEPARTMENT FUND					
Dept 371 BUILDING INSPECTOR					
249-371-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT SER	MONTHLY OCTOBER 2021 BILL	20,435.00	83015
249-371-900.00	PRINTING & PUBLISHING	NETLINK BUSINESS SOLUTIONS	1 MTH MAIN AGREEMENT	128.00	83103
Total For Dept 371 BUILDING INSPECTOR				20,563.00	
Dept 372 PLUMBING INSPECTOR					
249-372-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT SER	MONTHLY OCTOBER 2021 BILL	4,793.00	83015
Total For Dept 372 PLUMBING INSPECTOR				4,793.00	
Dept 373 MECHANICAL INSPECTOR					
249-373-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT SER	MONTHLY OCTOBER 2021 BILL	7,152.00	83015
Total For Dept 373 MECHANICAL INSPECTOR				7,152.00	
Dept 375 ELECTRICAL INSPECTOR					
249-375-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT SER	MONTHLY OCTOBER 2021 BILL	10,560.00	83015
Total For Dept 375 ELECTRICAL INSPECTOR				10,560.00	
Total For Fund 249 BUILDING DEPARTMENT FUND				43,068.00	
Fund 261 911 EMERGENCY SERVICE FUND					
Dept 325 DISPATCH/COMMUNICATION					
261-325-853.00	CELLULAR PHONES	VERIZON WIRELESS	786787479-00001	138.14	83143
261-325-853.00	CELLULAR PHONES	VERIZON WIRELESS	386755522-00001 NOV 21	41.84	83143
261-325-853.00	CELLULAR PHONES	VERIZON WIRELESS	342267501-00001	1,620.87	83143
Total For Dept 325 DISPATCH/COMMUNICATION				1,800.85	
Dept 851 INSURANCE & BONDS					
261-851-725.06	LIFE INSURANCE	DEARBORN LIFE INSURANCE CO	PERIOD 12/1-12/31/21	40.37	83055
Total For Dept 851 INSURANCE & BONDS				40.37	
Dept 852 MEDICAL INSURANCE					
261-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	12/1-12/31 DENTAL	565.16	83027
261-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	BCBS VISION 12/1-12/31 COVERAGE	90.68	83027
261-852-718.00	SHORT/LONG TERM DISABILITY	DEARBORN LIFE INSURANCE CO	PERIOD 12/1-12/31/21	290.00	83055
Total For Dept 852 MEDICAL INSURANCE				945.84	
Total For Fund 261 911 EMERGENCY SERVICE FUND				2,787.06	

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Fund 265 JUSTICE TRAINING (302) FUND					
Dept 000					
265-000-967.00	PROJECT EXPENSES	NORTHERN MICHIGAN LAW ENFC	INSERVICE TRAINING X 2 OCT 12-15, 2021	390.00	83107
		Total For Dept 000		390.00	
		Total For Fund 265 JUSTICE TRAINING (302) FUND		390.00	
Fund 269 LAW LIBRARY FUND					
Dept 000					
269-000-901.00	RESOURCE MATERIALS	RELX INC. DBA LEXISNEXIS	LAW LIBRARY	572.00	83118
269-000-901.00	RESOURCE MATERIALS	MANISTEE COUNTY	REIM MANISTEE COURT COSTS OCT 2021	193.60	83093
269-000-901.00	RESOURCE MATERIALS	THOMSON REUTERS - WEST	11/21 COMPLETE LIBRARY SUB	873.01	83139
		Total For Dept 000		1,638.61	
		Total For Fund 269 LAW LIBRARY FUND		1,638.61	
Fund 292 CHILD CARE FUND					
Dept 000					
292-000-840.00	CONTRACTED SVCS - VOL COORDINATO	KATHI HOUSTON	VOLUNTEER COORDINATION CONTRACT	2,250.00	83083
292-000-840.95	IN HOME CARE MISC.	SMART START MICHIGAN	TETHERS FOR 4 IHC CLIENTS	830.00	83124
292-000-850.00	TELEPHONE	CAMERON CLARK	REIM MILEAGE, PHONE, TRANING, ETC	50.00	83033
292-000-860.00	TRAVEL/GAS CARDS	ROBINSON, KELLIE	REIM MILEAGE, PHONE INCENTIVES	162.22	83119
292-000-862.01	INCENTIVES	ROBINSON, KELLIE	REIM MILEAGE, PHONE INCENTIVES	75.21	83119
		Total For Dept 000		3,367.43	
		Total For Fund 292 CHILD CARE FUND		3,367.43	
Fund 293 VETERAN'S RELIEF FUND					
Dept 000					
293-000-721.00	PER DIEM	BURCH, TYSON	VA PER DIEM	40.00	83031
293-000-721.00	PER DIEM	FENDER, GARY	VA PER DIEM	40.00	83063
293-000-721.00	PER DIEM	GIDDIS, KIRT	VA PER DIEM	40.00	83070
293-000-721.00	PER DIEM	KOWALSKI, ED	VA PER DIEM	40.00	83086
293-000-721.00	PER DIEM	SCHAFFER, DONALD E.	VA PER DIEM	40.00	83121
293-000-839.10	VETERANS FINANCIAL AID	VISA= KAREN KOROLENKO	VA AID FOR RUSSELL BAATZ	718.50	83146
293-000-860.00	TRAVEL	BURCH, TYSON	MILEAGE	18.93	83031
293-000-860.00	TRAVEL	FENDER, GARY	MILEAGE	3.36	83063
293-000-860.00	TRAVEL	GIDDIS, KIRT	MILEAGE	17.81	83070
293-000-860.00	TRAVEL	KOWALSKI, ED	MILEAGE	3.36	83086
293-000-860.00	TRAVEL	SCHAFFER, DONALD E.	MILEAGE	2.46	83121
293-000-860.00	TRAVEL	VISA= KAREN KOROLENKO	VA TRAVEL	149.52	83146
293-000-860.00	TRAVEL	VISA= KAREN KOROLENKO	VA TRAVEL	96.00	83146
		Total For Dept 000		1,209.94	
		Total For Fund 293 VETERAN'S RELIEF FUND		1,209.94	
Fund 401 CAPITAL IMPROVEMENT FUND					
Dept 000					
401-000-967.00	PROJECT EXPENSES	BUSTERS BLINDS & WNDOW FII	ADMIN 11 PANELS OF BLINDS	5,794.00	83032
401-000-967.00	PROJECT EXPENSES	I.T. RIGHT	HP ELITEBOOK FOR KASTL	1,500.00	83075
401-000-967.00	PROJECT EXPENSES	VISA=MICHELLE THOMPSON	50% DEPOSIT MAIL ROOM BOXES	1,020.00	83153
		Total For Dept 000		8,314.00	
		Total For Fund 401 CAPITAL IMPROVEMENT FUND		8,314.00	
Fund 532 TAX FORECLOSURE FUND					

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Fund 532 TAX FORECLOSURE FUND					
Dept 253 COUNTY TREASURER					
532-253-801.00	CONTRACTED SERVICES	TITLE CHECK LLC	PARCEL ADMIN FEES	789.63	83142
		Total For Dept 253 COUNTY TREASURER		789.63	
		Total For Fund 532 TAX FORECLOSURE FUND		789.63	
Fund 701 GENERAL AGENCY FUND					
Dept 136 DISTRICT COURT					
701-136-214.01	DUE TO SHERIFF'S DEPT - OWI REIM	BENZIE COUNTY SHERIFF'S DEPT	OCTOBER 2021 OWI REIMBURSEMENT	978.00	83024
701-136-228.20	DUE STATE - DNR JUDGEMENT FEES	STATE OF MICHIGAN	OCTOBER 2021 FEE TRANSMITTAL	960.00	83130
701-136-228.30	DUE STATE - D. L. REINSTATEMENT	STATE OF MICHIGAN	OCTOBER 2021 FEE TRANSMITTAL	90.00	83130
701-136-228.37	DUE STATE - CRIME VICTIM RIGHTS	STATE OF MICHIGAN	OCTOBER 2021 FEE TRANSMITTAL	2,999.25	83130
701-136-228.42	DUE STATE - STATE COURT - MOTION	STATE OF MICHIGAN	OCTOBER 2021 FEE TRANSMITTAL	180.00	83130
701-136-228.47	DUE STATE - OWI REIMBURSEMENT	STATE OF MICHIGAN	OCTOBER 2021 FEE TRANSMITTAL	100.00	83130
701-136-228.56	DUE STATE - EFILING FEE DIST CO	STATE OF MICHIGAN	OCTOBER 2021 FEE TRANSMITTAL	340.00	83130
701-136-228.57	DUE STATE - STATE JURY FEES	STATE OF MICHIGAN	OCTOBER 2021 FEE TRANSMITTAL	90.00	83130
701-136-228.58	DUE STATE - CIVIL FILING FEES	STATE OF MICHIGAN	OCTOBER 2021 FEE TRANSMITTAL	1,211.00	83130
701-136-228.59	DUE STATE - JUSTICE SYSTEM FUND	STATE OF MICHIGAN	OCTOBER 2021 FEE TRANSMITTAL	5,421.72	83130
701-136-265.00	CASH BONDS PAYABLE	19TH CIRCUIT COURT - BENZIE	BOND TRANSFER: ALISHA RENNA GONYON	500.00	83000
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED/COSTS	600.00	83001
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED/FORFEITED	300.00	83002
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED	500.00	83003
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED	25.00	83004
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED / BOND FORFEITED	490.00	83005
701-136-265.00	CASH BONDS PAYABLE	LARR, RONALD EUGENE	BOND RETURN	10.00	83088
701-136-265.00	CASH BONDS PAYABLE	PREPEJCHAL, ROGER EDWIN	BOND RETURN	200.00	83116
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED/COSTS	2,025.00	83006
701-136-265.00	CASH BONDS PAYABLE	BIRDSLEY, STEVEN WILLIAM	BOND RETURN	1,200.00	83025
701-136-265.00	CASH BONDS PAYABLE	WILLIAMS-ARCHIBALD, MELISSA	BOND RETURN	125.00	83162
701-136-271.00	RESTITUTIONS PAYABLE	RYKSE, BRAD	RESTITUTION PYMT FROM LARRY L BROWN	50.00	83120
701-136-271.00	RESTITUTIONS PAYABLE	SMARTLINKS INC	RESTITUTION PYMT FROM NICOLE L BALLARD	10.00	83125
701-136-271.00	RESTITUTIONS PAYABLE	TIMMER, JEREDITH	RESTITUTION PYMT FROM BRANDON PIPER	5.00	83140
701-136-271.00	RESTITUTIONS PAYABLE	ZAVALA, LOTTIE	RESTITUTION PYMT BY KRAIG HUMSTAD	5.00	83164
701-136-271.00	RESTITUTIONS PAYABLE	AUTO-OWNERS INSURANCE	RESTITUTION PYMT FROM STEVEN PELL	50.00	83017
701-136-271.00	RESTITUTIONS PAYABLE	CITY OF FRANKFORT	RESTITUTION PYMT FROM ESTLIN S KENYON	5.00	83043
701-136-271.00	RESTITUTIONS PAYABLE	MARGO, MICHAEL	RESTITUTION PYMT FROM KARALEE D WILSON	350.00	83094
701-136-271.00	RESTITUTIONS PAYABLE	STOLTMAN, THOMAS	RESTITUTION PYMT FROM STEVEN PELL	50.00	83133
701-136-275.00	REFUNDS	COUNTY OF MANISTEE	STATE OF MI REMITTANCE: A KRUSNIAK	38.20	83051
701-136-275.00	REFUNDS	DAVID, AUSTIN	REFUND: OVERPAYMENT ON FINES & COSTS	5.00	83054
		Total For Dept 136 DISTRICT COURT		18,913.17	
Dept 148 PROBATE COURT					
701-148-228.06	DUE STATE - SHARED FEES	STATE OF MICHIGAN	OCTOBER 2021 FEE TRANSMITTAL	1,255.78	83129
701-148-228.42	DUE STATE - GENERAL FEES	STATE OF MICHIGAN	OCTOBER 2021 FEE TRANSMITTAL	115.00	83129
701-148-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	OCTOBER 2021 FEE TRANSMITTAL	125.00	83129
701-148-228.58	DUE STATE - CIVIL FILING FEES	STATE OF MICHIGAN	OCTOBER 2021 FEE TRANSMITTAL	750.00	83129
		Total For Dept 148 PROBATE COURT		2,245.78	
Dept 215 COUNTY CLERK					
701-215-228.16	DUE STATE - PISTOL PERMITS	STATE OF MICHIGAN (#38-600)	CPL FOR OCTOBER 2021	1,224.00	83132
701-215-228.37	DUE STATE - CRIME VICTIM RIGHTS	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	1,064.19	83131
701-215-228.42	DUE STATE - STATE COURT - MOTION	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	80.00	83131
701-215-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	175.00	83131
701-215-228.58	DUE STATE - CIVIL FILING FEES	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	833.00	83131

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Fund 701 GENERAL AGENCY FUND					
Dept 215 COUNTY CLERK					
701-215-228.59	DUE STATE - JUSTICE SYSTEM FUND	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	760.13	83131
701-215-265.00	CASH BONDS PAYABLE	BENZIE COUNTY CLERK	BOND MONEY APPLIED TO COURT ASSESSMENTS	900.00	83019
701-215-265.00	CASH BONDS PAYABLE	BENZIE COUNTY CLERK	BOND MONEY APPLIED; S MILNICKEL	450.00	83020
701-215-271.00	RESTITUTIONS PAYABLE	BENZIE COUNTY SHERIFF OFF	OWI REIMBURSEMENT - BRUCE CUMMINGHAM	20.00	83023
701-215-271.00	RESTITUTIONS PAYABLE	CIERA BRUNAN	RESTITUTION FROM LUCAS BRIGHT	10.00	83041
701-215-271.00	RESTITUTIONS PAYABLE	DR. SUSAN DALY	RESTITUTION FROM LEANNA STEELE	200.00	83056
701-215-271.00	RESTITUTIONS PAYABLE	HEATHER FRARY	RESTITUTION FROM DEVIN SCARBROUGH	60.00	83074
701-215-271.00	RESTITUTIONS PAYABLE	JODI'S TANGLED ANTLER	RESTITUTION FROM NICHOLAS GAFFNEY	14.82	83079
701-215-271.00	RESTITUTIONS PAYABLE	SHIELA CRAWFORD	RESTITUTION FROM BRYCE RAMEY	29.50	83122
701-215-271.00	RESTITUTIONS PAYABLE	BLARNEY CASTLE - FRANKFOR	RESTITUTION - MICHAEL REED	32.50	83026
701-215-271.10	FAMILY DIVISION RESTITUTIONS	CONNIE MCLAREN	RESTITUTION FROM JOSHUA STEPHENSON	100.00	83046
701-215-271.10	FAMILY DIVISION RESTITUTIONS	EAST SHORE DELI	RESTITUTION FROM JOSHUA STEPHENSON	100.00	83060
701-215-271.10	FAMILY DIVISION RESTITUTIONS	JONATHAN CLARK	RESTITUTION FROM GINGER HARD	271.00	83080
701-215-271.10	FAMILY DIVISION RESTITUTIONS	TIMOTHY DROST	RESTITUTION FROM BRYCE RAMEY	70.50	83141
Total For Dept 215 COUNTY CLERK				6,394.64	
Dept 253 COUNTY TREASURER					
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	JAMES AND LINDA STOTENBUR	TAX REFUND ON 2021 VILLAGE ONLY	23.04	83077
Total For Dept 253 COUNTY TREASURER				23.04	
Dept 267 PROSECUTING ATTORNEY					
701-267-268.00	CANINE ADVOCATE FUND	CODY KASTL	CVR GRANT Q1 EXP K9 ADVOCATE	68.88	83044
Total For Dept 267 PROSECUTING ATTORNEY				68.88	
Dept 301 SHERIFF					
701-301-228.16	DUE STATE - FINGER PRINT FEES	MICHIGAN STATE POLICE - C/	LIVE SCAN - OCTOBER 2021	346.00	83099
701-301-228.63	DUE STATE - SEX OFFENDER'S REG.	MICHIGAN STATE POLICE - C/	SEX OFF OCTOBER 2021	30.00	83099
Total For Dept 301 SHERIFF				376.00	
Total For Fund 701 GENERAL AGENCY FUND				28,021.51	

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Fund Totals:

Fund 101 GENERAL FUND	72,977.91
Fund 205 TNT OFFICER MII	143.35
Fund 206 SHERIFF'S K-9 I	36.99
Fund 209 SCHOOL RESOURC	30.30
Fund 213 JAIL OPERATIONS	29,350.15
Fund 214 EMERGENCY MEDIC	5,941.82
Fund 228 SOLID WASTE/REC	74.12
Fund 231 SOIL EROSION (\$	2,000.00
Fund 245 REMONUMENTATION	1,996.25
Fund 247 ANIMAL CONTROL	1,519.57
Fund 249 BUILDING DEPAR	43,068.00
Fund 261 911 EMERGENCY \$	2,787.06
Fund 265 JUSTICE TRAININ	390.00
Fund 269 LAW LIBRARY FUN	1,638.61
Fund 292 CHILD CARE FUNI	3,367.43
Fund 293 VETERAN'S RELIEF	1,209.94
Fund 401 CAPITAL IMPROVE	8,314.00
Fund 532 TAX FORECLOSURE	789.63
Fund 701 GENERAL AGENCY	28,021.51

Total For All Funds:	<u>203,656.64</u>
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# Elected Officials And Department Heads

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## Benzie County Office of Emergency Management

# Emergency Management Activities

for the month November 2021

### 1. **Region 7 Homeland Security Planning Board Meeting - EMPG**

The Region 7 Homeland Security Planning Board meetings are in-person with a remote option. The November meeting was held November 4, 2021, in Frederic, MI. To assist with debris removal planning Benzie County has been asked to identify 6 locations that could be used as debris staging areas in cases of emergency. All locations need to meet specific requirements and be pre-approved by EGLE.

### 2. **CERT Activations**

CERT currently has one planned event scheduled to assist the City of Manistee with the Sleighbell Parade and Fireworks event on December 6, 2021.

CERT Coordinator David Hanchett is currently hospitalized with COVID in Arizona. Mr. Hanchett is a vital member of the Benzie County emergency response.

### 3. **Ironman September 11, 2022**

Ironman Michigan 70.3 has opened registration for its 2022 Frankfort race. I am unsure of the next steps needed for them to move forward. I suspect they will be looking for local approval for the same or similar routes.

Community members with concerns or comments should approach their local government (village/city/township) for representation regarding future Ironman discussions.

### 4. **EOC COVID-19 Response**

Some communities still have a state of emergency in place to accommodate remote participation in OMA regulated meetings. Those that have rescinded prior to expiration should notify the Office of Emergency Management to update the State.

### 5. **Local Planning Team / Local Emergency Planning Committee**

The LEPC and LPT are collaborating with Networks Northwest to complete the Natural Hazard Mitigation Plan. **Community input is a vital component to building the plan and addressing community needs.**

We were awarded an increase in our HMEP grant reimbursement. We will receive \$30 for updated plans instead of the expected \$15 because the state received less new SARA plans than anticipated. Our HMEP reimbursement for 20-21 grant cycle will be \$2,399.34 instead of \$1810.00

There are no LEPC or LPT meetings scheduled for the months of November or December.

### 7. **School Safety Workgroup**

Benzie County OEM is planning lockdown response training for EMS/Fire/ Law responders in the schools December 18, 2021, at Benzie Central High School and December 29, 2021 at Frankfort Elberta Area High School. The BOC is invited to observe the training at either location.

The SRO millage is scheduled to expire December 2021.



**8. Benzie County Lakeshore Erosion / High Water**

Water levels remain above their long-term November average levels on all lakes, except Lake Superior. Over the next month, all lakes are forecast to decline by 2 to 4 inches. (November 12, 2021, USACE weekly Great Lakes Water Level update)

**10. Upcoming Events**

November 25, 2021 Thanksgiving – holiday  
December 1-2, 2021 MI Core Knowledge training (Hubers – PEM requirement training)  
December 2, 2021 – Region 7 Homeland Security meeting  
December 8, 2021 – Benzie CERT training meeting  
December 18, 2021 – Benzie Central HS lockdown response training  
December 23-24, 2021 – Government Center closed for Christmas Holidays  
December 29, 2021 – Frankfort Elberta Area HS lockdown response training



Memo To: Board of Commissioners  
 From: Jesse Zylstra, Solid Waste and Recycling Coordinator  
 Date: November 17<sup>th</sup>, 2021  
 Subject: Recycling Coordinator's Activities

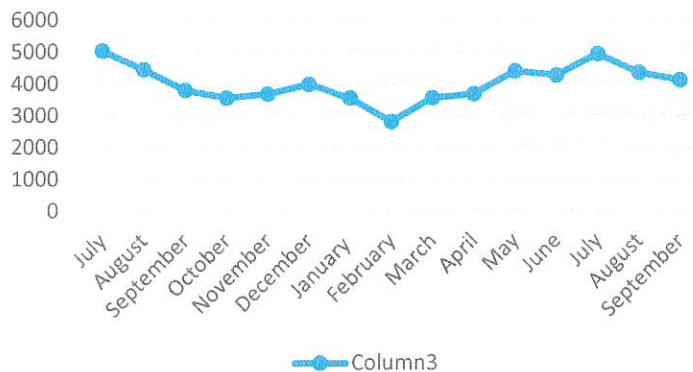
• **Recent Recycling Numbers:**

August : Tonnage: 130.35 tons  
 Yardage: 4,345 yards

September: Tonnage: 113.44 tons  
 Yardage: 4,125 yards

**Single Stream FY 2021: 46,825 yards**  
**FY 2020: 41,787 yards**

Recycling Volumes



• **HHW/Electronics/Scrap Tire Collections –**

**\*June 19<sup>th</sup> - Frankfort High School – 261 Vehicles**

HHW – 13,355.73 pounds  
 Electronics – 11,600 pounds  
 Mattress – 16 units  
 Tires – 898 PTE (passenger tire equivalent)

**\* July 24<sup>th</sup> – Scrap Tire ONLY – Thompsonville**

Tires – 1,276 PTE (two trailers)

**\*August 14<sup>th</sup> – Honor Road Commission – 269 Vehicles**

HHW – 16,668 pounds	<b>TOTAL: HHW = 30,023.73 lbs</b>
Electronics – 11,427 pounds	<b>Electronics = 23,027</b>
Mattresses – 11 Units	<b>Mattresses = 27 Units</b>
Tires – 836 PTE	<b>Tires = 3,010 PTE</b>

**2022 HHW/Electronics/Scrap Tire – June 18<sup>th</sup>, July 16<sup>th</sup> (Tire Only), August 27<sup>th</sup>.**

• **Ongoing Activities:**

Scrap Tire Grant Reimbursement **Received -- \$6,033.50**  
 Cardboard Trailers – Monitoring and Scheduling as needed. Under school care.  
 County-wide Battery Bucket pickups and sorting. **(5,530 lbs)**

**RECEIVED**

**NOV 17 2021**

Jesse Zylstra Solid Waste and Recycling Coordinator

DAWN OLNEY  
 BENZIE COUNTY CLERK  
 BEULAH, MI 49617

**BENZIE SENIOR RESOURCES  
BOARD OF DIRECTORS MEETING  
NOVEMBER 17, 2021  
4:30 P.M.**

**The Gathering Place Senior Center & Conference Call-In**

**Agenda**

**Conference Call-In Information**

**1-866-809-6529 with the guest code of 3401609 followed by the # key.**

Call to Order  
Prayer of Invocation  
Pledge of Allegiance  
Roll Call

Approval of the November 17, 2021 Agenda  
Approval of Minutes from the previous meeting – October 20, 2021

**Public Input – Those attending In-person are permitted to participate. (Limit of 3 minutes for individual presentation and 15 minutes for group presentation)**

**Information Items**

- A. Executive Committee Report
- B. Fund Development Report
- C. Directors Report – October 2021/November 2021
- D. Program/Services Report – October 2021
- E. Board of Commissioners Update

**Action Items**

- 1. Finance Committee Report on the October 2021 Financials and Approval of the October 2021 Financials
- 2. Approval consideration of new board member application – Victor Dinsmoore
- 3. December 15, 2021 Christmas Potluck Meal to determine Board interest

**New Business**

- 1. 5:45 pm Conference Call In – Attorney report on investigation of complaint made former employee Megan Francis

**Old Business**

None

**Board Round Table Discussion/Evaluation of Meeting**

**Adjournment – Board Approval**

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

**NEXT MEETING – December 15, 2021 @ 4:30 pm**

Location: The Gathering Place Senior Center, 10579 Main Street, Honor

Benzie Senior Resources  
**Board of Directors Meeting**  
October 20<sup>th</sup>, 2021 Meeting Minutes  
**In-Person and Virtual (Zoom) Meeting**

**Call to Order:** Chair Nancy Mullen Call called the Annual Meeting to order at 4:36p.m.

**Prayer of Invocation:** Ron Dykstra

**Pledge of Allegiance:** Said by all in-person

**Roll Call:**

Present: Nancy Mullen Call; Ron Dykstra; Leo Hughes; Linda Ringleka; Deb Rogers; Rosemary Russell;

Excused: Pam Howe-Perry; Ingrid Turner and Paul Turner

Via Zoom: None

**Also Present:** Dawn Bousamra; Sabra Boyle; and Benzie County Commissioner, Tim Markey

**Approval of the 10/20/2021 Agenda** – Motion by Linda Ringleka to accept the Agenda as presented.

Seconded by Deb Rogers. All board members present in person said Aye. Motion approved.

**Approval of the 9/15/2021 Meeting Minutes** – Motion by Rosemary Russell to accept the minutes as presented. Seconded by Deb Rogers. All board members present in person said Aye. Motion approved.

**Public Input** - None

**Annual Meeting Action Items**

A. Election of Vice President

Nancy Mullen Call asked if there were any nominations for the Vice President position. Leo Hughes nominated Paul Turner. No additional nominations were made. Board Members present voted to elect Paul Turner as Vice President as follows: Nancy Mullen Call-Yes; Ron Dykstra-Yes; Leo Hughes-Yes; Deb Rogers-Yes; Linda Ringleka-Yes; Rosemary Russell-Yes

B. Set up BoD Meeting Dates and Time

Third Wednesday at 4:30pm has historically been the frequency and time. Deb Rogers made a motion to continue with the third Wednesday at 4:30pm. Motion was seconded by Rosemary Russell.

Roll call vote: Nancy Mullen Call-Yes; Ron Dykstra-Yes; Leo Hughes-Yes; Deb Rogers-Yes; Linda Ringleka-Yes; Rosemary Russell-Yes. Motion approved.

C. Changes to Committee Appointments

Nancy Mullen Call reviewed current committee membership changes including:

- Removal of Ron Dykstra from the Fund Development Committee and the Agency/Building Needs Committee
- Removal of Denise Favreau from the Nominating Committee
- Removal of Paul Turner from the Program and Personnel Committee

Nancy further reminded the Board that committee members do not need to be board members. Then asked for feedback on who is interested in other committees and challenged all to encourage committee member participation. Brief discussion on what would the process be for appointing non board members to an active committee.



Nancy Mullen Call also summarized an informational meeting she and Leo Hughes had with Gwen Van Dorp, President of Benzie Area Christian Neighbors (BACN) and some of the ideas shared.

**Annual Meeting Adjourned** at 5:01pm with support by all Board members present.

**Regular Board of Directors Meeting** called to order by Chair Nancy Mullen Call @5:02pm

#### **Information Items**

A. Executive Committee Report

Nancy Mullen Call summarized the Executive Committee discussion items including Ron Dykstra's resignation from the VP position and the Board; Committee meeting dates for the upcoming year; Mentioned that Emily Rice has been helping Kylie Habedank learn her new position. Local Health Department is referring people to BSR for help getting signed up for Flu and COVID vaccines. Nancy also reminded Board Members that Doug Durand is on vacation from 10-16 to 10-30.

B. Fund Development Report

Dawn Bousamra briefly outlined that Linda Ringleka and Dawn met recently to draft the year end appeal letter and that they are working on the trifold brochure draft. Dawn has interviewed 3 clients for potential inclusion as testimonials. The planned mail date is Nov 8<sup>th</sup>. Christmas gift bag letters went out to 8 area churches. Gift bags will go out approximately Dec 17<sup>th</sup>. Dawn is looking for a contact at Family Fare to approach to see if they will support. Generally this would occur around first week of December, but will be determined once we know if Shop and save will participate. Ron also suggested we get the Record Patriot to cover when we will be at the stores collecting.

C. Directors Report – September 2021/October 2021

Nancy Mullen Call referred to the report and asked if anyone had specific questions and there were no questions. Dawn Bousamra added that the door at the Administration building is in the process of being installed.

D. Program/Services Report – September 2021

Nancy Mullen Call referred to the report and asked if anyone had specific questions and there were no questions. Ron Dykstra suggested we may want to draft a press release regarding what BSR has accomplished for potential publication in local media. Nancy also commented that we do need to work on our message and utilize the strategic plan focus as determined.

E. Board of Commissioners Update

Tim Markey, County Commissioner advised the County has an approved budget prior to fiscal year end. Couple things to note... some media sources said in a headline that the County was going to defund the health department, but the article said ½ of the health department funding is being withheld until the County gets the proper financial documentation of how the monies were and will be used. The County plans to provide the requested money.

#### **Action Items**

1. Finance Committee Report on the September 2021 Financials and Approval of the September 2021 Financials. Deb Rogers and Nancy Mullen Call met with Dawn Bousamra and Sabra Boyle to review. A motion to approve financials as presented was made by Nancy Mullen Call and supported by Leo Hughes. Roll Call of Board Members Present In Person – Nancy Mullen Call-Yes; Ron Dykstra-Yes; Leo Hughes-Yes; Linda Ringleka-Yes; Deb Rogers-Yes; Rosemary Russell-Yes; . Motion approved.

**Action Items** (continued from prior page)

2. Acceptance of Ron Dykstra's Board resignation effective November 30, 2021

No vote required but Ron's resignation was accepted.

**New Business**

1. Financial Audit with Anderson, Tackman & Co the week of November 29, 2021

**Old Business - None**

**Board Round Table Discussion/Evaluation of Meeting**

Good feedback on the strategic planning session and facilitation process. Good general discussion on the ongoing need to build awareness of who we are, what we do, and where we are going.

**Adjournment** – There being no further business to discuss, a motion to adjourn was made by Nancy Mullen Call and it was supported by all Board members present.

Meeting adjourned at 5:42 p.m.

Respectfully submitted:

Leo Hughes

Secretary, Benzie Senior Resources Board.

NEXT MEETING: November 17th, 2021 at 4:30 p.m.

Location: The Gathering Place Senior Center, 10579 Main Street, Honor

Benzie Senior Resources  
Executive Directors Report  
October 2021 – November 2021

**Special Events – Holiday Christmas Bag Program**

- 7 Churches Participating
- Shop-n-Save Day is on November 17<sup>th</sup> from 10am – 6pm
- Advertised in Senior Scoop Newsletter, BSR Facebook Page and article in Record Patriot for donations

**Needs: Still needing volunteers for 2-hour block times**

**Items of Information**

- Fiscal Year 2021 Financial Audit will begin during the week of November 29<sup>th</sup>. Audit is being conducted by Anderson, Tackman & Company.
- Several projects around the Administration Office that were scheduled to be completed in Fiscal Year 2021 are finally completed. Delays were related to availability of materials. The new front entrance/door and conversion of the conference room into the new nursing work station has begun with the delivery and set up two new work stations/desks/cabinets.
- Final Report Meals on Wheels America Grant report was sent. This grant was for the purchase of the 2021 Ram Promaster HDM Delivery Vehicle through their “Go Further Fund – Building Capacity Grant.”
- Dawn & Susan held the first Gathering Place Advisory Council Meeting on Wednesday, November 10<sup>th</sup>. The purpose of the Advisory Council will be to provide advice to Senior Center Coordinator, Executive Chef and Benzie Senior Resources Executive Director or BSR Assistant Director on senior related issues based on input received to improve the programs, policies, and services provided to the seniors of Benzie County. Related issues include but not limited to: health, nutrition, safety and security, recreational activities and facilities, and transportation, all to enrich and enhance the quality of life for seniors in Benzie County.
- We have been collaborating since April 2021 with Benzie Bus on how to improve transportation to medical appointments within Benzie County and to medical appointments in Manistee and Grand Traverse County under a proposed program called Rides to Wellness. The grant opportunity is intended to support transportation partnerships that improve social determinants of health in rural and tribal communities. The original grant request that Benzie Bus submitted was for \$55,000 with some additional matching financial support from BSR. Due to such a high volume of grants submitted, the award was approved for a total of \$35,000. Dawn and I are meeting with Jessical Carland on November 16<sup>th</sup> to kick off the Healthy Rides Meeting. Based on the 2018/2019 Senior Needs Assessment Report, seniors that fall into the high financial risk category are in the greatest need of transportation to medical appointments. In fact, it was a top 5 concern that they had. Our hope is to provide a one-on-one medical appointment transportation that will decrease the wait time for the senior with greater flexibility to and from medical appointments. Further details will be shared after the November 16<sup>th</sup> meeting.

**Subaru of America Share The Love Event/Meals on Wheels America**

We have again registered to participate in Subaru’s Share The Love Event from November 18, 2021 – January 3, 2022. Dawn will be the coordinator of the required Outreach and Social Engagement Activities required to earn point shares to receive revenue funding from Subaru of America.

**Staff Development**

- Susan Glass, Senior Center Coordinator attended the Michigan Association of Senior Centers Conference in Mt. Pleasant. This was a 3-day event. Sessions included: Senior Hoarding, Senior Bullying in Senior Centers, Therapy Pets in Senior Centers, Dementia, Attracting Younger Seniors to Your Center and what activities to offer this group, The Home Depot Repair Program for Senior Centers, session on grief and emotional support through doodling and Technology classes for seniors.

### **Upcoming Planning**

• Now that the 5-year Strategic Planning Sessions with the Board of Directors is complete, Elaine Wood will turn her focus on developing goals and objectives with Dawn and I with final Board Approval within the next two months.

### **Programs/Services**

- Lawn Chore Program will be ending on November 15<sup>th</sup> and Fall Cleanup will be ending on November 30<sup>th</sup>.
- Snow Removal is set to start on November 15, 2021 through April 15, 2022 with 7 contractors signed up. One of our larger contractors has backed away this season due to concerns over having enough employees to hire. This may have an impact on the number of clients that can be approved in the program.
- We are going to be assisting Catholic Human Services in their volunteer recruiting effort for Senior Companion Volunteers for Benzie County. We will insert materials in the December Senior Scoop Newsletter and have the same materials at The Gathering Place and Administration Office.

### **Compliance/Review Update**

- The Area Agency on Aging of Northwest Michigan completed their Programmatic & Fiscal Assessment Report and their findings were:  
Conduct timely HDM reassessments every 6 months. Of the files reviewed, 50% of the reassessments were over the 6-month requirement. Additional staff has been hired to meet the increased number of clients that have come into the HDM program over the past 18 months. A progress review from AAANW will be conducted sometime in January 2022 on our progress in the timely reassessments of HDM clients. All other 60 general requirements were met with many positive outcome statements from the review team.

### **Staffing Concerns/Updates**

- Kitchen Staff is once again fully staffed.
- Adjustments were made to offer full time positions within the ranks for Home Healthcare Aides/CENA's. We had 2 part time aides move up to full-time and with a recent hire of a new part-time aide, the wait list for personal and respite care has been eliminated.
- The need for 2-3 homemaker contractors continues. It's now been one year since we have been seeking to fill these openings. We currently have a waiting list.
- The Part-time Senior Center Assistant job position is still open and that opening has gone unfilled for 7 months.
- With recent resignation of a PT RN, a new ad has been posted.
- Illness and quarantine precautions continue to impact staffing.

### **Volunteer Report**

October saw two new Home Delivery Meal Volunteer Drivers and a total of three new front desk volunteers started over at The Gathering Place Senior Center.

### **Legislative News**

**Federal** – Nothing new to report, the FY' 2022 Budget is still in committee discussion. The Continuing Resolution is good until December 4, 2021.

The downside is that revenue increases are on hold until the budget is approved.

### **Program Report for October 2021**

#### **Nutritional Programs**

*In October 2021 we distributed 200 produce bags that consists of 30+ vegetables, fruit and dairy products in each bag. Currently we have 277 seniors in the Fresh Produce Bag Program*

### ***Home Delivered Meals***

Home Delivered Meals – 5,812 meals were provided to 211 clients in October 2021. This represents an increase of 6.6% in the number of meals delivered as compared to October 2020. We continue to gradually decrease the number of clients that no longer meet the criteria for home delivered meals and are comfortable being removed from HDM. Over the past several weeks we have provided meals to those who are being told to quarantine due to either being exposed or tested positive for COVID. These are for 2-week delivery and then they are removed from the program. For the month of October 2021, 23 new clients sign up for HDM and 26 clients were discharged from HDM.

### ***Congregate Meals***

In October 2021, we provided 1,392 congregate and pick up meals. The center was closed on October 19<sup>th</sup> related to the installation of two new steamers. Both the electrical and plumbing had to be reworked and upgraded at the same time.

**Guardian Medical Monitoring** - Thirty-seven clients receive this service at no cost to them. Currently we have no one on the waiting list.

**Benzie Bus Senior Rides** – In October 2021, we paid for 1,167 senior rides and for 28 package deliveries. Nine new clients signed up in October 2021.

**Lawn Chore** – For October 2021, a total of 121 mowings and fall clean up were provided. As the season begins to wind down, the agency has provided 1,223 mowings, spring and fall clean up services to 129 clients which represents an increase of 62% as compared to last year.

**Information & Assistance** - The agency handled 1,090 calls in October 2021 regarding Information and Assistance for services and questions related to older adults. **This represents a 20% increase in the volume of calls as compared to October 2020.**

**Senior Companion Program** – The Senior Companion Program provided services to 3 senior clients in Benzie County in October 2021.

**Dental Program** – We did not receive any invoices for any client receiving dental services October 2021. We still have 8 outstanding voucher letters that have not been used in 2021.

**Estate Planning** – Seven individuals received services in October 2021 at no cost.

**Medicare/MMAP's** – 20 Clients received services in October 2021 at no cost.

**Foot Care** – 11 clients received in-home foot care and 40 clients attended the foot care clinic at the administration office in October 2021.

**Emergency Senior Essential Needs Fund** – BSR assisted 1 client to properly do a survey of her property to help with a legal situation that has caused undue stress for them.

**The Gathering Place Senior Center** – The Gathering Place Senior Center offered fifteen core activities that 557-cumulative number of individuals participated in October 2021. This represents a 15.3% increase in number of participants compared to September 2021. The flu clinic that we collaborated with Hometown Pharmacy brought in 67 seniors. October saw the addition of a new activity Calligraphy. Susan continues to add additional craft classes.

**In-Home Services for October 2021** – In October 2021, the number of clients remained consistent even with the loss of several going south for the winter.

### Number of Home Health Care Clients

Month	Medicaid Waiver Care Management PACENorth	Sliding Scale Fee	Private Pay	Total Clients
October 2021	23	64	3	90
November 2021				
December 2021				
January 2022				
February 2022				
March 2022				
April 2022				
May 2022				
June 2022				
July 2022				
August 2022				
September 2022				

### Client Total Hours

Month	Medicaid Waiver Care Management PACENorth	Sliding Scale Fee	Private Pay	Assessments RN Hours	Total Hours
October 2021	316.75	434.75	31	50	832.50
November 2021					
December 2021					
January 2022					
February 2022					
March 2022					
April 2022					
May 2022					
June 2022					
July 2022					
August 2022					
September 2022					
<b>TOTALS</b>	<b>316.75</b>	<b>434.75</b>	<b>31</b>	<b>50</b>	<b>832.50</b>

### Client Total Visits

	RN Assessments	RN Med Management	Personal Care	Respite	Homemaking	Foot Care- in home	Totals
October 2021	50	56	293	69	9	11	488
November 2021							
December 2021							
January 2022							
February 2022							
March 2022							
April 2022							
May 2022							
June 2022							
July 2022							
August 2022							
September 2022							
<b>Totals</b>	<b>50</b>	<b>56</b>	<b>293</b>	<b>69</b>	<b>9</b>	<b>10</b>	<b>487</b>

**BENZIE SENIOR RESOURCES**  
**Statement of Financial Position**  
**As of October 2021**

	<b><u>Oct 31, 21</u></b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
001 • STATE SAVINGS BANK CHECKING	193,335.82
003 • STATE SAVINGS BANK HRA	954.46
011 • AMERICAN DEPOSIT MANAGEMENT	600,292.99
<b>Total Checking/Savings</b>	<u>794,583.27</u>
<b>Accounts Receivable</b>	
1200 • Accounts Receivable	14,056.75
<b>Total Accounts Receivable</b>	<u>14,056.75</u>
<b>Other Current Assets</b>	
109 • INVENTORY	11,933.62
<b>Total Other Current Assets</b>	<u>11,933.62</u>
<b>Total Current Assets</b>	<u>820,573.64</u>
<b>Fixed Assets</b>	
150 • BUILDING	480,375.70
151 • VEHICLES	193,676.00
152 • EQUIPMENT	155,456.82
157 • LAND IMPROVEMENTS	1,800.00
160 • ACCUMULATED DEPRECIATION	(424,279.92)
<b>Total Fixed Assets</b>	<u>407,028.60</u>
<b>TOTAL ASSETS</b>	<u><u>1,227,602.24</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 • Accounts Payable	34,489.26
<b>Total Accounts Payable</b>	<u>34,489.26</u>
<b>Other Current Liabilities</b>	
205 • PREPAID TRIP/INS EXPENSE	1,118.00
2100 • Payroll Liabilities	2,576.82
223 • JOHN HANCOCK PAYABLE	1,485.76
<b>Total Other Current Liabilities</b>	<u>5,180.58</u>
<b>Total Current Liabilities</b>	<u>39,669.84</u>
<b>Long Term Liabilities</b>	
250 • MORTGAGE PAYABLE	109,109.76
253 • LEASE PAYABLE	7,358.69
260 • NET PENSION LIABILITY	454,923.00
<b>Total Long Term Liabilities</b>	<u>571,391.45</u>
<b>Total Liabilities</b>	<u>611,061.29</u>
<b>Equity</b>	
3900 • FUND BALANCE	554,000.45
Net Income	62,540.50
<b>Total Equity</b>	<u>616,540.95</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,227,602.24</u></u>

**BENZIE SENIOR RESOURCES**  
**Statement of Financial Income & Expense**  
**October 2021**

	<b>Oct 2021</b>	<b>Budget</b>	<b>\$ Change</b>
<b>ORDINARY INCOME/EXPENSE</b>			
<b>INCOME</b>			
519.03 · TITLE III C2 INCOME	8,611.00	8,915.00	(304.00)
519.05 MIPPA (MMAF)	150.00	0.00	150.00
540 · GRANTS	25,000.00	9,580.00	15,420.00
642 · CHARGES FOR SERVICES/CONT	303.19	260.00	43.19
642.01 · FEE FOR SERVICE/CHORE	1,367.00	700.00	667.00
642.02 · FEE FOR SERVICE/HOMEMAKER	1,460.00	2,500.00	(1,040.00)
670 - CLIENT INCOME	727.02	0.00	727.02
671 - PACE NORTH Client Income	0.00	800.00	(800.00)
673 · NEWSLETTER SUB	70.00	30.00	40.00
675 · DONATIONS	11,535.16	11,450.00	85.16
676 · MILLAGE	96,453.33	98,195.00	(1,741.67)
680 · VOLUNTEER WAGES (IN-KIND).	5,703.30	6,320.00	(616.70)
<b>TOTAL INCOME</b>	<b>151,380.00</b>	<b>138,750.00</b>	<b>12,630.00</b>
<b>GROSS PROFIT</b>	<b>151,380.00</b>	<b>138,750.00</b>	<b>12,630.00</b>
<b>EXPENSE</b>			
705 · SALARY AND WAGES	38,096.26	47,000.00	(8,903.74)
708 · PAYROLL TAX EXPENSE	(876.11)	4,000.00	(4,876.11)
709 · EDUCATION/TRAINING	169.95	250.00	(80.05)
710 · EVENTS	331.04	225.00	106.04
711 · TGPSC ACTIVITIES	132.38	225.00	(92.62)
717 · DUES/SUBSCRIPTIONS	400.00	100.00	300.00
721 · COMPUTER EXPENSES	1,627.41	2,058.00	(430.59)
725 · FRINGE BENEFITS	(30,575.28)	(34,000.00)	3,424.72
726 - FUNDRAISING/MARKETING EXP	0.00	100.00	(100.00)
727 · SUPPLIES	2,540.09	2,750.00	(209.91)
727.2 · OFFICE EXP	1,633.99	1,040.00	593.99
727.3 - POSTAGE	266.34	100.00	166.34
727.4 - ADVERTISING	2,258.53	800.00	1,458.53
740 · FOOD	18,250.11	18,000.00	250.11
819 · CONTRACTUAL	14,933.50	10,225.00	4,708.50
820 · VOLUNTEER WAGES (IN-KIND)	5,703.30	6,320.00	(616.70)
825 · VOLUNTEER EXPENSES	2,100.00	2,105.00	(5.00)
850 · TELEPHONE	377.40	480.00	(102.60)
861 · TRAVEL/MILEAGE/GAS	2,504.50	2,500.00	4.50
900 · INTEREST EXPENSE	281.15	295.00	(13.85)
910 · INSURANCE	6,640.86	3,800.00	2,840.86
915 · PROJECTS	1,000.00	960.00	40.00
920 · UTILITIES	3,445.56	3,200.00	245.56
940 · DEPRECIATION EXPENSE	2,499.50	3,665.00	(1,165.50)
980 · EQUIPMENT/REPAIRS	9,878.76	1,550.00	8,328.76

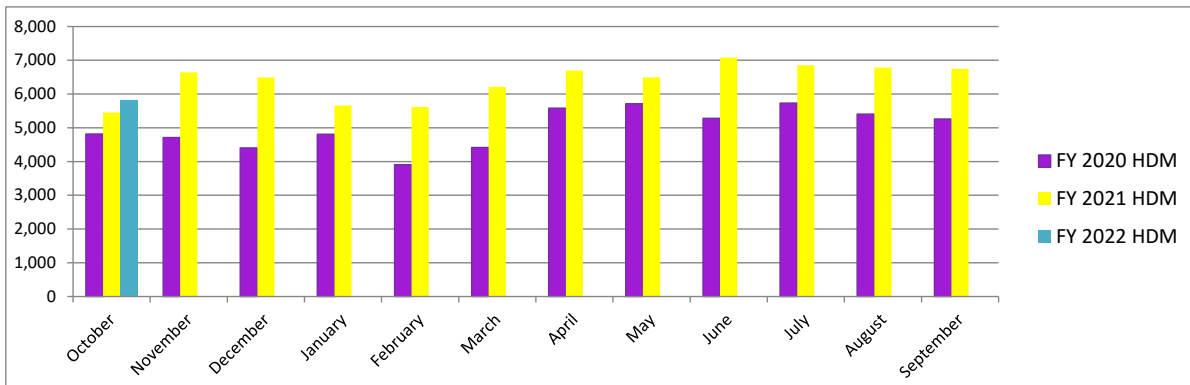
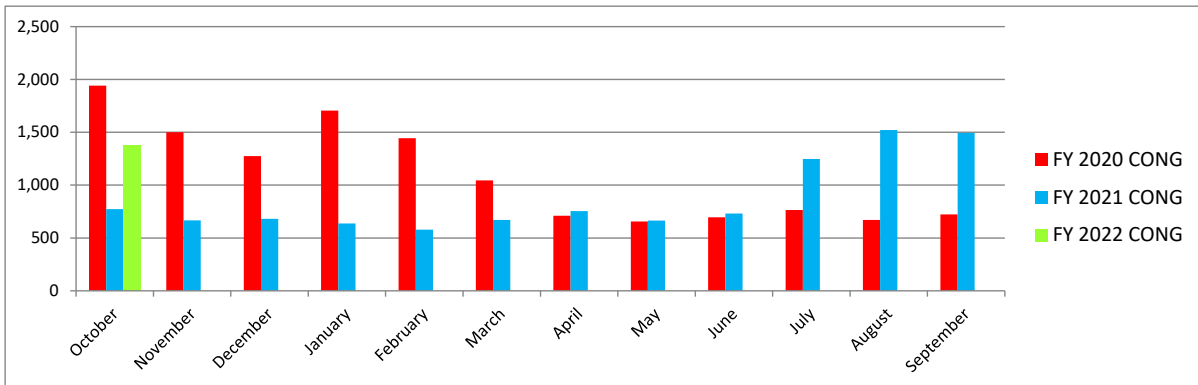
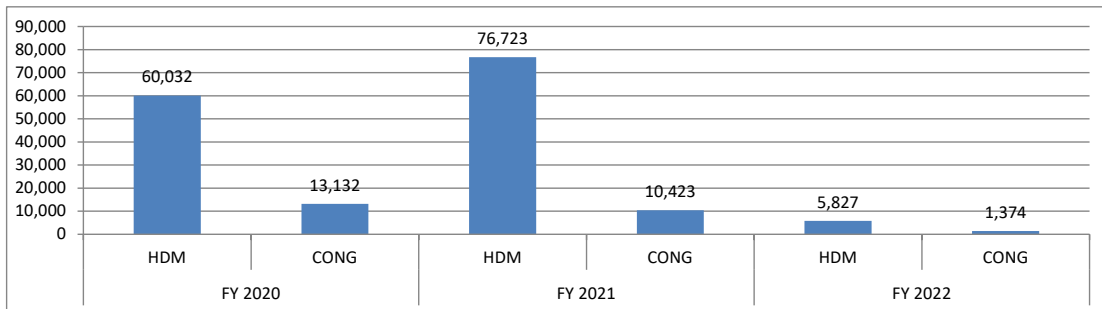


**BENZIE SENIOR RESOURCES**  
**Statement of Financial Income & Expense**  
**October 2021**

	<b>Oct 2021</b>	<b>Budget</b>	<b>\$ Change</b>
980.1 - OUTDOOR MAINTENANCE	30.98	300.00	(269.02)
980.2 - INDOOR MAINTENANCE	109.98	180.00	(70.02)
981-HDM FLEET MAINTENANCE/GAS	2,567.29	1,250.00	1,317.29
<b>TOTAL EXPENSE</b>	<b>86,327.49</b>	<b>79,478.00</b>	<b>6,849.49</b>
<b>NET ORDINARY INCOME</b>	<b>65,052.51</b>	<b>59,272.00</b>	<b>5,780.51</b>
<b>OTHER INCOME/EXPENSES</b>			
<b>OTHER INCOME</b>			
990 - INTEREST/DIVIDEND INCOME	28.75	120.00	(91.25)
999 - OTHER INCOME	25.00	250.00	(225.00)
<b>TOTAL OTHER INCOME</b>	<b>53.75</b>	<b>370.00</b>	<b>(316.25)</b>
<b>OTHER EXPENSE</b>			
999.1 - OTHER EXPENSE	0.00	85.00	(85.00)
99999 - LEGAL EXPENSE	2,565.76	125.00	2,440.76
<b>TOTAL OTHER EXPENSE</b>	<b>2,565.76</b>	<b>210.00</b>	<b>2,355.76</b>
<b>NET OTHER INCOME</b>	<b>(2,512.01)</b>	<b>160.00</b>	<b>(2,672.01)</b>
<b>NET INCOME</b>	<b>62,540.50</b>	<b>59,432.00</b>	<b>3,108.50</b>

Benzie Senior Resources  
HDM/Cong comparison  
Units Served 2019-2020-2021

	FY 2020		FY 2021		FY 2022	
	HDM	CONG	HDM	CONG	HDM	CONG
October	4,814	1,942	5,451	774	5,827	1,374
November	4,711	1,500	6,644	666		
December	4,404	1,275	6,490	682		
January	4,812	1,706	5,658	638		
February	3,903	1,445	5,616	579		
March	4,416	1,044	6,212	671		
April	5,582	710	6,695	754		
May	5,711	657	6,495	664		
June	5,281	696	7,079	731		
July	5,735	765	6,853	1,247		
August	5,403	670	6,786	1,522		
September	5,260	722	6,744	1,495		
<b>total meals</b>	<b>60,032</b>	<b>13,132</b>	<b>76,723</b>	<b>10,423</b>	<b>5,827</b>	<b>1,374</b>



## October 2021 Journal Entry Summary

- 916. Reversal of JE 916 to record accrued PTO liability and payroll tax on PTO at 9/30/2021
- 917. Reversal of JE 917 to record accrued wages and payroll tax from 10/7/2021 payroll
- 918. Reversal of JE 918 to account for prepaid D & O policy
- 919. JE to record monthly depreciation expense (non-cash transaction) \*
- 920. JE to record 401K payroll deferrals across all programs - original payroll entry posts to one class \*
- 921. JE to reclass payroll health insurance deductions from “uncategorized” to appropriate class, i.e. Home Health and Admin \*
- 922. JE to record 401K payroll deferrals across all programs - original payroll entry posts to one class \*
- 923. JE to adjust monthly inventory to actual after physical inventory done at TGP \*
- 924. JE to reclass payroll mileage reimbursements from “uncategorized” to appropriate class, i.e. Home Health and Admin \*
- 925. JE to record Oct AAANM contractor payment
- 926. JE to record volunteer hours in-kind wages \*

\* **Monthly recurring Journal Entries.**

# BENZIE SENIOR RESOURCES

## Monthly Journal Entries

October 2021

Trans #	Type	Date	Num	Memo	Debit	Credit
119031	General Journal	10/01/2021	916R	Reverse of GJE 916 -- TO RECORD ACCRUED VAC LIABILITY BAL...		10,610.66
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/21		10,554.75
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/21		13.40
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/21		26.80
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/21		3,434.44
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/21		6,285.27
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/21		499.27
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/21		13.40
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/21		423.05
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/21		5,709.20
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/21		3,008.35
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/21		1,537.11
				TO RECORD ACCRUED VAC LIABILITY BALANCE 9/30/21	42,115.70	
				TO RECORD ACCRUED PR TAX ON VAC LIABILITY BALANCE 9/...		811.72
				TO RECORD ACCRUED PR TAX ON VAC LIABILITY BALANCE 9/...		807.44
				TO RECORD ACCRUED PR TAX ON VAC LIABILITY BALANCE 9/...		1.03
				TO RECORD ACCRUED PR TAX ON VAC LIABILITY BALANCE 9/...		2.05
				TO RECORD ACCRUED PR TAX ON VAC LIABILITY BALANCE 9/...		262.73
				TO RECORD ACCRUED PR TAX ON VAC LIABILITY BALANCE 9/...		480.82
				TO RECORD ACCRUED PR TAX ON VAC LIABILITY BALANCE 9/...		38.19
				TO RECORD ACCRUED PR TAX ON VAC LIABILITY BALANCE 9/...		1.03
				TO RECORD ACCRUED PR TAX ON VAC LIABILITY BALANCE 9/...		32.36
				TO RECORD ACCRUED PR TAX ON VAC LIABILITY BALANCE 9/...		436.75
				TO RECORD ACCRUED PR TAX ON VAC LIABILITY BALANCE 9/...		230.14
				TO RECORD ACCRUED PR TAX ON VAC LIABILITY BALANCE 9/...		117.59
				TO RECORD ACCRUED PR TAX ON VAC LIABILITY BALANCE 9/...	3,221.85	
					45,337.55	45,337.55
119033	General Journal	10/01/2021	917R	Reverse of GJE 917 -- record accrued wages from 10/7/21 payroll		5,395.93
				record accrued wages from 10/7/21 payroll		3,550.72
				record accrued wages from 10/7/21 payroll		23.48
				record accrued wages from 10/7/21 payroll		285.41
				record accrued wages from 10/7/21 payroll		159.93
				record accrued wages from 10/7/21 payroll		1,527.50
				record accrued wages from 10/7/21 payroll		2,551.93
				record accrued wages from 10/7/21 payroll		359.26
				record accrued wages from 10/7/21 payroll		285.41
				record accrued wages from 10/7/21 payroll		339.63
				record accrued wages from 10/7/21 payroll		14,315.30
				record accrued wages from 10/7/21 payroll		938.08
				record accrued wages from 10/7/21 payroll		1,292.01
				record accrued wages from 10/7/21 payroll	31,024.60	
				record accrued payroll taxes from 10/7/21 payroll		466.38
				record accrued payroll taxes from 10/7/21 payroll		332.30
				record accrued payroll taxes from 10/7/21 payroll		2.42
				record accrued payroll taxes from 10/7/21 payroll		28.02
				record accrued payroll taxes from 10/7/21 payroll		13.78
				record accrued payroll taxes from 10/7/21 payroll		136.00
				record accrued payroll taxes from 10/7/21 payroll		253.35
				record accrued payroll taxes from 10/7/21 payroll		34.55
				record accrued payroll taxes from 10/7/21 payroll		28.02
				record accrued payroll taxes from 10/7/21 payroll		32.51
				record accrued payroll taxes from 10/7/21 payroll		1,289.14
				record accrued payroll taxes from 10/7/21 payroll		80.85
				record accrued payroll taxes from 10/7/21 payroll		149.33
				record accrued payroll taxes from 10/7/21 payroll	2,846.64	
					33,871.24	33,871.24
119046	General Journal	10/01/2021	918R	Reverse of GJE 918 -- to account for prepaid D & O policy		4,678.86
				to account for prepaid D & O policy	421.10	
				to account for prepaid D & O policy	421.10	
				to account for prepaid D & O policy	421.10	
				to account for prepaid D & O policy	421.10	
				to account for prepaid D & O policy	421.10	
				to account for prepaid D & O policy	421.10	
				to account for prepaid D & O policy	421.10	
				to account for prepaid D & O policy	421.10	
				to account for prepaid D & O policy	421.10	
				to account for prepaid D & O policy	421.10	
				to account for prepaid D & O policy	421.10	
				to account for prepaid D & O policy	467.86	
					4,678.86	4,678.86
119373	General Journal	10/31/2021	919	TO RECORD DEPRECIATION	2,499.50	
				TO RECORD DEPRECIATION		2,499.50
					2,499.50	2,499.50

# BENZIE SENIOR RESOURCES

## Monthly Journal Entries

October 2021

Trans #	Type	Date	Num	Memo	Debit	Credit
119488	General Journal	10/31/2021	920	TO RECORD PAYROLL SPREAD BY PROGRAM	7,766.54	
				TO RECORD PAYROLL SPREAD BY PROGRAM	57.13	
				TO RECORD PAYROLL SPREAD BY PROGRAM	693.18	
				TO RECORD PAYROLL SPREAD BY PROGRAM	386.53	
				TO RECORD PAYROLL SPREAD BY PROGRAM	3,530.21	
				TO RECORD PAYROLL SPREAD BY PROGRAM	5,638.36	
				TO RECORD PAYROLL SPREAD BY PROGRAM	845.69	
				TO RECORD PAYROLL SPREAD BY PROGRAM	693.18	
				TO RECORD PAYROLL SPREAD BY PROGRAM	762.82	
				TO RECORD PAYROLL SPREAD BY PROGRAM	4,505.51	
				TO RECORD PAYROLL SPREAD BY PROGRAM	2,118.37	
				TO RECORD PAYROLL SPREAD BY PROGRAM	2,914.90	
				TO RECORD PAYROLL SPREAD BY PROGRAM		29,912.42
				TO RECORD PAYROLL SPREAD BY PROGRAM	598.93	
				TO RECORD PAYROLL SPREAD BY PROGRAM	4.18	
				TO RECORD PAYROLL SPREAD BY PROGRAM	51.13	
				TO RECORD PAYROLL SPREAD BY PROGRAM	29.09	
				TO RECORD PAYROLL SPREAD BY PROGRAM	236.72	
				TO RECORD PAYROLL SPREAD BY PROGRAM	434.56	
				TO RECORD PAYROLL SPREAD BY PROGRAM	63.19	
				TO RECORD PAYROLL SPREAD BY PROGRAM	51.13	
				TO RECORD PAYROLL SPREAD BY PROGRAM	55.58	
				TO RECORD PAYROLL SPREAD BY PROGRAM	357.39	
				TO RECORD PAYROLL SPREAD BY PROGRAM	132.18	
				TO RECORD PAYROLL SPREAD BY PROGRAM	243.36	
				TO RECORD PAYROLL SPREAD BY PROGRAM		2,257.44
					32,169.86	32,169.86
119489	General Journal	10/31/2021	921	TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P...		693.26
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P...		198.78
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P...		2.48
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P...		24.81
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P...		6.20
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P...		81.25
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P...		32.77
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P...		19.69
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P...		24.81
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P...		15.97
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P...		114.87
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P...		14.57
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P...		43.10
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY P...	1,272.56	
					1,272.56	1,272.56
119491	General Journal	10/31/2021	922	reclass ER MATCH 401k		1,138.71
				reclass ER MATCH 401k	188.02	
				reclass ER MATCH 401k	126.86	
				reclass ER MATCH 401k	1.71	
				reclass ER MATCH 401k	17.14	
				reclass ER MATCH 401k	4.29	
				reclass ER MATCH 401k	78.14	
				reclass ER MATCH 401k	125.24	
				reclass ER MATCH 401k	18.06	
				reclass ER MATCH 401k	17.14	
				reclass ER MATCH 401k	17.50	
				reclass ER MATCH 401k	50.41	
				reclass ER MATCH 401k	400.92	
				reclass ER MATCH 401k	93.28	
					1,138.71	1,138.71
119492	General Journal	10/31/2021	923	adjust Inventory to actual	557.73	
				adjust Inventory to actual		191.30
				adjust Inventory to actual		199.11
				adjust Inventory to actual		83.66
				adjust Inventory to actual		83.66
					557.73	557.73
119493	General Journal	10/31/2021	924	reclass mileage - ADMIN	21.00	
				reclass mileage - HDM - produce bags	129.00	
				reclass mileage - HH	2,354.50	
				reclass mileage		2,504.50
					2,504.50	2,504.50
119514	General Journal	10/31/2021	925	to record Oct AAANM contractor payments		2,340.00
				to record Oct AAANM contractor payments		6,271.00

# BENZIE SENIOR RESOURCES

## Monthly Journal Entries

October 2021

Trans #	Type	Date	Num	Memo	Debit	Credit
				to record Oct AAANM contractor payments	8,611.00	
					8,611.00	8,611.00
119553	General Journal	10/31/2021	926	TO RECORD INKIND WAGES	5,535.00	
				TO RECORD INKIND WAGES		5,535.00
				TO RECORD INKIND WAGES	168.30	
				TO RECORD INKIND WAGES		168.30
					5,703.30	5,703.30
<b>TOTAL</b>					<b>138,344.81</b>	<b>138,344.81</b>

# ACTION ITEMS





## Memorandum

**To:** Bob Roelofs, Chairman of the Benzie County Board of Commissioners  
**From:** Rebecca Hubers, Emergency Management Coordinator  
**Date:** November 16, 2021  
**Subject:** Authorization to sign the FY 2021 Emergency Management Performance Grant – American Rescue Plan (EMPG ARPA) Grant Agreement

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In October the Benzie County Board of Commissioners authorized the signature of the FY 2021 EMPG Grant Agreement – which accepted the reimbursement of wages and benefits for the Emergency Manager based on the completion of her required activities in the signed Emergency Management Annual Work Agreement. Additionally, the Board authorized the continuation of the work agreement into the fiscal year 2022.

The signed agreement accepted \$15,279 or 32.86% of the Benzie County Emergency Manager's salary and fringe benefits. The FY 2021 EMPG covers costs eligible from October 1, 2020, to September 30, 2021.

On November 5, 2021, I received notice that under EMPG ARPA an additional allocation of \$7,963 or 17.13% of the Benzie County Emergency Manager's salary and fringe benefits was available. This is a onetime additional funding award from the American Rescue Plan Act of 2021 under the Emergency Management Performance Grant program. The Federal share of EMPG budget shall not exceed 50% of the total Benzie County Emergency Management salary and fringe benefits budget.

There are no additional responsibilities attached to these funds. The Emergency manager is still required to meet all the work activity obligations agreed to in the original signed work agreement. A copy of the agreement, to be signed no later than January 4, 2022, is attached to this memorandum.

### RECOMMENDATION

To accept the additional funding award:

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



STATE OF MICHIGAN

DEPARTMENT OF STATE POLICE

LANSING

GRETCHEN WHITMER  
GOVERNOR

COL. JOSEPH M. GASPER  
DIRECTOR

November 5, 2021

Dear Local Emergency Management Coordinator:

Enclosed is the Fiscal Year 2021 Emergency Management Performance Grants American Rescue Plan Act (EMPG ARPA) Grant Agreement package. Please return the required grant documentation listed on the enclosed **Subrecipient Checklist** to our office via email:

Attention: Mr. Paul Lounsberry  
Emergency Management and Homeland Security Division  
Michigan Department of State Police  
LounsberryP@michigan.gov

Reimbursement for the EMPG program is contingent upon completion of the activities in the signed *Emergency Management Annual Work Agreement*. To remain eligible for EMPG funding, current and adequate plans must be maintained, and exercise requirements must be met. If a work activity is not completed in the designated quarter, reimbursement may not be made until the work is completed. The Emergency Management and Homeland Security Division District Coordinators may make recommendations on reimbursement, but final approval remains with the Commander of the Emergency Management and Homeland Security Division, who may or may not approve a delay in the completion of the activity. If work activities (for which funds have been withheld) have not been completed by the end of the fiscal year, forfeiture of those funds may be required. For specific responsibilities and requirements, please refer to Section II (Statutory Authority) and Section IV (Responsibilities of the Subrecipient) in the Fiscal Year 2021 EMPG ARPA Grant Agreement.

This grant agreement and all required attachments must be completed, signed, and returned **no later than January 4, 2021**. If this requirement is not met, this grant agreement will be invalid unless a prior written exception is provided by the Michigan State Police, Emergency Management and Homeland Security Division.

Sincerely,

Capt. Kevin Sweeney  
Deputy State Director of Emergency Management



# SUBRECIPIENT CHECKLIST

## FY 2021 EMERGENCY MANAGEMENT PERFORMANCE GRANTS AMERICAN RESCUE PLAN ACT (EMPG ARPA) GRANT AGREEMENT

CFDA No: 97.042

Email the following items to: LounsberryP@michigan.gov

**SUBRECIPIENT WILL NOT BE REIMBURSED FOR FUNDS UNTIL ALL REQUIRED SIGNED DOCUMENTS ARE RECEIVED**

- ☐ 1. Grant Agreement
- ☐ 2. FY 2021 EMPG ARPA Supplemental Match Certification
- ☐ 3. Subrecipient Risk Assessment Certification
- ☐ 4. Standard Assurances
- ☐ 5. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- ☐ 6. Audit Certification (EMD-053)
- ☐ 7. Request for Taxpayer Identification Number and Certification (W-9)

### POST REIMBURSEMENT REQUIREMENTS

Participate with Recipient in an on-site monitoring of financial documents. Also retain financial records, supporting documents, and all other records pertinent to the grant for at least three years after the grant is closed by the awarding federal agency. Be sure to comply with Single Audit requirements of Subpart F of 2 CFR 200. **If required, the Subrecipient submits audit copy to: Michigan Department of State Police, Grants and Community Services Division, PO Box 30634, Lansing, Michigan 48909.**

**For GRANT AGREEMENT QUESTIONS, PLEASE CONTACT PAUL LOUNSBERRY  
AT 517-256-3920 OR LOUNSBERRYP@MICHIGAN.GOV**

Michigan State Police  
Emergency Management  
and  
Homeland Security  
Division



Grant Agreement

FEDERAL AWARD IDENTIFICATION

SUBRECIPIENT NAME	GRANT NAME	CFDA NUMBER
County of Benzie	Emergency Management Performance Grants American Rescue Plan Act	97.042
SUBRECIPIENT IRS/VENDOR NUMBER	FEDERAL AWARD IDENTIFICATION NUMBER (FAIN)	FEDERAL AWARD DATE
386004838	EMC-2021-EP-00006	9/02/2021
SUBRECIPIENT DUNS NUMBER	SUBAWARD FROM TO PERFORMANCE PERIOD	
151930112	10/1/2020 9/30/2021	
RESEARCH & DEVELOPMENT	Funding	Total
N/A	Federal Funds Obligated by this Action	\$7,963
INDIRECT COST RATE	Total Federal Funds Obligated to Subrecipient	\$7,963
None on file	Total Amount of Federal Award Committed	\$7,963

FEDERAL AWARD PROJECT DESCRIPTION

2021 Emergency Management Performance Grants American Rescue Plan Act

DETAILS

The 2021 EMPG ARPA allocation is 17.13% of the Subrecipient's emergency program manager's salary and fringe benefits. A cost-match is required under this program. The Federal share used towards the EMPG budget shall not exceed 50% of the total budget.

FEDERAL AWARDDING AGENCY	PASS-THROUGH ENTITY (RECIPIENT) NAME
Federal Emergency Management Agency - GPD 400 C Street, SW, 3 <sup>rd</sup> floor Washington, D.C. 20472-3645	Michigan State Police Emergency Management and Homeland Security Division P.O. Box 30634 Lansing, MI 48909



# **State of Michigan FY 2021 Emergency Management Performance Grants American Rescue Plan Act Grant Agreement**

**October 1, 2020 to September 30, 2021**

<b>CFDA Number: 97.042</b>
<b>Grant Number:</b>
<b>EMC-2021-EP-00006</b>

This Fiscal Year (FY) 2021 Emergency Management Performance Grants American Rescue Plan Act (EMPG ARPA) grant agreement is hereby entered into between the Michigan Department of State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) (hereinafter called the Recipient), and the

**COUNTY OF BENZIE**  
(hereinafter called the Subrecipient)

## **I. Purpose**

The purpose of this grant agreement is to provide federal pass-through funds to the Subrecipient for the development and maintenance of an emergency management program capable of protecting life, property, and vital infrastructure in times of disaster or emergency.

The FY 2021 EMPG program plays an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. The objective of the NPS is to facilitate an integrated, all-of-nation/whole community, risk driven, capabilities-based approach to preparedness.

In support of the National Preparedness Goal, the FY 2021 EMPG supports a comprehensive, all-hazard emergency preparedness system to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas.

For more information on the NPS, federally designated priorities, and the FY 2021 EMPG objectives, as well as guidance on allowable costs and program activities, please refer to the FY 2021 EMPG Notice of Funding Opportunity (NOFO) and the FEMA Preparedness Grants Manual located at <https://www.fema.gov/grants>.

## **II. Statutory Authority**

Funding for the FY 2021 EMPG is authorized by Section 662 of the *Post-Katrina Emergency Management Reform Act of 2006* (PKEMRA), as amended, (Pub. L. No. 109-295) (6 U.S.C. § 762); the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.); the *Earthquake Hazards Reduction Act of 1977*, as amended (Pub. L. No. 95-124) (42 U.S.C. §§ 7701 et seq.); and the *National Flood Insurance Act of 1968*, as amended (Pub. L. No. 90-448) (42 U.S.C. §§ 4001 et seq.).

Appropriation authority is provided by the *Department of Homeland Security Appropriations Act, 2021*, (Pub. L. No. 116-260).

The Subrecipient agrees to comply with all FY 2021 EMPG program requirements in accordance with the FY 2021 EMPG NOFO, and the FEMA Preparedness Grants Manual; both are located at <https://www.fema.gov/grants/preparedness/emergency-management-performance>; the *Michigan Emergency Management Act* of 1976, as amended (Public Act 390) at <http://www.legislature.mi.gov/doc.aspx?mcl-Act-390-of-1976>; the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.) located at <https://www.fema.gov/disaster/stafford-act>; and the *FY 2021 EMPG Agreement Articles Applicable to Subrecipients*. The *FY 2021 EMPG Agreement Articles Applicable to Subrecipients* document is included for reference in the grant agreement packet.

The Subrecipient shall also comply with the most recent version of:

- A. 2 CFR, Part 200 of the Code of Federal Regulations (CFR), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* located at <http://www.ecfr.gov>.
- B. FEMA Policy #108-023-1 *Grant Programs Directorate Environmental Planning and Historic Preservation Policy Guidance*.

### III. Award Amount and Restrictions

- A. The **County of Benzie** is awarded **\$7,963** or 17.13% of the Subrecipients local emergency manager's salary and fringe benefits under the **FY 2021 EMPG**. The Subrecipient may receive less than the allocated amount if the Subrecipient's cost share (match) of wages and fringe benefits paid to the local emergency manager are less than the total allocation. The Subrecipient's EMPG program budget must be documented on the Local Budget for Emergency Management Performance Grant form (EMD-17).
- B. The FY 2021 EMPG covers eligible costs from October 1, 2020 to September 30, 2021. The funds awarded in the grant agreement shall only be used to cover allowable costs that are incurred during the agreement period. Grant funds shall not be used for other purposes. For guidance on allowable costs, please refer to the EMPG Appendix in the FEMA Preparedness Grants Manual.
- C. This grant agreement designates EMPG funds for the administration and oversight of an approved emergency management program. **The Subrecipient may utilize grant funds for the reimbursement of salary, overtime, compensatory time off, and associated fringe benefits for the local emergency manager, and up to 5% of the total allocation may be utilized for other allowable organization costs.** No other expenditures are allowed. If other organization costs are requested, a narrative must be submitted detailing the expenses that are included in these costs.
- D. The FY 2021 EMPG program has a 50% cost share (cash or in-kind) requirement, as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended, (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.), specifically, Title VI, sections 611(j) and 613. Federal funds cannot exceed 50% of eligible costs. Unless otherwise authorized by law, federal funds cannot be matched with other federal funds.

The Federal Emergency Management Agency (FEMA) administers cost sharing requirements in accordance with 2 CFR § 200.306. To meet matching requirements, the Subrecipient contributions must be reasonable, allowable, allocable, and necessary under the grant program and must comply with all federal requirements and regulations.



See the FY 2021 EMPG NOFO and FEMA Preparedness Grants Manual for additional cost share guidance, definitions, basic guidelines, and governing provisions.

- E. All EMPG funded personnel must complete either the Independent Study courses identified in the Professional Development Series or the National Emergency Management Basic Academy delivered either by the Emergency Management Institute or a sponsored state, local, tribal, territorial, regional, or other designated location and record proof of completion. All EMPG funded personnel must also participate in exercises consistent with the requirements outlined in the EMPG Guidebook and work agreement.

The EMPG programs are required to complete a quarterly training and exercise report identifying training and exercises completed during the quarter. Guidance for accomplishing these requirements is provided by the Recipient.

- F. Upon request, the Subrecipient must provide to the Recipient information necessary to meet any state or federal subaward reporting requirements.
- G. In the event that the U.S. Department of Homeland Security (DHS) determines that changes are necessary to the award document after an award has been made, including but not limited to, changes to period of performance or terms and conditions, Subrecipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Subrecipient acceptance of the changes to the award.

#### IV. Responsibilities of the Subrecipient

- A. **Grant funds must supplement, not supplant, state or local funds.** Federal funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be carefully reviewed in subsequent monitoring reviews and audits. Subrecipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.
- B. The Subrecipient agrees to comply with all applicable federal and state regulations; the FY 2021 EMPG NOFO; the FEMA Preparedness Grants Manual Version 2; the *Agreement Articles Applicable to Subrecipients: Fiscal Year 2021 Emergency Management Performance Grants*, included with the grant agreement package for reference; and the EMPG Guidebook (EMD-PUB 208),
- C. The subrecipient shall not use FY 2021 EMPG funds to generate program income.
- D. In addition to this grant agreement, the Subrecipient shall complete, sign, and submit to the Recipient the following documents, which are incorporated by reference into this grant agreement:
  - 1. Subrecipient Risk Assessment Certification
  - 2. Standard Assurances
  - 3. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
  - 4. Audit Certification (EMD-053)
  - 5. Request for Taxpayer Identification Number and Certification (W-9)
  - 6. Other documents that may be required by federal or state officials
- E. Complete and submit quarterly work reports, the Quarterly Training and Exercise Worksheet, and the Annual Training and Exercise Plan Worksheet in accordance with the schedule outlined in the FY 2021 EMPG Work Agreement/Quarterly Report (EMHSD-31).

- F. Enact enabling legislation establishing the local emergency management program and ensure a copy of the local resolution or ordinance is on file with the Recipient.
- G. Appoint an emergency management program manager who is able to assume responsibility for the functions outlined in section 4 of the EMPG Guidebook.
- H. Provide the Recipient with a complete job description for the federally funded EMPG local emergency manager, including non-EMPG duties if applicable.
- I. Notify the Recipient immediately of any changes in the EMPG funded local emergency manager's position.
- J. The Subrecipient will contribute to the development and maintenance of the state's multi-year Training and Exercise Plan (TEP). This will include conducting exercises that comply with local, state, and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP) and the EMPG Guidebook, to accomplish this goal.
- K. Ensure the EMPG funded local emergency manager completes training as required by the annual EMPG Work Agreement.
- L. Have an approved and current emergency operations plan on file with the MSP/EMHSD District Coordinator.
- M. The Subrecipient agrees to prepare the form EMHSD-007 - EMPG Quarterly Billing Cover Sheet. The Subrecipient agrees to submit this form with supporting documentation, including all required authorized signatures and required reimbursement documentation to the appropriate MSP/EMHSD District Coordinator by the due date following the end of **each** quarter, as identified in FY 2021 Emergency Management Report Schedule. The most current EMHSD-007 form must be used and can be obtained from the MSP/EMHSD District Coordinator, or by visiting [https://www.michigan.gov/msp/0,4643,7-123-72297\\_60152\\_95164\\_95317---,00.html](https://www.michigan.gov/msp/0,4643,7-123-72297_60152_95164_95317---,00.html) under Finance Forms.
- N. Comply with applicable financial and administrative requirements set forth in the current edition of 2 CFR, Part 200, including, but not limited to, the following provisions:
  - 1. Account for receipts and expenditures, maintain adequate financial records, and refund expenditures disallowed by federal or state audit.
  - 2. Retain all financial records, statistical records, supporting documents, and other pertinent materials for at least three years after the grant is closed by the awarding federal agency for purposes of federal and/or state examination and audit.
  - 3. Non-federal organizations which expend \$750,000 or more in all federal funds during their current fiscal year are required to have an audit performed in accordance with the Single Audit Act of 1984, as amended, and 2 CFR, Part 200.
- O. Comply with all reporting requirements, including special reporting, data collection, and evaluation requirements, as prescribed by law or program guidance.
- P. Maintain a valid Data Universal Numbering System (DUNS) number at all times during the performance period of this grant.
- Q. The Subrecipient must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. The Subrecipient also agrees to require any subrecipients, contractors, successors, transferees, and assignees to acknowledge and agree to comply with these same provisions. Detailed information on record access provisions can be found in the *DHS Standard Administrative Terms and Conditions*



located at <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>, specifically in the DHS Specific Acknowledgements and Assurances on page 1.

- R. Subrecipients must carry out their programs and activities in a manner that respects and ensures the protection of civil rights for protected populations. These populations include but are not limited to individuals with disabilities and others with access and functional needs, individuals with limited English proficiency, and other diverse racial and ethnic populations, in accordance with Section 504 of the *Rehabilitation Act of 1973*, Title VI of the *Civil Rights Act of 1964*, and Executive Order 13347.

## V. Responsibilities of the Recipient

The Recipient, in accordance with the general purposes and objectives of this grant agreement, will:

- A. Administer the grant in accordance with all applicable federal and state regulations and guidelines and submit required reports to the awarding federal agency.
- B. Provide direction and technical assistance to the Subrecipient.
- C. Provide to the Subrecipient any special report forms and reporting formats (templates) required for administration of the program.
- D. Reimburse the Subrecipient, in accordance with this grant agreement, based on appropriate documentation submitted by the Subrecipient.
- E. At its discretion, independently, or in conjunction with the federal awarding agency, conduct random on-site reviews of the Subrecipient(s).

## VI. Reporting Procedures

- A. The Subrecipient agrees to prepare quarterly work reports using the FY 2021 EMPG Work Agreement/Quarterly Report (EMHSD-31) and submit them through EMHSD's online reporting tool by the due date following the end of **each** quarter. Reimbursement of expenditures by the Recipient is contingent upon the Subrecipient's completion of scheduled work activities. Reporting periods and due dates are listed in the FY 2021 EMPG Work Agreement/Quarterly Report (EMHSD-31). A copy of the FY 2021 EMPG Work Agreement can be obtained via email at [EMD\\_HSGP@michigan.gov](mailto:EMD_HSGP@michigan.gov).
- B. If the Subrecipient fails to complete the scheduled work activities during a quarter, the Recipient will withhold reimbursement until either the work is completed, or the Deputy State Director of Emergency Management and Homeland Security approves a delay in the completion of the activity. Forfeiture of funds may result if scheduled work activities are not completed according to established deadlines.
- C. A Subrecipient that fails to complete the annual exercise requirements, as scheduled within the FY 2021 EMPG Work Agreement/Quarterly Report, may be ineligible for EMPG funding for that quarter and all subsequent quarters.
- D. The Subrecipient's failure to fulfill the quarterly reporting requirements, as required by the grant, may result in the suspension or loss of grant funding.

**VII. Payment Procedures**

- A. The Subrecipient agrees to prepare the form EMHSD-007 - EMPG Quarterly Billing Cover Sheet. The Subrecipient agrees to submit this form with supporting documentation, including all required authorized signatures and required reimbursement documentation, to the MSP/EMHSD District Coordinator by the due date following the end of **each** quarter, as identified in FY 2021 Emergency Management Report Schedule. The most current EMHSD-007 form must be used and can be obtained from the MSP/EMHSD District Coordinator, or by visiting [www.michigan.gov/emhsd](http://www.michigan.gov/emhsd) under Grant Programs, EMPG, Grant Forms, Finance Forms.
- B. If the Subrecipient submits required quarterly reports that are late or incomplete, the reimbursement may not be processed until the following quarter. Forfeiture of funds may result if quarterly reports are not completed according to established deadlines.
- C. The Subrecipient agrees to return to the Recipient any unobligated balance of funds held by the Subrecipient at the end of the agreement period or handle them in accordance with the instructions provided by the Recipient.

**VIII. Employment Matters**

The Subrecipient shall comply with Title VI of the *Civil Rights Act of 1964*, as amended; Title VIII of the *Civil Rights Act of 1968*; Title IX of the *Education Amendments of 1972 (Equal Opportunity in Education Act)*; the *Age Discrimination Act of 1975*; Titles I, II and III of the *Americans with Disabilities Act of 1990*; the *Elliott-Larsen Civil Rights Act*, 1976 PA 453, as amended, MCL 37.2101 *et seq.*; the *Persons with Disabilities Civil Rights Act*, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state and local fair employment practices and equal opportunity laws and covenants. The Subrecipient shall not discriminate against any employee or applicant for employment, to be employed in the performance of this grant agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment; or any matter directly or indirectly related to employment because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, limited English proficiency, or handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. The Subrecipient agrees to include in every contract or subcontract entered into for the performance of this grant agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of the grant agreement.

The Subrecipient shall ensure that no subcontractor, manufacturer, or supplier of the Subrecipient for projects related to this grant agreement appears on the Federal Excluded Parties List System located at <https://www.sam.gov>.

**IX. Limitation of Liability**

The Recipient and the Subrecipient to this grant agreement agree that each must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from performance of this contract. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

*This is not to be construed as a waiver of governmental immunity for either party.*

**X. Third Parties**

This grant agreement is not intended to make any person or entity, not a party to this grant agreement, a third party beneficiary hereof or to confer on a third party any rights or obligations enforceable in their favor.



#### **XI. Grant Agreement Period**

This grant agreement is in full force and effect from October 1, 2020 to September 30, 2021. No costs eligible under this grant agreement shall be incurred before the starting date of this grant agreement, except with prior written approval. This grant agreement may be terminated by either party by giving thirty (30) days written notice to the other party stating reasons for termination and the effective date, or upon the failure of either party to carry out the terms of the grant agreement. Upon any such termination, the Subrecipient agrees to return to the Recipient any funds not authorized for use, and the Recipient shall have no further obligation to reimburse the Subrecipient.

#### **XII. Entire Grant Agreement**

This grant agreement is governed by the laws of the State of Michigan and supersedes all prior agreements, documents, and representations between the Recipient and the Subrecipient, whether expressed, implied, or oral. This grant agreement constitutes the entire agreement between the parties and may not be amended except by written instrument executed by both parties prior to the grant end date. No party to this grant agreement may assign this grant agreement or any of his/her/its rights, interest, or obligations hereunder without the prior consent of the other party. The Subrecipient agrees to inform the Recipient in writing immediately of any proposed changes of dates, budget, or services indicated in this grant agreement, as well as changes of address or personnel affecting this grant agreement. Changes in dates, budget, or services are subject to prior written approval of the Recipient. If any provision of this grant agreement shall be deemed void or unenforceable, the remainder of the grant agreement shall remain valid.

The Recipient may suspend or terminate grant funding to the Subrecipient, in whole or in part, or other measures may be imposed for any of the following reasons:

- A. Failure to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances.
- B. Failure to comply with the requirements or statutory objectives of federal or state law.
- C. Failure to make satisfactory progress toward the goals or objectives set forth in the annual EMPG Work Agreement.
- D. Failure to follow grant agreement requirements or special conditions.
- E. Failure to submit required reports.
- F. Filing of a false certification in the application or other reports or documents.

Before taking action, the Recipient will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

#### **XIII. Business Integrity Clause**

The Recipient may immediately cancel the grant without further liability to the Recipient or its employees if the Subrecipient, an officer of the Subrecipient, or an owner of a 25% or greater share of the Subrecipient is convicted of a criminal offense incident to the application for or performance of a state, public, or private grant or subcontract; or convicted of a criminal offense, including, but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the Recipient, reflects on the Subrecipient's business integrity.

#### XIV. Freedom of Information Act (FOIA)

Much of the information submitted in the course of applying for funding under this program, or provided in the course of grant management activities, may be considered law enforcement-sensitive or otherwise critical to national security interests. This may include threat, risk, and needs assessment information; and discussions of demographics, transportation, public works, and industrial and public health infrastructures. Therefore, each Subrecipient agency Freedom of Information Officer will need to determine what information is to be withheld on a case-by-case basis. The Subrecipient should be familiar with the regulations governing Protected Critical Infrastructure Information (6 CFR, Part 29) and Sensitive Security Information (49 CFR, Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**XV. Official Certification**

**For the Subrecipient**

The individual or officer signing this grant agreement certifies by his or her signature that he or she is authorized to sign this grant agreement on behalf of the organization he or she represents. The Subrecipient agrees to complete all requirements specified in this grant agreement.

\_\_\_\_\_  
Subrecipient Name

\_\_\_\_\_  
Subrecipient's DUNS Number

**For the Chief Elected Official**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For the Local Emergency Manager**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For the Recipient (Michigan State Police, Emergency Management and Homeland Security Division)**

Capt. Kevin Sweeney

\_\_\_\_\_  
Printed Name

Commander, Emergency Management  
and Homeland Security Division

\_\_\_\_\_  
Title



November 5, 2021

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Memorandum

**To:** Bob Roelofs, Chair of the Benzie County Board of Commissioners  
**From:** Rebecca Hubers, Emergency Management Coordinator  
**Date:** November 17, 2021  
**Subject:** CERT Tribal Council Allocation of 2% Funds Application

---

Benzie County CERT applied to the Grand Traverse Band of Ottawa and Chippewa Indians for allocation of 2% funds in May 2021 to help support costs for first aid training along with first aid and response supplies. Their application was not successful, and they would like to try again to apply during the December submission cycle.

I am requesting BOC approval to apply for the funds and authorization for the county Chair to sign the application as presented.



**Tribal Council Allocation of 2% Funds  
Application Form**

**PLEASE NOTE:**

Under the terms of the consent decree, which settled *Tribes v. Engler* (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

**\*ONLY APPLICATIONS FROM LOCAL UNITS OF GOVERNMENT LOCATED WITHIN  
GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% FUNDING**

1. Allocation Cycle:     \_\_\_ JUNE – New submission date, Postmarked by **MAY 31st**  
                                  **X** DECEMBER – New submission date, Postmarked by **NOVEMBER 30th**
2. Name of Applicant: Benzie County Office of Emergency Management – Community Emergency Response Team  
Address: 448 Court Place Room 134  
          Beulah, Michigan 49617  
Phone #: 231-882-0567                      Fax #: 231-882-0568  
Printed Name: Bob Roelofs
  - **Authorized Signature:** \_\_\_\_\_  
(Signature of local unit of government official; e.g., county/city official, township supervisor, village president, college president, school superintendent)Title: Chair, Benzie County Board of Commissioners  
E-mail address: broelofs@benzieco.net  
  
Printed Name of contact person: Rebecca Hubers  
Telephone #: 231-882-0567                      Fax #: 231-882-0568  
E-mail address: rhubers@benzieco.net
3. Type of Applicant:     \_\_\_ Local Government                      \_\_\_ Local Court  
                                  \_\_\_ Township                                **X** County Commissioner                      \_\_\_ Road Commission  
                                  \_\_\_ Public School District                      \_\_\_ College                                      \_\_\_ Charter School  
                                  \_\_\_ Public Library                                \_\_\_ Sheriff/Police Department                      \_\_\_ Fire Department  
                                  \_\_\_ 501c3 applying through local unit of government (name): \_\_\_\_\_

4. Fiscal Data: Amount Requested: \$ 6187.02 Percent: 100 %  
 Local Leveraging: \$ \_\_\_\_\_ Percent: \_\_\_\_\_ %  
 (Match)  
 Total Budget: \$ 6187.02 Percent: 100 %
5. Target Population numbers: 16 Children 76 Adults 52 Elders  
144 Total GTB member Community \_\_\_\_\_ Others  
 (Indicate the number of GTB members) **Additional Counties and populations can also benefit from CERT when requested.**
6. Counties Impacted: \_\_\_\_\_ Antrim X Benzie \_\_\_\_\_ Charlevoix  
 \_\_\_\_\_ Grand Traverse \_\_\_\_\_ Leelanau \_\_\_\_\_ Manistee
7. Brief Description (purpose of funding); include statement of need:  
Benzie County Office of Emergency Management is acting as the fiduciary for this application for Tribal Council Allocation of 2% Funds by the Benzie County CERT (Community Emergency Response Team). The request is for funding to provide updated Heart Saver CPR and First Aid training for approximately 25 CERT volunteers or for those who do not need the whole course a CPR refresher course for approximately 5 CERT volunteers. Additionally, there is an attached budget breakdown for the purchase of first aid and first responder equipment that is needed or in need of replacement; including radio batteries, kits and supplies, and headlamps.
- 
- Benzie County CERT currently has 47 volunteer members. They work and train and have cross membership with Manistee CERT who supports 28 volunteer members. The mission of CERT is to educate the community on preparedness and act as trained responders, supporting emergency response agencies. Activities include responding to search and rescue incidents, disaster damage assessment, community outreach for emergency preparedness, vaccination center assistance, community sheltering during emergency or disaster instances, and expanding responder resources. The Benzie CERT has volunteers living and responding in Grand Traverse, Leelanau, Manistee, and Benzie Counties. They are all members of the Michigan Volunteer registry and are prepared respond statewide when requested.
- 
- CERT is not supported with regular budgeted funding from the County, State or Federal Government although they are recognized as resource. CERT is dependent on requesting for grant funding, donations, or working for donations at sponsored community events. In most instances the volunteers purchase their own first aid and response equipment along with personal costs accrued by traveling to deployments and trainings. The funding requested in this Tribal Council Allocation of 2% Funds will provide basic equipment and training directly to the volunteers to assist them with their deployments and response into the community. Their education, training and response directly benefits their whole community and is not specific to Benzie County.



8. This question only pertains to Indian Education Programs of Public School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

(a) **Program formula: (1) \$5,000, up to \$10,000 per school district + (\$1,000, up to \$1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received, and the data provided within the report on the success of the school's Indian Education Program as a result of the 2% allocation.**

**Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of \$100,000, up to \$125,000 per school, based on the school's GTB membership count and data provided within the 2% report received from the previous year.**

(b) Recommendation from Parent Committee: \_\_\_\_\_ YES N/A NO

**Please have the Parent Committee sign the attached Certification Form.**

(c) Describe parent involvement in project: \_\_\_\_\_

(d) Does the school receive Title VII Indian Education Funds? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If yes, how much: \_\_\_\_\_

9. What are the start and completion dates of the proposed project?

Start Upon Receipt Completion 120 days from receipt – depending on equipment availability.

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

X (Benzie County Office of Emergency Management) YES \_\_\_\_\_ NO. If yes, please list the start and end dates and amount:

May 2019 - Jan 2020 and amounts: \$4835.00

Nov 2018 - March 2019 and amounts: \$7281.00

July 2017 - Dec 2017 and amounts: \$6000.00

11. Is the proposed project new X or a continuation project \_\_\_\_\_?

If this is a continuation project, please explain why there is a need to continue funding:

\_\_\_\_\_  
\_\_\_\_\_

12. If the previous project has been completed, did you submit your 2% report? X YES \_\_\_\_\_ NO.

**The 2% report must be submitted one year from the date you received your 2% award. If your report has not been submitted, your current application will not be considered! 2% Reports are mandatory for future grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682.**

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).  
Our rural community is home to many individuals who seek employment and entertainment at local casinos. Our community also supports visitors seeking casino experiences. These community visitors and members are our friends and family, and it is our mission to ensure all their safety. Local casinos provide a significant economic and social development boost to the region, thus enhancing the well-being of the communities we call home.
14. How will the success of the project be assessed (evaluation plan)? Success will be assessed through the completion of training by the volunteers that attend the training as well as the purchase and distribution of first aid supplies and equipment.
15. If new staff is required, will preference be given to Native American applicants?  
X YES           NO
16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget. **Attached**

**IMPORTANT!! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:**

- 1) Execute authorized signature on first page, question #2.
- 2) Attach 1-page budget
- 3) Attach Parent Committee Certification Form if application is from an Indian Education/Title VII Program.
- 3) Submit by appropriate deadline:
  - **If for June cycle, postmarked by May 31st.**
  - **If for December cycle, postmarked by November 30th.**

**Mail completed 2% applications to:**

**Attention: 2% Program  
Grand Traverse Band of Ottawa and Chippewa Indians  
2605 N.W. Bay Shore Drive  
Peshawbestown, MI 49682**

**If you have any questions, please call 231-534-7601.**

**Grand Traverse Band of Ottawa and Chippewa Indians 2% Indian Education Parent Committee Certification Form**

Instructions: By filling out this form, you are certifying that only one 2% application is being submitted for your school district's Indian Education/Title VII program.

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We affirm that we have participated in providing information regarding the content of this 2% application for the Grand Traverse Band of Ottawa and Chippewa Indians (GTB).

We affirm that previous 2% reports have been submitted to GTB for 2% funding that this school district has received from GTB.

As current members of this school district's Parent Committee for the Indian Education Program/Title VII, we approve of and certify that this 2% application is being submitted on behalf of the \_\_\_\_\_ School District.  
(Name of school district)

_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date



Attachment: Budget CERT First Aid training and supplies

Tribal Council Allocation of 2% Funds application request = **Total \$6187.02**

**Heart Saver CPR & First Aid training class \$95 X25 = \$2375.00**

**4 Hr CPR refresher class \$50 x 5 = \$250.00**

Approximately 25 Volunteers require CPR/First Aid training either as a new volunteer or as a refresher. For those that already possess a higher level of medical training a CPR only refresher is requested at a cost and time savings.

**AED replacement pads = \$67.00**

CERT has purchased their own AED that is stored in their response trailer to all deployments. There is a need for replacement pad if the original set should be utilized or expire.

**First Aid Kit Supplies X40 (mfasco.com) (except only 20 bags) = \$1,445.20**

CPR pocket masks in case = \$208.80

4" Olaes modular bandages = \$398.00

4x24 flexible splint = \$160.00

Small sharps container = \$104.00

Replacement Aid bags (20) = \$302.40

Scissors = \$72.00

**Stop the Bleed Basic Kit \$60.99 x 10 = \$609.90**

All CERT members are provided with and carry First Aid kits to use during deployments if needed.

**Headlamps 40 x \$18 = \$720.00** Adequate lighting is invaluable for Search and Rescue deployments.

**Yaesu replacement radio batteries 8 x \$28.75 = \$230.00**

**Motorola replacement radio batteries 8 x \$23.74 = \$189.92**

**Estimated shipping costs from all vendors – total \$300.00**

Due to lack of funding, necessary items like headlamps for searchers or communication radio batteries sometimes are not prioritized. There is hope that enough funding will allow CERT to stock up and distribute this much needed equipment. **THANK YOU**

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# Memorandum

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To: Board of Commissioners

Copy: Amy Bissell, Register of Deeds

From: Katie Zeits, County Administrator *Katie Zeits*

Date: November 16, 2021

Subject: **Letter of Understanding – Bock**

Attached is a letter of understanding regarding Megan Bock who works in the Register of Deeds department. This letter of understanding would pay Ms. Bock a \$1/hour stipend for passport processing, a duty she has recently obtained certification to do. This is a similar setup that the Clerk's Office has for court recording. This money was budgeted in the 2021/22 budget.

I am supportive of this letter of understanding.

Recommendation:

That the Board of Commissioners approves the Letter of Understanding for a passport processing stipend with the Fraternal Order of Police Labor Council to pay Megan Bock \$1 per hour for hours worked and authorizes the Board Chairman and County Administrator to sign the document.

LETTER OF UNDERSTANDING  
BETWEEN  
COUNTY OF BENZIE  
AND THE  
FRATERNAL ORDER OF POLICE LABOR COUNCIL

**WHEREAS**, the parties are signatories to a Collective Bargaining Agreement with a term of May 14, 2019 through September 30, 2021;

**WHEREAS**, the parties agree to increase Megan Bock's hourly rate by \$1.00/hr. effective retroactively to the first pay-period following Megan Bock's certification as a passport acceptance agent; and

**WHEREAS**, the parties agree that the additional assignment or the additional hourly rate may be discontinued at the discretion of the Employer (defined below) and this decision will not be grievable.

**THEREFORE**, it is agreed as follows:

1. The Employer (Benzie County) agrees to pay employee Megan Bock an additional \$1.00/hr. effective retroactively the first pay-period following Megan Bock's certification as a passport acceptance agent.
2. The parties agree that the increase in hourly rate is only to supplement the additional work assignments that Megan Bock will be undertaking.
3. The parties agree that the additional assignment or the additional hourly rate may be discontinued at the discretion of the Employer and this decision will not be grievable.

4. All other terms of the Collective Bargaining Agreement between the parties will govern the terms and conditions of employment for the employees. It is expressly understood that this Letter of Understanding will be without precedent or prejudice for any future circumstances.

**IN WITNESS WHEREOF** the parties hereto by their duly authorized representatives agree to this Letter of Understanding effective the date it is fully executed.

EMPLOYER:

UNION:

\_\_\_\_\_  
Chair, Benzie County Commission      Date

\_\_\_\_\_  
Paul D. Postal Jr      Date  
FOPLC Business Agent

\_\_\_\_\_  
Benzie County Administrator      Date

**APPROVED AS TO FORM FOR COUNTY OF BENZIE:**

**COHL, STOKER & TOSKEY, P.C.**

**By: COURTNEY A. GABBARA**

**On: October 20, 2021**

N:\Client\Benzie\Negs\FOPLC (fmr. TPOAM)\LOUs\Stipend Pay\Benzie County LOU Megan Bock 2020 (cag rev.).docx



## BENZIE COUNTY SHERIFF'S OFFICE

Kyle Rosa, Sheriff

• Greg Hubers, Undersheriff



Memo To: Board of Commissioners

From: *Katie Zeits*  
Katie Zeits, County Administrator and Undersheriff Greg Hubers

Date: November 17, 2021

Subject: Re-Allocation of Leave Credits due to Covid cases

### LEAVE HOURS USED AND EXPLANATION:

Attached is a copy of estimated leave hours used by Benzie County Employees during the outbreak of Covid 19 variant cases throughout the County. This estimate covers time from which the policy to pay for sick time was rescinded through November 17, 2021. Cases within the county facilities continue to rise. An average of 10-14 days off is mandated for quarantine when someone is exposed and/or tests positive. The current recommendation is 14 days off for a direct exposure and 10 days for a positive diagnosis. The reason for the difference in number of days seems counterintuitive because of the four-day period in which you may develop symptoms after exposure. If someone has tested positive, they have already been through the four-day period.

### ACTION TAKEN:

U/S Hubers, Chairman Roelofs, and County Administrator Katie Zeits met on November 16, 2021, to discuss the issue and possible solutions. It was determined that the County Administrator and Undersheriff would make a joint request to the Board of Commissioners as the results have an impact on all Benzie County Employees, not one department alone.

During the discussion it was determined that numerous Benzie County employees have been diagnosed and tested positive for Covid variants or have been quarantined by their respective department heads for direct exposures.

Many of the Benzie County employees were in the very initial stages in their careers, with at least one new employee being quarantined due to his/her exposure on the second day of work and another employee testing positive after their first week working in the jail.

Also discussed was the fact that these new employees chose to work for Benzie County and are great additions to our staff. The unfortunate facts are they were exposed or contracted Covid during their initial stages of employment with little or no leave balances as new employees. This means they must go without pay for the leave or use what little leave they are initially granted because of their new hire status.

### PROPOSED SOLUTION:

It was discussed that a recommendation be made to the Board of Commissioners to authorize the replacement of leave hours used or replacement of loss wages by new employees from July 1, 2021 to November 23, 2021 if the following conditions were met:



- 1) The employee tested positive for Covid or it's variants with an actual Covid test (NOT a home test)

**or**

- 2) The employee was advised by their respective department head to quarantine because of a direct exposure. Note, first responders are exempt from this, however we'd like to quarantine folks out of an abundance of caution for both other staff and inmates.

We further discussed how to handle employees who meet these conditions going forward and recommend allowing the same benefit through January 11, 2022.

Department Heads and Elected Officials shall submit a request for compensation for each individual employee to the Benzie County Administrator including number of hours to be paid for these purposes prior to the payroll to be processed.

Funding to make employees whole would come from our CARES Act grant dollars received for COVID purposes. The alternative to those would be to send the CARES Act dollar back to the State of Michigan if they're not allocated.

**RECOMMENDATION:**

That the Board of Commissioners approves the return of leave hours to employees or pay, if applicable, employees who have met one of the following conditions within the timeframe of July 1, 2021 through November 22, 2021:

- 1) Tested positive for Covid 19 or it's variants, or 2) Have been advised to quarantine by their respective department head; and

Further that the Benzie County Board of Commissioners authorize the Benzie County Administrator in conjunction with the respective Department Head or Elected Official to approve pay to employees meeting the following conditions within the timeframe of November 23, 2021 through January 11, 2022:

- 1) Tested positive for Covid 19 or it's variants, or 2) are required to quarantine by their respective department head.

Hour Estimates	
Sick Time	453.15
Vacation Time	172
Comp Time	90
Personal Time	13.8
Floating Holiday Time	122.1
Unpaid Time	155.7
Total # of Hours	1006.75
<b>Estimate \$ Amount</b>	<b>\$ 20,809.12</b>

# Two Seven Oh Inc.

## In-Kind Grant Agreement

November 5, 2021

<b>GRANTEE:</b>	Benzie County Animal Control
<b>THIRD PARTY:</b>	Rugged Depot
<b>GRANT AMOUNT:</b>	\$4,557.00
<b>GRANT PERIOD:</b>	November 5, 2021 - January 1, 2022
<b>FINAL REPORT DUE:</b>	February 1, 2022
<b>GRANT DESCRIPTION:</b>	To purchase a Panasonic TOUGHBOOK with cradle and Zebra Tablet per quotation no. 53310 (attached) for the Grantee.
<b>GRANT ADMINISTRATOR:</b>	Madison Cregar

Two Seven Oh Inc. (The Foundation), The Grantee and The Third Party are entering into this Agreement to establish the terms of the grant provided by The Foundation to The Grantee by covering the costs of the Grant Description directly to The Third Party.

**Each party must initial each section**

**Grantee      Third Party**

1	The Foundation will only cover expense specified in the Grant Description.		
2	Products must be ordered and delivered (if applicable) within the Grant Period.		
3	The Foundation, The Grantee and The Third Party may agree in writing to modify the objectives, methods or timeline of the Grant Description. Any modification must take place before the end of the grant period. Any modification request after the end of the grant period will not be allowed.		
4	<p>The Grantee agrees to submit a Final Report no later than 28 days after the end of the Grant Period. This report must include:</p> <ul style="list-style-type: none"> <li>- a brief summary of the outcome of your Grant</li> <li>- a full financial accounting of the expenditures of the grant with invoice(s)/receipt(s) for all payments used to fulfill the Grant Description you wish to have covered by this grant.</li> </ul> <p>Invoices/receipts must have:</p> <ul style="list-style-type: none"> <li>a. The description and quantity of products and/or services, line by line, and the cost of each of item;</li> <li>b. The date at which the products were purchased or when services occurred;</li> <li>c. The vendor's name with contact information;</li> <li>d. The Grantee's name somewhere on the invoice</li> </ul> <p>(If The Grantee is unable to provide an invoice/receipt without one or more of these items, the invoice/receipt will be invalid and will be removed from final award amount.)</p>		
5	The Foundation agrees to pay The Third Party up to, but not exceeding, the Grant Amount for the costs of the Grant Description		
6	The Third Party will be responsible for collecting any funds exceeding the Grant Amount from the Grantee.		
7	<p>The Grantee agrees to immediately notify The Foundation if any of the following occurs in the Grant Period:</p> <ul style="list-style-type: none"> <li>- any changes in key personnel</li> <li>- any changes in address or phone number</li> <li>- any development that significantly affects the operation of the Grant Description</li> <li>- any additional funding for the Grant Description</li> </ul>		

8	The Grantee agrees to credit the participation of The Foundation as "Anonymous" in any advertisement, publicity or public comment related to the Grant Description.		
9	The Grantee will keep adequate records to document the expenditure of funds and activities supported by the grant. The Grantee agrees to make available to The Foundation the financial records related to the activities supported by the grant at any given time during the Grant Period.		
b	This grant is a contribution to The Grantee and not The Third Party. The money The Third Party receives will be program revenue and can not be considered a contribution, donation or grant. The grant will be a contribution to The Grantee and shall be recorded as a non-cash contribution (in-kind grant).		
10	The Foundation may stop its participation in the project for which funds are granted in the event The Foundation finds that The Grantee and/or The Third Party has failed to comply with the terms of this Agreement. The Grantee and The Third Party will be notified immediately of the cancellation and The Foundation will compensate The Third Party for all goods or services provided up to the date they were notified of the cancellation.		

On behalf of The Grantee as a **Board Member**, I understand and agree to the foregoing terms and conditions of accepting Two Seven Oh Inc.'s grant, and authorize this agreement on The Grantee's behalf.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Board Position/Title: \_\_\_\_\_

Date: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

On behalf of The *Third Party*, I understand and agree to the foregoing terms and conditions of Two Seven Oh Inc.'s grant to The Grantee, and hereby certify my authority to execute this agreement on The Third Party's behalf.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

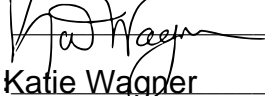
Title: \_\_\_\_\_

Date: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

I authorize this grant agreement and terms listed above as a representative of The Foundation.

Signature of Director of Grants:  \_\_\_\_\_

Printed Name of Director of Grants: **Katie Wagner** \_\_\_\_\_

Date: **November 5,** \_\_\_\_\_  
**2021**

**This signed agreement  
must be postmarked, faxed  
or emailed by:**

**December 3, 2021**

*\*Please note that if each section is not initialed and the agreement is not signed by a **Member of the Board (or Board of Commissioners)** the agreement will not be valid. If you have any questions please contact the Grant Administrator listed on your agreement.*



## Sales Quotation

Quotation No.:53310

Page 1 of 2

**Tel:** 281-305-5037  
**Ofc:** 281-259-6613  
**Fax:**  
 timothy.grayewski@ruggeddepot.com

**Order Date:** 02/02/2021  
**Valid Until:** 12/31/2021  
**Customer Number:** C18936  
**Rep:** TD Team  
**Terms:** ON\_INVOICE (WIRE/CHECK)  
**Customer Ref:**

**Bill To:**  
 Benzie County Animal Control  
 543 S. Michigan Ave

Beulah MI 49617  
 USA  
 231-882-9505

**Ship To:**  
 Benzie County Animal Control  
 543 S. Michigan Ave

Beulah MI 49617  
 USA  
 231-882-9505

Item Code	Description	Condition	Quantity	Price	Total
FZ-55C0608VM	WIN10 PRO, INTEL CORE I5-8365U 1.6GHZ, VPRO, 14.0" FHD 1000 NIT GLOVED MULTI TOUCH, 512GB SSD, 8GB, INTEL WI-FI, BLUETOOTH, TPM 2.0, 4G LTE BAND 14 (EM7511), DUAL PASS (CH1:WWAN-GPS/CH2:WWAN), INFRARED WEBCAM, EMISSIVE BACKLIT KEYBOARD, FLAT	NEW	1	2,450.00	2,450.00
7160-0578-00	GAMBER-JOHNSON VEHICLE CRADLE FOR PANASONIC TOUGHBOOK CF-54 (NO ELECTRONICS)	NEW	1	240.00	240.00
Zebra Tablet	Rugged Tablet, B10, 10.1in, Intel Core i5, Win10, 256GB SSD, 8GB, Std Display, WWAN (N.America), WLAN, F/R Camera, 1D/2D Integrated BCR, FngPrnt Reader, Std Battery, US Pwr, IP 65, 3Yr Std Warranty	NEW	1	1,800.00	1,800.00

Freight \$67.00  
 Tax \$0.00  
 Total \$4,557.00

55 with cradle and B10

### Terms and Conditions

- \* Any refunds, for any reason (including cancellations), if payment was made with American Express, refund will be less 4% American Express merchant processing charge.
- \* All shipments are FOB Destination, Freight Prepaid & Add, unless using customer shipping account, if freight not shown on quote, it will be added to Invoice.
- \* Payment must be made in U.S. dollars.
- \* Pricing and quantities are subject to change.
- \* Rugged Solutions America LLC reserves the right to substitute products of equal or greater specifications.
- \* Invoices are subject to late payment charges of 18% per year computed monthly after due date.
- \* All products are sold "AS IS"
- \* No credit allowed for goods returned without prior approval.
- \* ALL RETURNS MUST BE ACCOMPANIED BY A RETURN MATERIAL AUTHORIZATION NUMBER AND ARE SUBJECT TO A 20% RESTOCKING/HANDLING FEE; IF A SPECIAL ORDER PART, ADDITIONAL VENDOR RESTOCKING/HANDLING FEES MAY APPLY.
- \* Claims for loss or damage in shipment must be made to the carrier by the Customer. All others must be made to Rugged Solutions America LLC within 2 days of receipt of goods. All goods shipped at the buyer's risk.
- \* Customer also agrees to pay such attorney's fees and costs as are actually incurred for the collection of this amount whether or not suit is instituted.
- \* All product and services on this invoice will remain the property of Rugged Solutions America LLC and will be fully encumbered until full payment has been remitted.
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**Rugged Solutions America LLC strives to bring our customers the best possible price everyday.**



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543 S. Michigan Ave

Beulah MI 49617  
USA  
231-882-9505

This document is not an Order unless signed. Please read this sales quote thoroughly and verify that it fits your specifications. If this sales quote fulfills your requirements, please submit a signed copy of this sales quote. No sales order can be generated without a written, detailed purchase order or a signed copy of this sales quote in place of a purchase order. This document, when signed, is an official Purchase Order.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**PO # (if different than SQ #):** \_\_\_\_\_

**Payment Terms:** \_\_\_\_\_

**Billing Contact (Name, Email, Phone Number):**

## Terms and Conditions

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# Commissioner Reports

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# County Administrator Report

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# Memorandum

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To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: November 17, 2021

Subject: **Administration Update**

## **Capital Budget**

It was requested at the October 26<sup>th</sup> meeting, that a running total be given of the capital expenditures approved by the board for this current fiscal year. With the 2021/2022 budget approval, a total of \$390,000 was budgeted in the 401 General Fund Capital Budget. The corresponding capital plan accounted for \$297,500 in General Fund capital expenditures and an additional \$68,495 in jail expenditures.

As of November 17<sup>th</sup>, the Board has approved a total of \$185,472 in expenditures. This has included the BS&A Timesheet upgrade, stairwell tread and riser replacement (amended amount), HVAC upgrades in the jail, blind purchase, and the approval of two vehicles for Sheriff's Department operational use.

## **Planning Commission**

I have requested feedback and guidance from our legal counsel as to how to proceed with the Planning Commission ordinance and the potential of reinstating the board. I have not heard back from them yet but am hopeful I will by the December 14<sup>th</sup> meeting.

## **Technology Replacement**

I have requested a list of all computers that IT Right has on file for Benzie County. The list raised concern and question for me as there are many quite dated computers as well as many that appear to have already been disposed of by the County. We pay IT Right a fee based on the number of devices they manage. My staff is working to audit this list for accuracy and hope to obtain costs savings from IT Right.

It is my intention to work on bringing out technology up to date. There are some devices we still have in use that are far past their useful life, such as a server. As we work through allocating costs towards the CARES Act Grant received by the County, it is my hope that the money freed up can be used to make some necessary and much needed technology upgrades.

I will continue to keep the Board updated as to our progress.

## **Human Resources**

Kristine is settling into the position quickly and has hit the ground running! She has processed payroll with little instruction and has identified areas where she can streamline the process.

Kristine is working on creating job aids to assist department head and elected officials with the hiring process and will soon begin policy review with the Human Resource Committee.

## **Broadband**

Mitch Deisch will be present at the Committee of the Whole meeting to give an overview of the Broadband project. As a reminder, the survey is live and if you haven't already, please take a few minutes to participate!

<https://www.merit.edu/benzieco/>

## **Policies**

I continue to review County policies. My goal is to have existing County policies cleaned up within the next six months and policy binders distributed to each department. Administration will also create a shared policy drive so that Department Heads and Elected Officials always have access to the most up-to-date policies digitally.

To date, we have adopted a Reclassification and Reorganization policy, an amended Room Use Policy, and will soon adopt an updated Fund Balance Policy and DTRF policy.

## **City of Frankfort**

I have been in contact with the City Treasurer and Police Chief regarding the School Resource Officer position in Frankfort. We were able to finalize December 14<sup>th</sup> for them to attend the Board meeting to chat about the School Resource program.

Please let me know if there are any questions.

Thank you!

# Committee Of The Whole

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# Committee Appointments

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# Correspondence

# DICKINSON COUNTY BOARD OF COMMISSIONERS



*Board Chairman: Henry Wender*  
*Vice Chairman: Barbara J. Kramer*  
*Commissioners: John P. Degenauer, Jr.*  
*Joe Stevens*  
*Ann Martin*

*Controller/Administrator: Brian Bousley*  
*Administrative Assistant: Christy Paul*

## Dickinson County Resolution 2021-19

### RESOLUTION SUPPORTING AMERICAN RESCUE PLAN STATE MATCH PROGRAMS

**WHEREAS**, the State of Michigan has faced tremendous challenges as it dealt with a deadly pandemic for nearly a year and a half and is now presented with an opportunity to strategically invest in our residents, entrepreneurs, businesses and communities; and

**WHEREAS**, Michigan will receive more than \$10 billion in fiscal recovery aid, with 83 counties slated to get \$1.9 billion directly in American Rescue Plan (ARP) funds; and

**WHEREAS**, cities and larger townships will receive a total of \$1.8 billion and non-- entitlement communities (smaller units) approximately \$644 million, with the state of Michigan itself receiving more than \$6.5 billion; and

**WHEREAS**, eligible expenditures include revenue reimbursements, savings and growing interest on the funds, broadband infrastructure, economic development and individual assistance programs; and

**WHEREAS**, county leaders are already under pressure to announce spending decisions and elected officials at all levels of government will have to make decisions on where and how they will use the dollars within federal guidelines; and

**WHEREAS**, the Michigan Association of Counties is working on a match program to earmark close to \$4 billion in state ARP funds to leverage all levels of government to strategically invest the one-time dollars in area of greatest need for improvement; and

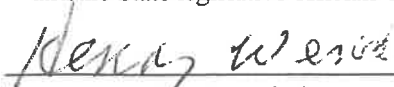
**WHEREAS**, the Michigan Association of counties has received positive feedback on the ideas put forth for match programs within the state; and

**WHEREAS**, Michigan has a chance to amplify investments with the influx of federal funding and a collaborative effort by all levels of government that will allow the dollars to be stretched to invest in common goals; and

**WHEREAS**, the comprehensive approach to leverage ARP dollars will provide Michigan the ability to amplify investment for our future by focusing resources in five key areas - water infrastructure and broadband, local capacity and fiscal stability, housing and community development, comprehensive economic development and public health and safety; and

**WHEREAS**, our future success is inextricably linked, and strategic investment of our available resources need to support and strengthen these connections;

**THEREFORE, BE IT RESOLVED**, the Dickinson County Board of Commissioners supports American Rescue Plan State Match Programs and authorizes the Dickinson County Clerk to forward a copy of this resolution directly to all County Boards and the State legislative officials of the State of Michigan.

  
Henry Wender – Board Chair

  
Carol Bronzyk – County Clerk

10.25.2021  
Date

**JACKSON COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION NO. 10-21.27**

**Resolution to oppose mandatory vaccinations, mandatory wearing of masks and other face coverings, vaccination passports, and mandatory Covid testing and support a citizen's right to self-determination and parental rights to decide what is best for their children**

The Board of Commissioners of the County of Jackson, State of Michigan, states:

**WHEREAS**, the Jackson County Board of Commissioners swore an oath to uphold the Constitutions of the United States and the State of Michigan, and these Constitutions guarantee freedom of religion, speech, assembly as well as due process of law; and

**WHEREAS**, we believe numerous State elected officials and Department Heads have issued overly restrictive orders violating Constitutionally Guaranteed Rights, and we aware that the Federal Government is threatening further overly restrictive orders, and

**WHEREAS**, these orders denied citizens of their personal choice and eroded the constitutional rights and freedoms of citizens resulting in undue burdens, restrictions, and lasting harm to citizens, local businesses, and employees, and

**WHEREAS**, these orders also disrupted meaningful student education and socio-emotional development causing increased mental health issues and a possible increase in suicide rates of the youth of Jackson County; and

**WHEREAS**, differing opinions on prevention and treatment to be conducted in response to COVID-19 should be robustly debated, but that ultimately it is a citizen's God-given right to choose for themselves what is in their, and their children's best interests.

**BE IT RESOLVED**, the Jackson County Board of Commissioners will continue to contravene unconstitutional orders unilaterally imposed by federal and state officials regarding COVID-19; and

**BE IT FURTHER RESOLVED**, Jackson County does not dismiss the seriousness of COVID-19 and information regarding Covid-19 Statistics, Risks and Resources will remain on the Jackson County website as a resource for residents. The County shall continue to provide Covid-19 vaccines and testing for those who desire them, recognizing all medical procedures carry risk and therefore it is a citizen's right to choose whether or not to assume those risks; and

**BE IT FURTHER RESOLVED**, Jackson County does not support mandatory vaccinations, wearing of masks or other face coverings, testing, contact tracing, use of vaccine passports, or differing treatment of unvaccinated individuals in schools, businesses, and public places; and

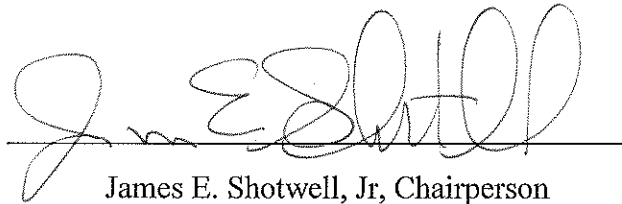
**BE IT FURTHER RESOLVED**, The Jackson County Commission shall not mandate COVID-19 vaccinations, masks, or passports for County employees; and



**BE IT FURTHER RESOLVED**, we hereby direct the County Administrator to notify department heads that no funds or resources should be expended for the enforcement of any unconstitutional mandates regarding COVID-19 including the arrest and prosecution of any person accused of violating any such mandate regarding COVID-19; and

**BE IT FURTHER RESOLVED**, on behalf of the citizens of Jackson County, we call on President Biden, Governor Whitmer, MDHHS, and MIOSHA the end all orders and restrictions related to Covid-19 and cease from issuing more in the future.

**FURTHER**, we request a copy of this Resolution be sent to Governor Whitmer, Senator Shirkey, Representative Alexander, Representative Lightner, the Michigan Senate, the Michigan House of Representatives, the Michigan Association of Counties and to the Clerk of each County in the State of Michigan.



James E. Shotwell, Jr, Chairperson

Jackson County Board of Commissioners

October 19, 2021

STATE OF MICHIGAN )

) ss.

COUNTY OF JACKSON )

I, Amanda Kirkpatrick, the duly qualified and acting Clerk of the County of Jackson, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the County Board of Commissioners of the County of Jackson, State of Michigan, at a regular meeting held on October 19, 2021, at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267, Public Acts of Michigan, 1976, and that, the minutes of said meeting were kept and will be or have been made available as required by said Act.



Amanda Kirkpatrick, County Clerk



# County of Marquette

Courthouse Complex  
234 W. Baraga Avenue  
Marquette, Michigan 49855  
Fax: (906) 225-8155  
www.co.marquette.mi.us

116  
County Administrator  
225-8151  
Finance & Accounting  
225-8175  
Human Resources & Risk  
225-8162  
Information Systems  
225-8170

## RESOLUTION SUPPORTING AMERICAN RESCUE PLAN STATE MATCH PROGRAMS

**WHEREAS**, the State of Michigan has faced tremendous challenges as it dealt with a deadly pandemic for nearly a year and a half and is now presented with an opportunity to strategically invest in our residents, entrepreneurs, businesses and communities; and

**WHEREAS**, Michigan will receive more than \$10 billion in fiscal recovery aid, with 82 counties slated to get 1.9 billion directly in American Rescue Plan (ARP) funds; and

**WHEREAS**, cities and larger townships will receive a total of \$1.8 billion and non-entitlement communities (smaller units) approximately \$644 million, with the state of Michigan itself receiving more than \$6.5 billion; and

**WHEREAS**, eligible expenditures include revenue reimbursements, savings and growing interest on the funds, broadband infrastructure, economic development and individual assistance programs; and

**WHEREAS**, county leaders are already under pressure to announce spending decisions and elected officials at all levels of government will have to make decisions on where and how they will use the dollars within federal guidelines; and

**WHEREAS**, the Michigan Association of Counties is working on a match program to earmark close to \$4 billion in state ARP funds to leverage all levels of government to strategically invest the one-time dollars in areas of greatest need for improvement; and

**WHEREAS**, the Michigan Association of Counties has received positive feedback on the ideas put forth for match programs within the state; and

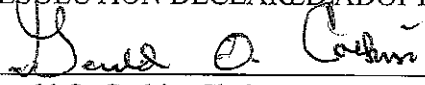
**WHEREAS**, Michigan has a chance to amplify investments with the influx of federal funding and a collaborative effort by all levels of government that will allow the dollars to be stretched to invest in common goals; and

**WHEREAS**, the comprehensive approach to leverage ARP dollars will provide Michigan the ability to amplify investment for our future by focusing resources in five key areas – water infrastructure and broadband, local capacity and fiscal stability, housing and community development, comprehensive economic development and public health and safety; and

**WHEREAS**, our future success is inextricably linked, and strategic investment of our available resources needs to support and strengthen these connections;

**THEREFORE, BE IT RESOLVED**, the Marquette County Board of Commissioners supports American Rescue Plan State Match Programs and authorizes the Board Chairperson and staff to forward a copy of this resolution directly to all County Commissioners, or their equivalents, in each of the 83 counties in the State of Michigan.

RESOLUTION DECLARED ADOPTED

  
\_\_\_\_\_  
Gerald O. Corkin, Chairman  
Marquette County Board of Commissioners

I hereby certify that the foregoing constitutes a true and complete copy of the Resolution adopted by the Board of Commissioners of the County of Marquette, Michigan, at a regular meeting held on November 2, 2021.

\_\_\_\_\_  
Linda K. Talsma, Marquette County Clerk

*“Menominee County – Where the Best of Michigan Begins”*

## **MENOMINEE COUNTY BOARD OF COMMISSIONERS**

*Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858  
[www.menomineecounty.com](http://www.menomineecounty.com)*

*Jason Carviou – County Administrator  
Sherry DuPont – Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839*

### **RESOLUTION – 2021-25**

#### ***RESOLUTION SUPPORTING AMERICAN RESCUE PLAN STATE MATCH PROGRAMS***

**WHEREAS**, the State of Michigan has faced tremendous challenges as it dealt with a deadly pandemic for nearly a year and a half, and is now presented with an opportunity to rebuild by strategically investing in our residents, entrepreneurs, businesses, and communities; and

**WHEREAS**, Michigan will receive more than \$10 billion in fiscal recovery aid, with the 83 counties receiving \$1.9 billion collectively in American Rescue Plan funds; and

**WHEREAS**, the State of Michigan will receive more than \$6.5 billion, cities and larger townships will receive a total of \$1.8 billion collectively, and non-entitlement communities (smaller units) will receive approximately \$644 million in American Rescue Plan funds; and

**WHEREAS**, eligible expenditures include loss revenue reimbursements, investment in water, sewer, and broadband infrastructure, economic development, individual and business assistance programs, emergency personnel costs, and other costs associated to the pandemic; and

**WHEREAS**, the Michigan Association of Counties is working on a match program that would leverage the American Rescue Plan funds received by the State, counties, and local governments to achieve the maximum benefit of this once in a generation funding; and

**WHEREAS**, a partnership leveraging American Rescue Plan funds received at the State, county, local level is the best approach to achieve common goals and objectives, and to strategically invest the American Rescue Plan funds in truly transformational way for our communities; and

**WHEREAS**, this comprehensive approach to leverage the American Rescue Plan funding will provide an opportunity to focus our resources in five key areas – water, sewer, and broadband infrastructure, local capacity and fiscal stability, housing and community development, comprehensive economic development, and public health and safety – all key focuses for transformational change in our communities.

**NOW, THEREFORE, BE IT RESOLVED**, that the Menominee County Board of Commissioners hereby supports the efforts by the Michigan Association of Counties to create a matching program that leverages the American Rescue Plan funding in the State of Michigan for the optimal use to benefit our resident and communities.

**BE IT FURTHER RESOLVED**, that the Menominee County Board of Commissioners encourages the Michigan State Legislature to support this effort to provide truly transformational change for our communities in the State of Michigan.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be sent to Governor Whitmer, Senator McBroom, Representative LaFave, the Michigan Association of Counties, and to every County in the State of Michigan.

Roll call vote:           AYES:   7             NAYS:   0  

**RESOLUTION DECLARED ADOPTED.**

  
\_\_\_\_\_  
William Cech, Vice Chairman

11/9/21  
Date

STATE OF MICHIGAN           )  
  ) ss.  
COUNTY OF MENOMINEE    )

I hereby certify that the foregoing is a true and complete copy of **Resolution 2021-25** adopted by the County Board of Commissioners at a regular meeting held on **November 9, 2021**, and I further certify that the public notice of such meeting was given as provided by law.

  
\_\_\_\_\_  
Marc Kleiman, Menominee County Clerk



## OFFICE OF THE OCEANA COUNTY CLERK

*Amy L. Anderson, County Clerk*

100 State Street, Suite 1 – Hart, MI 49420

Telephone: (231) 873-4328

Moved by Mr. Hardy and seconded by Mr. Beggs to approve the following resolution:

**WHEREAS**, the Oceana County Board of Commissioners has concerns regarding recent changes made to the Michigan Open Meetings Act; and

**WHEREAS**, prior to the recent changes made to the Open Meetings Act, members of a public body could attend and participate in a public meeting virtually so long as a quorum of the public body was physically present at the meeting location; and

**WHEREAS**, effective April 1, 2021, the only authorization under the Open Meetings Act for a board member to attend and participate in the meeting virtually is if the board member is physically absent due to military duty, a health condition, or there is in place a statewide or local state of the emergency/state of disaster; and

**WHEREAS**, this eliminates a public body's previous flexibility to allow one or two members to participate in public meetings virtually; and

**WHEREAS**, the Oceana County Board of Commissioners believes that technology is sufficient to provide a reliable and clear method of virtual communication, that flexibility is essential to the recruitment and retention of qualified county commissioners, and that having a county commissioner attend and participate in a board meeting virtually is better than not having the county commissioner attend at all.

**NOW THEREFORE BE IT RESOLVED**, that the Oceana County Board of Commissioners request that the State of Michigan Legislature and Governor Whitmer make changes to the Open Meetings Act to exempt counties with a population of 75,000 or less to be exempt from the portions of the Open Meetings Act that restricts a member of a public body from attending and participating in a public meeting virtually, as long as a physical quorum of the public body is in attendance at the meeting location.


**BE IT FURTHER RESOLVED**, that a copy of this Resolution be sent to Governor Gretchen Whitmer, Senator John Bumstead, Representative Scott VanSingel, the Michigan Association of Counties, and to each County in the State of Michigan.

Roll call vote: Mr. Hardy – yes; Mr. Beggs – yes; Mr. Christians – yes; Mr. Erickson – yes; Ms. Meyette – yes; Mr. Morse – yes; and Mr. Walker – yes.

Motion carried.



**I HEREBY CERTIFY**, that the foregoing is a Resolution duly made and passed by Oceana County Board of Commissioners at their regular meeting held on October 28, 2021, at 11:30 a.m. in Oceana County, with a quorum present.

  
Amy L. Anderson, Oceana County Clerk

Dated: November 5, 2021