

# 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

**October 12, 2021**

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

**Join Zoom Meeting**

<https://us02web.zoom.us/j/81916195927>

**Or Telephone:**

**Dial(for higher quality, dial a number based on your current location):**

**US: +1 929 205 6099**

**Webinar ID: 819 1619 5927**

**PLEASE TURN OFF ALL CELL PHONES OR SWITCH THEM TO VIBRATE**

9:00 a.m.	CALL TO ORDER ROLL CALL INVOCATION AND PLEDGE OF ALLEGIANCE APPROVAL OF AGENDA APPROVAL OF MINUTES – 9/28/2021 (open & closed) PUBLIC INPUT
9:15 a.m.	<b>PUBLIC HEARING – CLOSE OUT FOR ECLIPSE COMMUNICATIONS – CDBG Revolving Loan Fund</b> FINANCE – A) Approval of Bills ELECTED OFFICIALS & DEPT HEAD COMMENTS ACTION ITEMS – A) EMPG Work Agreement for FY 2022 & FY 2021 EMPG Grant Agreement (reimbursement acceptance) COMMISSIONER REPORTS – COUNTY ADMINISTRATOR’S REPORT – Katie Zeits COMMITTEE OF THE WHOLE – None COMMITTEE APPOINTMENTS – Parks & Rec UNFINISHED BUSINESS – NEW BUSINESS –
10:00	Annie Browning, Domestic Violence
10:15	Chuck Clarke, Shoreline Protection Bid 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**  
**September 28, 2021**

The Benzie County Board of Commissioners met in a regular session on Tuesday, September 28, 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 and Warsecke  
Excused: Commissioner Sauer

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 Maples to Elected Officials and Department Head Reports, also to Action Items A-1 Maples. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

**Minutes:**

Motion by Markey, seconded by Miller, to approve the regular session minutes of September 14, 2021 as presented. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

Motion by Markey, seconded by Nye, to approve the closed session minutes of September 14, 2021 as presented. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

9:04 a.m. Public Input – None

**FINANCE**

Bills: Motion by Warsecke, seconded by Miller, to approve payment of the bills from September 15, 2021 thru September 27, 2021 in the amount of \$348,190.95, as presented. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

**ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS**

Doug Durand, Benzie Senior Resources, provided a written report and reported that they have adopted their FY 2021-22 Budget; they still are having staffing concerns.

Tom King, EMS, reported on vehicles, education, COVID-19; new ambulance delivery date set for June 2022; Ironman was successful; researching to determine if we should have three units on for 24 hours per day. Building – still looking at options.

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

Megan Garza, Maples HR, spoke regarding the influx of applications they have received over the last three weeks; their COVID expenses to date \$996,400; received a 5 Star rating; 90% of the residents recommend the Maples facility to family and friends; 70.6% of the employees are fully vaccinated; all but two residents are vaccinated.

## COMMISSIONERS

Page 2 of 5

September 28, 2021

Karen Felty, Maples Finance Director, spoke regarding potential changes to the millage; the old building needs a lot of work, to in excess of \$1 million; requests that you continue the conversation and not make a decision today.

Michelle Thompson, County Treasurer, provides the board with information regarding the fund balance in the Building Dept and whether there are sufficient funds to pay the additional billing from the Health Dept for the scanning project.  
No action taken.

### ACTION ITEMS

Maples Finances: Michelle Thompson explains the spreadsheet she has prepared show amounts assessed with millage remaining the same and millage rate being reduced; suggests that we start now with reduction of the millage to .4500.

Comm Jeannot stated that the goal was to give back to the taxpayer part of the refinancing of the debt. Only 7 years remaining on this debt.

Motion by Jeannot, seconded by Miller, to accept the recommendation of the subcommittee for Capital Improvements at the old building at the Maples. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

Government Center Cleaning Contract: Motion by Warsecke, seconded by Miller, to enter into a three-year contract with Signature Services, Benzonia LLC in the monthly amount of \$4,100.00 for cleaning services as described in the bid dated September 20, 2021, such contract subject to approval as to its substance and form by legal counsel, authorizing the chair to sign. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

### Appropriations Act for 2021/2022 Budget:

Comm Warsecke shares his concerns with the health department funding; not comfortable giving them those dollars; perhaps we should use the funds for ACO rather than borrowing for them. Comm Jeannot is not prepared to withholding funding for the health department long-term for retribution or punishment.

Comm Nye feels we need more information; do not support the increase, do support putting the funding into contingency.

Health Dept requested 3.2% increase in their allocation from us, and they are providing 3.3% wage increases to the health dept employees.

Motion by Warsecke, seconded by Jeannot, to put into contingency \$125,000 to the Health Department until we get answers. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

Motion by Jeannot, seconded by Warsecke, to adopt the 2021/2022 General Appropriation Act and Budget as corrected, Maples Millage reduction and total mills for the county, authorizing the chair to sign. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

10:24 a.m. Recess

10:30 a.m. Reconvene



## COMMISSIONERS

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September 28, 2021

Motion by Roelofs, seconded by Warsecke, to enter into closed session as authorized under MCL 15.268(c) of the Open Meetings Act for strategy regarding negotiation of three collective bargaining agreements, with Attorney Matt Nordfjord. Closed session to include County Administrator Katie Zeits and County Clerk Dawn Olney. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

11:17 a.m. Re-enter Open Session

Motion by Miller, seconded by Warsecke, to ratify the package proposals ratified by the unions for the EMS Unit; Corrections Unit; 911 Unit and authorize the Board Chair to sign the successor collective bargaining agreements upon approval as to form by the County's attorney. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

Motion by Markey, seconded by Nye, to pre-ratify a package proposal with the COAM Units generally consistent with the proposals made by the County in 2021 and the re-opener for 2020, contingent upon the COAM units ratifying the package on or before the payroll ending October 16, 2021. If this occurs, the Board Chair is authorized to sign the successor collective bargaining agreements upon approval as to form by the County's attorney. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

### Appendix A

Motion by Jeannot, seconded by Nye, to exclude premium pay stipend for the Register of Deeds for passport processing. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

Motion by Jeannot, seconded by Warsecke, to adopt the Appendix A – Elected Official Salaries for 2022 with change in Register of Deeds salary. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

Appendix B: Motion by Warsecke, seconded by Markey, to adopt the Appendix B – Appointed Officials Salaries 2021/2022 as presented. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

Appendix C: Motion by Jeannot, seconded by Miller, to adopt the Appendix C Per Diem and Mileage for 2021/2022 as corrected, removing Road Commission from list and correcting date for Per Diem rate increase. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

Employee Roster: Motion by Warsecke, seconded by Jeannot, to adopt the Employee Roster for 2021/2022 as presented. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

L-4029: Motion by Jeannot, seconded by Warsecke, to adopt the L-4029 Tax Rates for 2022 with correction to the MCF Bond being reduced to .4500. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

## **COMMISSIONERS**

Page 4 of 5

September 28, 2021

### **COMMISSIONER REPORTS**

Chair Roelofs reported that he attended the EMS meeting.

Comm Jeannot provided a written report (attached) and reported that the Friends of Point Betsie Lighthouse will be receiving \$5.1 million dollars for improvements thanks to Representative Bergman.

Comm Miller reported that he attended the City of Frankfort; Crystal Lake Township; ACO/AWL; Airport Authority was cancelled; attended the Maples Subcommittee meeting for Comm Warsecke.

Comm Nye reported that she attended the Centra Wellness Planning & Finance meeting; EDC; Health Department; Parks & Recreation and ACO.

Comm Markey attended Centra Wellness townhall meeting; Benzie Senior Resources; LEPC; ACO/AWL; LPT; Centra Wellness All Staff Day.

Comm Warsecke thanked Comm Miller for attending the Maples Subcommittee meeting in his place.

Comm Sauer was not in attendance and did provide a written report (attached).

### **COUNTY ADMINISTRATOR'S REPORT – Katelyn Zeits**

Ms. Zeits provided a written report and reported that she has been working with Animal Control for possible restructuring, formalize agreement with the Animal Welfare League; review of the Animal Control Ordinance; Broadband Data Collection Survey; EDC/BRA; she has received four applications for the open position in the Administrator Office. Benzie County has received in excess of \$56,281 refund from Michigan County Workers Compensation – we should consider budgeting for it. DRAFT Projected Capital Improvements 5-year Plan – would like to prioritize these items before we start spending any money on these items.

**COMMITTEE OF THE WHOLE** – No meeting on September 14, 2021.

**COMMITTEE APPOINTMENTS** – None

**UNFINISHED BUSINESS** – None

**NEW BUSINESS** – None

### **PRESENTATION OF CORRESPONDENCE**

- Tuscola County resolution to Exempt Certain Counties from Recently Updated Open Meetings Act (OMA) received.
- Parks & Recreation minutes of July 26, 2021 received.
- BACN groundbreaking announcement received.
- Written Public Input provided by Anne Noah at 8:20 a.m. Sept 28, 2021.

12:27 p.m. Public Input

## COMMISSIONERS

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September 28, 2021

Karen Felty, Maples Finance Director, spoke regarding the Workers Comp refund.

Dodie Putney, Benzie Leelanau Health Dept, says thank you for serving as county commissioners – this was the first year we have had real discussions with finances. October 1 the Health Dept will be celebrating 25 years.

Annie Browning, Benzonia, appreciated the presentations from Dept Heads and Elected Officials; she will be on the agenda at the next meeting to talk about Domestic Violence.

12:32 p.m. Public Input Closed

Motion by Warsecke, seconded by Miller, to adjourn at 12:32 p.m. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

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Bob Roelofs, Chair

Dawn Olney, Benzie County Clerk

### INDEX

1. Approved the agenda as amended, adding Maples to Elected Officials and Department Head Reports, also to Action Items A-1 Maples.
2. Approved the regular session minutes of September 14, 2021 as presented.
3. Approved the closed session minutes of September 14, 2021 as presented.
4. Approved payment of the bills in the amount of \$348,190.95, as presented.
5. Accepted the recommendation of the subcommittee for Capital Improvements at the old building at the Maples.
6. Approved to enter into a three-year contract with Signature Services, Benzonia LLC in the monthly amount of \$4,100.00 for cleaning services.
7. Approved to put into contingency \$125,000 to the Health Department until we get answers.
8. Adopted the 2021/2022 General Appropriation Act and Budget as corrected, Maples Millage reduction and total mills for the county, authorizing the chair to sign.
9. Entered into closed session as authorized under MCL 15.268(c) of the Open Meetings Act for strategy regarding negotiation of three collective bargaining agreements, with Attorney Matt Nordfjord.
10. Ratified the package proposals ratified by the unions for the EMS Unit; Corrections Unit; 911 Unit and authorize the Board Chair to sign.
11. Approved to pre-ratify a package proposal with the COAM Units generally consistent with the proposals made by the County in 2021 and the re-opener for 2020, contingent upon the COAM units ratifying the package on or before the payroll ending October 16, 2021.
12. Approved to exclude premium pay stipend for the Register of Deeds for passport processing.
13. Adopted the Appendix A – Elected Official Salaries for 2022 with change in Register of Deeds salary.
14. Adopted the Appendix B – Appointed Officials Salaries 2021/2022 as presented.
15. Adopted the Appendix C Per Diem and Mileage for 2021/2022 as corrected, removing Road Commission from list and correcting date for Per Diem rate increase.
16. Adopted the Employee Roster for 2021/2022 as presented.
17. Adopted the L-4029 Tax Rates for 2022 with correction to the MCF Bond being reduced to .4500.



**Art Jeannot**  
**Commissioner Report**  
**September 28, 2021**

- Participated in 4 meetings on behalf of the County since our September 14<sup>th</sup> meeting.
- **9/16 Northern MI Community Action Agency**– Weatherization Project is getting greater emphasis as we move into the cooler temperatures. Benzie Housing Committee participates in this program.
- **9/17 EDC/BRA** – Commissioner Nye and myself attended this meeting.
  - Benzie County EDC has received an additional grant from DTE in the amount of \$2k to provide assistance to local businesses or services. These funds are restricted to COVID related issues. Previously we leveraged our funds with Venture North to get a bigger benefit for Benzie County. We are currently reviewing the success of that last grant before we engage Venture North with this latest funding.
  - Discussed the Merit contract for broadband surveying. Currently they are scheduled to start data collection November 15<sup>th</sup>. This task is expected to take up to 12 weeks. Merit expects to survey up to 12k households with about a 4% return. Diversity of households is critical. A variety of methods are being considered to reach the public. This includes equipping County Commissioners with talking points to be discussed with their respective districts.
  - Susan Wenzlick gave a presentation on how to leverage brownfield properties as a tool for economic development. This would include partnering with the Landbank. There are 1-2 initiatives in the exploratory stages that may become reality at a later date.
- **9/22 Benzie County Chamber of Commerce** –
  - The chamber will be discussing their strategic plan before year end. They still need to address what the chamber will look like post-Convention and Visitors Bureau.
  - A 4<sup>th</sup> recreational marijuana dispensary will be opening in Benzie County. It will be located next to A Papano's in Beulah.
- **9/24 Maples Board** – A meeting with the full Maples Board (DHHS) is scheduled for Friday, September 24<sup>th</sup>. Commissioners Warsecke, Sauer and I have been appointed to represent the Benzie County Board of Commissioners. This will be subject to the Open Meetings Act. A complete recap of the meeting will be provided.
- **Other** –
  - I joined the September 22<sup>nd</sup> meeting by phone. Commissioners Sauer and Nye will be reporting on this in their capacity as appointed board members.
  - Senator VanderWall secured \$5.1M dollars for Pointe Betsie Lighthouse improvements.

**RECEIVED**

SEP 22 2021

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

**9-15 Central Wellness Townhall Meeting**

State Representatives Jack O'Malley and Mary Whiteford discussed Behavioral Health Redesign.

9-16 Village of Elberta. Proceeding with rate increases for water and sewer to cover loan or grant requirements from EAGLE or USDA.

9-20 School Safety Committee. Masks seem to be no problem, shortage of bus drivers both local and for TBA. Review of truancy policy. Lock down drills and boot key to remove door boots needed.

9-20 LEPC Hazard Mitigation Plan Update. Networks Northwest to facilitate with grant 2 year process.

9-22 Health Board Meeting. Passionate discussion on Masks from parents. Some facts from Dr. Meyerson on reason for Health Order was given. Discussed process and once again reminded who has the authority. Lisa Peacock not present for meeting. Asked about intergovernmental agreement was told by attorney this document has no teeth, would like our legal to review and maybe revise. Also reminded that cutbacks in funding or authority will be met with legal action. Requested more involvement from Health Board not sure about response will know more later. The state budget has wording that will take the mask mandate away from the Health Department, could be signed or line item vetoed by governor.

9-23 Road Commission Budget approved for 2021-2022. Increase in permits for Charter to install fiber in road rite away lots of action all over county. New Employee Rodent control specialist (cat) taken care of by employees huge problem with mice.

9-23 Maples Increase in applications for employment almost fully staffed in housekeeping, kitchen help, and CENA's. Still short in nursing staff. DHHS mask mandate in effect and only 20% of staff in the office (3 employees) Census 86% today and 83% year to date.

  
District 7

RECEIVED

SEP 24 2021

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617



# CLOSED SESSION MINUTES

**BENZIE COUNTY  
NOTICE OF CLOSE OUT PUBLIC HEARING FOR  
MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
FUNDING FOR ECLIPSE COMMUNICATIONS**

TO ALL INTERESTED AGENCIES, GROUPS AND PERSONS, NOTICE IS HEREBY GIVEN that the Benzie County Board of Commissioners will conduct a Public Hearing during their regularly scheduled board meeting on Tuesday, October 12, 2021 at 9:15 a.m. The hearing will be held at the Governmental Center at 448 Court Place, Beulah, MI 49617. The purpose of the public hearing is to allow citizens an opportunity to submit comments and receive a final report on the completion of a project with Eclipse Communications utilizing the Community Development Block Grant (CDBG) Regional Revolving Loan Fund.

The CDBG loan in the amount of \$70,000.00 provided to Eclipse Communications at 2532 Benzie Highway, Benzonia, MI 49616, funded equipment and hiring of an additional 2 full-time employees. The CDBG project benefitted at least 51% low to moderate income persons; no persons were displaced as a result of the project.

Citizen views and comments on this CDBG project is welcome. Interested parties are invited to comment on the project in person at the public hearing or in writing by Monday, October 11 at 3:00 pm to: Dawn Olney, County Clerk, 448 Court Place, Beulah, MI 49617, 231-882-0000. If you require special accommodations to participate in the public hearing, please contact Dawn Olney, County Clerk. All aspects of the projects will be open for discussion at the public hearing.

RECEIVED

SEP 23 2021

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617



# VENTURE NORTH

FUNDING | RESOURCES | CONNECTIONS

## MEMORANDUM

October 5, 2021

**To:** Benzie County Commissioners

**From:** Laura Galbraith, President

Earlier in 2021, Eclipse Communications, LLC received a \$70,000 Community Development Block Grant (CDBG) loan to purchase equipment including a truck, two trailers and a trencher to expand the business. The project met HUD's national objective because Eclipse created two (2) new full-time positions during the project period, of which, at least 51% of these new positions were filled by low-to-moderate-income individuals.

The purpose of the Public Hearing is to close out the project, highlight its accomplishments, and provide a chance for citizens to comment. I will attend, along with Eclipse owner Christopher Varenhorst, and provide an overview of the project and accomplishments. Chris will be available to answer any questions you may have regarding this project or his business.

Following the Public Hearing, my staff will work with County staff to collect and submit required close-out documents to the Michigan Economic Development Corporation (MEDC) including: a brief description of the public hearing (meeting minutes will be appropriate) and the "Actions to Affirmatively Further Fair Housing" document that should be approved during the regular portion of your meeting. The County already has the additional CDBG required policies on file with MEDC from the close-out of previous projects.

RECEIVED

OCT 06 2021

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

## ACTIONS TO AFFIRMATIVELY FURTHER FAIR HOUSING

*Title 1 of the Housing and Community Development Act of 1974, as amended, requires that the UGLGs receiving HUD funding (including states and their UGLGs) affirmatively further fair housing. This effort generally takes form in promoting and publicizing Fair Housing and Civil Rights laws. Fair housing choice means that all persons have the same access to housing choices regardless of race, color, national origin, religion, sex, disability, familial status, or income level. UGLGs must certify via resolution or ordinance that they will affirmatively further fair housing. For suggested fair housing activities to further fair housing, see GAM Chapter 9, Fair Housing section.*

Date	<b>10/12/2021</b>
Grantee	<b>Benzie County</b>
Grant #	<b>2000010</b>
Grant Title	<b>Eclipse Communications CDBG Loan</b>
Grant Term	<b>3/1/21 - 2/28/23</b>

### Proposed Actions in Approved Fair Housing Plan

Benzie County at a minimum will post this policy or the Fair Housing Poster, flyers or other information which will bring attention of owners of real estate, developers and builders their respective responsibilities and rights under the Federal Fair Housing Law and Michigan Elliott Larsen Act.

### Actions Taken

- The Benzie County Fair Housing Policy is displayed in a public space within the County Building.
- The Fair Housing Poster is posted within a public space at the County Building.

### Results

Since the Fair Housing Policy was adopted by the County of Benzie Board of Commissioners, the County has not had any inquiries.

### Reason for Any Change from Proposed Actions

No changes.

### Funding Amount and Source (Total \$ value of time, materials, etc.)

No fees associated with our actions.

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

\_\_\_\_\_  
Signature of Authorized Local Official

Bob Roelofs, County Board of Commissioners Chairman

Printed Name and Title of Authorized Local Official

**FINANCE**

## **BILLS TO BE APPROVED OCTOBER 12, 2021**

Motion to approve Vouchers in the amount of:

\$	121,674.94	General Fund (101)
\$	43,240.43	Jail Fund (213)
\$	35,287.08	Ambulance Fund & ALS (214)
\$	26,508.25	Funds 105-238
\$	5,046.26	ACO Fund (247)
\$	-	Building (249)
\$	6,166.45	Dispatch 911 Fund (261)
\$	114,028.09	Funds 239-292
\$	91,271.68	Funds 293-640
\$	52,460.77	701 Fund
\$	-	Trust and Agency Funds & MSU Trust and Agency Fund (702-771)
<hr/>		
\$	495,683.95	



**Payables September 30, 2021 through October 7, 2021**

DATE	FUND 101 GENERAL	FUND 213 JAIL	FUND 214 ALS	FUND 105-238	FUND 247 ACO	FUND 249 BUILDING	FUND 261 DISPATCH	FUND 239-292	FUND 293-690	FUND 701 TRUST/ AGENCY	FUND 702-771	TOTALS
9/30/2021	\$ 65,263.83	\$ 17,179.33	\$ 20,570.77	\$ 16,602.06	\$ 3,600.49		\$ 6,166.45	\$ 98,529.89	\$ 91,271.68	\$ 7,587.95		\$ 326,772.45
10/7/2021	\$ 56,411.11	\$ 26,061.10	\$ 14,716.31	\$ 9,906.19	\$ 1,445.77			\$ 15,498.20		\$ 44,872.82		\$ 168,911.50
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<b>Totals</b>	<b>\$ 121,674.94</b>	<b>\$ 43,240.43</b>	<b>\$ 35,287.08</b>	<b>\$ 26,508.25</b>	<b>\$ 5,046.26</b>	<b>\$ -</b>	<b>\$ 6,166.45</b>	<b>\$ 114,028.09</b>	<b>\$ 91,271.68</b>	<b>\$ 52,460.77</b>	<b>\$ -</b>	<b>\$ 495,683.95</b>

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

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

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

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

10/07/2021 01:55 PM  
User: LBARRETT  
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY  
EXP CHECK RUN DATES 10/07/2021 - 10/07/2021  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 1/8

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 101 BOARD OF COMMISSIONERS					
101-101-900.00	PRINTING & PUBLISHING	PIONEER GROUP	CLS BUDGET, VOTER REGISTRATION, COMM AI	243.00	82371
Total For Dept 101 BOARD OF COMMISSIONERS				243.00	
Dept 131 CIRCUIT COURT					
101-131-800.00	CONTRACTED SERV - THINKING MATTE	CATHOLIC HUMAN SERVICES,	1 SPLIT INVOICE ENDING 8/31/21	262.50	82318
101-131-802.00	TRANSCRIPTS	AMANDA O'BRIEN	HEARING HELD ON 9/20/21	84.05	82300
101-131-810.00	LEGAL FEES	NORTH POINTE LEGAL, PLC	COUNT APPOINTED ATTORNEY	4,172.50	82367
101-131-813.00	PROBATION EXPENSES	WELLS FARGO VENDOR FIN SEP	PROBATION COPIER FEES FOR 9/27-10/26	67.52	82401
101-131-970.00	EQUIPMENT	BIS DIGITAL, INC.	COURTROOM #1 RENEWAL CONTRACT	290.00	82314
Total For Dept 131 CIRCUIT COURT				4,876.57	
Dept 136 DISTRICT COURT					
101-136-727.00	OFFICE SUPPLIES	MCCARDEL WATER CONDITIONING	OFFICE SUPPLIES	47.75	82357
101-136-805.10	PROBATE CT APPOINTED ATTORNEY	KEHR, LINDA MOOREY	ATTY ANNE W RITCHARDS	300.00	82351
101-136-962.20	JIS RELATED COSTS	JUDICIAL MANAGMENT SYSTEMS	SUPPORT	50.00	82350
Total For Dept 136 DISTRICT COURT				397.75	
Dept 142 JUVENILE DIVISION					
101-142-860.00	TRAVEL	CAMERON CLARK	SEPT REIM MILEAGE/PHONE	548.80	82317
Total For Dept 142 JUVENILE DIVISION				548.80	
Dept 172 ADMINISTRATOR					
101-172-727.00	OFFICE SUPPLIES	VISA=KATIE ZEITS	HP X24IH (2) BEST BUY	519.98	82397
Total For Dept 172 ADMINISTRATOR				519.98	
Dept 215 COUNTY CLERK					
101-215-727.00	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES	389.99	82369
101-215-727.00	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES	66.59	82370
101-215-970.20	EQUIPMENT - CAPITAL	I.T. RIGHT	PRINTER	781.99	82347
101-215-970.20	EQUIPMENT - CAPITAL	I.T. RIGHT	3 MONTIOR'S, 1 WEB CAM	647.00	82348
Total For Dept 215 COUNTY CLERK				1,885.57	
Dept 253 COUNTY TREASURER					
101-253-830.10	SERVICE CONTRACT (AC)	ALL ANIMAL VET CENTER	3RD QTR PMNT FOR DOG LICENSE SALES	8.00	82297
101-253-830.10	SERVICE CONTRACT (AC)	BETSIE RIVER VETERINARY CL	3RD QTR PYMT FOR DOG LICENSE SALES	104.00	82312
101-253-830.10	SERVICE CONTRACT (AC)	PLATTE LAKE VETERINARY CL	3RD QTR PYMT FOR DOG LICENSE SALES	27.00	82372
101-253-860.00	TRAVEL	VISA=MICHELLE THOMPSON	2021 FALL CONFERENCE	472.53	82399
Total For Dept 253 COUNTY TREASURER				611.53	
Dept 257 EQUALIZATION DEPARTMENT					
101-257-963.00	COMPUTER SUPPORT	ESRI	ARCGIS DESKTOP	2,500.00	
101-257-963.00	COMPUTER SUPPORT	LAND INFORMATION ACCESS AS	SUPPORT	350.00	
Total For Dept 257 EQUALIZATION DEPARTMENT				2,850.00	
Dept 262 ELECTIONS					
101-262-905.00	PRINTING & PUBLISHING - SUPPLY K	PIONEER GROUP	CLS BUDGET, VOTER REGISTRATION, COMM AI	438.75	82371
Total For Dept 262 ELECTIONS				438.75	
Dept 265 BUILDING & GROUNDS					
101-265-749.00	VEHICLE REPAIRS	BALLARD, JOHN	NEW OIL PAN AND OIL CHANGE	463.28	82302
101-265-750.00	MAINTENANCE SUPPLIES	KSS ENTERPRISES	RETURN CREDIT 1329529	(38.10)	82352
101-265-750.00	MAINTENANCE SUPPLIES	KSS ENTERPRISES	KLEENEX	69.51	82352
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	KEYS AND BATTERIES	40.56	82368
101-265-800.00	CONTRACTED SERVICES	GOTTSCALK CLEANING SERVI	SEPTEMBER CLEANING 2021	6,565.00	82341

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Fund 101 GENERAL FUND					
Dept 265 BUILDING & GROUNDS					
101-265-935.00	BUILDING REPAIRS	WESTSHORE PLUMBING & HEAT	DROPPED OFF BREAKER REPAIR KIT AND WASH	16.57	82402
Total For Dept 265 BUILDING & GROUNDS				7,116.82	
Dept 267 PROSECUTING ATTORNEY					
101-267-727.00	OFFICE SUPPLIES	VISA=SARA SWANSON	VISA Q4 EXPENSES - DVN AND OFFICE SUPPI	340.33	82400
101-267-814.00	DIRECT VICTIMS NEEDS - EXPENSES	SARA SWANSON	DVN Q4 TARGET PURCHASE	200.00	82377
101-267-814.00	DIRECT VICTIMS NEEDS - EXPENSES	STAPLETONS	GAS CARDS - DVN Q4 EXP	225.00	82381
101-267-814.00	DIRECT VICTIMS NEEDS - EXPENSES	VISA=SARA SWANSON	VISA Q4 EXPENSES - DVN AND OFFICE SUPPI	850.00	82400
101-267-901.00	RESOURCE MATERIALS	REXL INC. DBA LEXISNEXIS	SEPTEMBER 2021 SUBSCRIPTION SERVICE	88.00	82374
101-267-955.10	DUES & REGISTRATIONS	PROSECUTING ATTY ASSOC. C	2022 MEMBERSHIP DUES	4,252.00	82373
Total For Dept 267 PROSECUTING ATTORNEY				5,955.33	
Dept 285 CENTRAL SERVICES					
101-285-730.00	POSTAGE	CMRS-FP	POSTAGE FOR METER CIN#106000933130	2,500.00	82324
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP, INC.	40020522-1 COPIER LEASE ADMIN	279.35	82389
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP, INC.	40020703-1 COPIER LEASE	106.80	82389
Total For Dept 285 CENTRAL SERVICES				2,886.15	
Dept 301 SHERIFF					
101-301-748.00	GAS, OIL & GREASE	XPRESS LUBE	20-2 OIL CHANGE	61.85	82404
101-301-751.00	UNIFORMS	AMAZON CAPITAL SERVICES, I	BOOTS - SMITH	169.95	82301
101-301-800.00	CONTRACTED SERVICES	CORE TECHNOLOGY CORPORATI	C TALON - MULTIBRIDGE ACCESS	4,310.00	82327
101-301-970.06	EQUIPMENT - COMPUTERS	AMAZON CAPITAL SERVICES, I	OFF SUPP/COMP EQUIP	32.99	82301
Total For Dept 301 SHERIFF				4,574.79	
Dept 426 EMERGENCY MANAGEMENT					
101-426-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD COMMISSE	COMM VAN FUEL	34.96	82306
101-426-860.00	TRAVEL	HUBERS, REBECCA	TRAVEL EXPENSES R HUBERS AUGUST - SEPT	285.04	82344
Total For Dept 426 EMERGENCY MANAGEMENT				320.00	
Dept 751 PARKS & RECREATION DEPARTMENT					
101-751-800.00	CONTRACTED SERVICES	GOSLING CZUBAK ENGINEERING	PROFESSIONAL SERVICES THROUGH 9/19/21	2,500.00	82340
Total For Dept 751 PARKS & RECREATION DEPARTMENT				2,500.00	
Dept 966 TRANSFER OUT					
101-966-999.24	TRANSFER TO AIRPORT AUTHORITY	FRANKFORT CITY-COUNTY AIRP	FCCAA ADMIN CONTRIBUTION	12,000.00	82338
Total For Dept 966 TRANSFER OUT				12,000.00	
Total For Fund 101 GENERAL FUND				47,725.04	
Fund 205 TNT OFFICER MILLAGE FUND					
Dept 000					
205-000-840.00	INTELL/INVESTIGATIONS	LEADS ONLINE	INVESTIGATION SYSTEM - INTELL	1,223.64	82353
205-000-840.00	INTELL/INVESTIGATIONS	TRANSUNION RISK & ALTERNAT	SEPT 2021 INTELL	75.00	82393
Total For Dept 000				1,298.64	
Total For Fund 205 TNT OFFICER MILLAGE FUND				1,298.64	
Fund 209 SCHOOL RESOURCE OFFICER					
Dept 000					
209-000-970.00	EQUIPMENT	GRAND TRAVERSE MOBILE COMM	SRO - CONSOLE POCKET	79.62	82342
209-000-970.00	EQUIPMENT	THE LOCKOUT LLC	17 SPIN KEYS - BOOT LOCKS -SRO	1,275.00	82391
Total For Dept 000				1,354.62	

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Fund 209 SCHOOL RESOURCE OFFICER					
Total For Fund 209 SCHOOL RESOURCE OFFICER				1,354.62	
Fund 213 JAIL OPERATIONS FUND					
Dept 265 BUILDING & GROUNDS					
213-265-783.00	EQUIP. SERVICES & SUPPLIES	SHOP AND SAVE	SEPT 2021 SUPPLIES	20.24	82378
213-265-935.00	JAIL REPAIRS	CRYSTAL GARDENS	JAIL	101.87	82329
213-265-935.00	JAIL REPAIRS	HURST MECHANICAL	ROOFTOP ENTHOLPY ADJUSTMENT	322.00	82345
Total For Dept 265 BUILDING & GROUNDS				444.11	
Dept 351 JAIL - CORRECTIONS					
213-351-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES,	1OFF SUPP/COMP EQUIP	64.96	82301
213-351-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES,	1TONER - CONTROL	227.78	82301
213-351-834.00	PRISONER MEDICAL - BENZIE CO	ALL ACCESS CARE PLLC	SEPTEMBER MEDICAL CARE - JAIL	10,453.17	82296
213-351-963.00	COMPUTER EQUIPMENT	SOLID DESIGN SOFTWARE SOLU	JMS SOFTWARE - 16 USER	9,554.44	82380
Total For Dept 351 JAIL - CORRECTIONS				20,300.35	
Total For Fund 213 JAIL OPERATIONS FUND				20,744.46	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND					
Dept 265 BUILDING & GROUNDS					
214-265-750.00	MAINTENANCE SUPPLIES	CRYSTAL OUTDOOR SERVICES	ST 2 YARD MAINTENANCE	90.00	82330
214-265-750.00	MAINTENANCE SUPPLIES	FRANKFORT HARDWARE	ST 3 CLEANING SUPPLIES	25.05	82339
214-265-970.00	EQUIPMENT & REPAIR	TEAM FINANCIAL GROUP, INC.	MONTHLY CONTRACT	189.93	82389
Total For Dept 265 BUILDING & GROUNDS				304.98	
Dept 655 ADVANCED LIFE SUPPORT (ALS)					
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	55.06	82315
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	28.79	82316
214-655-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD COMMIS	FUEL	2,857.33	82306
214-655-749.00	VEHICLE REPAIRS	XPRESS LUBE	A21 A31 OIL CHANGES	107.86	82404
214-655-751.00	UNIFORMS	NIKIA PARKER	NIKIA PARKER, PART-TIME MEDIC BOOT REIN	75.00	82365
214-655-751.00	UNIFORMS	TELE-RAD, INC.	TELERAD UNIFORMS FOR BROOKE TAYLOR	147.03	82390
214-655-800.01	CONTRACTED SERVICES - BILLING	FIRE RECOVERY		267.94	82337
214-655-855.00	RADIO MAINTENANCE/EQUIPMENT	GRAND TRAVERSE MOBILE COMM	A31 AND A32 INVERTER ISSUES	91.75	82342
Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)				3,630.76	
Total For Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND				3,935.74	
Fund 228 SOLID WASTE/RECYCLING FUND					
Dept 000					
228-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD COMMIS	FUEL FOR SEPTEMBER 2021	94.84	82307
228-000-748.00	GAS, OIL & GREASE	ZYLSTRA, JESSE	MILEAGE FOR BIN CHECKS	139.44	82405
228-000-821.50	HAZARDOUS WASTE	BAY AREA RECYCLING FOR CH	ELECTRONICS COLLECTION EVENT	3,019.40	82303
228-000-900.00	PUBLIC RELATIONS-PRINTG/PUBLISHN	BENZIE TRANSPORTATION AUTH	BUS ADVERTISING	187.50	82311
228-000-955.00	CONVENTIONS & DUES	VISA=JESSE ZYLSTRA	MRC CONFERENCE	275.00	82396
Total For Dept 000				3,716.18	
Total For Fund 228 SOLID WASTE/RECYCLING FUND				3,716.18	
Fund 230 BETSIE VALLEY TRAIL MANAGEMENT FUND					
Dept 752 MDNR GRANT					
230-752-801.00	CONTRACTED SERVICES - CONSTRUCTI	A J'S EXCAVATING LLC	BETSIE VALLEY TRAIL	1,589.00	82294
Total For Dept 752 MDNR GRANT				1,589.00	

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Fund 230 BETSIE VALLEY TRAIL MANAGEMENT FUND		Total For Fund 230 BETSIE VALLEY TRAIL MANAGEMENT FUND		1,589.00	
Fund 247 ANIMAL CONTROL FUND					
Dept 265 BUILDING & GROUNDS					
247-265-935.00	BUILDING REPAIRS	ROTO ROOTER OF NORTHERN MI JETTER REAR LEFT DRAIN-PLUGGED		369.00	82375
		Total For Dept 265 BUILDING & GROUNDS		369.00	
Dept 430 ANIMAL CONTROL					
247-430-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD COMMIS	FUEL FOR SEPTEMBER	332.49	82308
247-430-835.20	VET & DRUG FEES	BETSIE RIVER VETERINARY CI 46-21C SPAY/47-21C SPAY/48-21C SPAY/49-		404.74	82312
		Total For Dept 430 ANIMAL CONTROL		737.23	
		Total For Fund 247 ANIMAL CONTROL FUND		1,106.23	
Fund 256 REG OF DEEDS AUTOMATION FUND					
Dept 000					
256-000-800.00	RECORD CONVERSIONS	FIDLAR TECHNOLOGIES INC	BASTION SERVICE 4TH QUARTER 2021	2,650.00	82336
		Total For Dept 000		2,650.00	
		Total For Fund 256 REG OF DEEDS AUTOMATION FUND		2,650.00	
Fund 260 CPL CLERK TECHNOLOGY FUND					
Dept 000					
260-000-727.00	OFFICE SUPPLIES	IDENTISYS	CPL RIBBON	211.77	82349
		Total For Dept 000		211.77	
		Total For Fund 260 CPL CLERK TECHNOLOGY FUND		211.77	
Fund 261 911 EMERGENCY SERVICE FUND					
Dept 325 DISPATCH/COMMUNICATION					
261-325-830.00	911 MAINTENANCE CONTRACT	CORE TECHNOLOGY CORPORATI	CANAU CORE MANTENANCE DEC 2021 - NOV 20	4,313.00	82327
261-325-830.00	911 MAINTENANCE CONTRACT	WESTTEL INTERNATIONAL, LLC	WESTTEL MONTHLY SERVICE NOVEMBER 2021	938.00	82403
261-325-961.00	TRAINING & SCHOOLS	BIDDLE CONSULTING GROUP, I	TEST GENIUS CRITICAL ANNUAL SOFTWARE SU	1,995.00	82313
261-325-961.00	TRAINING & SCHOOLS	MICHAEL DRAEGER	MICAH EL DRAEGER MILEAGE REIMBURSE - NM	83.44	82359
261-325-961.00	TRAINING & SCHOOLS	VIRTUAL ACADEMY	VIRTUAL ACADEMY TRAINING 11/24/21 - 11/	552.00	82394
		Total For Dept 325 DISPATCH/COMMUNICATION		7,881.44	
		Total For Fund 261 911 EMERGENCY SERVICE FUND		7,881.44	
Fund 262 DISPATCHER TRAINING FUND					
Dept 000					
262-000-961.00	TRAINING & SCHOOLS	MICHAEL DRAEGER	MICHAEL DRAEGER - MILEAGE REIMBURSE FOR	89.04	82360
		Total For Dept 000		89.04	
		Total For Fund 262 DISPATCHER TRAINING FUND		89.04	
Fund 269 LAW LIBRARY FUND					
Dept 000					
269-000-901.00	RESOURCE MATERIALS	THOMSON REUTERS - WEST	1000605113 LIBRAY PLAN CHARGES	873.01	82392
		Total For Dept 000		873.01	
		Total For Fund 269 LAW LIBRARY FUND		873.01	
Fund 292 CHILD CARE FUND					
Dept 000					
292-000-840.95	IN HOME CARE MISC.	SMART START MICHIGAN	TETHER FOR GM	300.00	82379

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Fund 292 CHILD CARE FUND					
Dept 000					
292-000-850.00	TELEPHONE	CAMERON CLARK	SEPT REIM MILEAGE/PHONE	50.00	82317
Total For Dept 000				350.00	
Total For Fund 292 CHILD CARE FUND				350.00	
Fund 293 VETERAN'S RELIEF FUND					
Dept 000					
293-000-727.00	OFFICE SUPPLIES	MACVC	VA DUES	75.00	82354
293-000-727.00	OFFICE SUPPLIES	NACVSO	VA MEMBERSHIP	50.00	82364
293-000-727.00	OFFICE SUPPLIES	VISA= KAREN KOROLENKO	VA ADMISSION EVENTBRITE	44.06	82395
293-000-839.10	VETERANS FINANCIAL AID	CONSUMERS ENERGY	VA ASSISTANCE	326.78	82326
293-000-839.10	VETERANS FINANCIAL AID	COYNE OIL & PROPANE	VA ASSISTANCE FOR D ROSA	432.86	82328
293-000-860.00	TRAVEL	VISA= KAREN KOROLENKO	VA TRAVEL	96.00	82395
Total For Dept 000				1,024.70	
Total For Fund 293 VETERAN'S RELIEF FUND				1,024.70	
Fund 425 EQUIPMENT REPLACEMENT FUND					
Dept 351 JAIL - CORRECTIONS					
425-351-957.00	MISCELLANEOUS - INMATE TELEPHONE	ACME SPORTS INC	BALANCE ON TRADE IN GUNS	2,084.00	82295
Total For Dept 351 JAIL - CORRECTIONS				2,084.00	
Total For Fund 425 EQUIPMENT REPLACEMENT FUND				2,084.00	
Fund 516 DELINQUENT TAX REVOLVING FUND					
Dept 000					
516-000-694.00	CASH OVER/SHORT	DANIEL ROBOTHAM	OVERPAID ON DLQ TAXES	44.64	82331
516-000-694.00	CASH OVER/SHORT	MEMBER FIRST MORTGAGE	OVERPAID ON DLQ TAXES	4.22	82358
Total For Dept 000				48.86	
Total For Fund 516 DELINQUENT TAX REVOLVING FUND				48.86	
Fund 701 GENERAL AGENCY FUND					
Dept 136 DISTRICT COURT					
701-136-214.01	DUE TO SHERIFF'S DEPT - OWI REIMB	BENZIE COUNTY SHERIFF'S DE	SEPTEMBER 2021 OWI REIMBURSEMENT	1,052.00	82310
701-136-221.01	DUE CITY FRANKFORT - OWI REIMBUR	CITY OF FRANKFORT	SEPTEMBER 2021 OWI REIMBURSEMENT	90.00	82322
701-136-228.20	DUE STATE - DNR JUDGEMENT FEES	STATE OF MICHIGAN	SEPTEMBER 2021 FEE TRANSMITTAL	190.00	82385
701-136-228.30	DUE STATE - D. L. REINSTATEMENT	STATE OF MICHIGAN	SEPTEMBER 2021 FEE TRANSMITTAL	45.00	82385
701-136-228.37	DUE STATE - CRIME VICTIM RIGHTS	STATE OF MICHIGAN	SEPTEMBER 2021 FEE TRANSMITTAL	2,550.60	82385
701-136-228.42	DUE STATE - STATE COURT - MOTION	STATE OF MICHIGAN	SEPTEMBER 2021 FEE TRANSMITTAL	260.00	82385
701-136-228.47	DUE STATE - OWI REIMBURSEMENT	STATE OF MICHIGAN	SEPTEMBER 2021 FEE TRANSMITTAL	131.00	82385
701-136-228.56	DUE STATE - EFILING FEE DIST CO	STATE OF MICHIGAN	SEPTEMBER 2021 FEE TRANSMITTAL	295.00	82385
701-136-228.57	DUE STATE - STATE JURY FEES	STATE OF MICHIGAN	SEPTEMBER 2021 FEE TRANSMITTAL	45.00	82385
701-136-228.58	DUE STATE - CIVIL FILING FEES	STATE OF MICHIGAN	SEPTEMBER 2021 FEE TRANSMITTAL	1,281.00	82385
701-136-228.59	DUE STATE - JUSTICE SYSTEM FUND	STATE OF MICHIGAN	SEPTEMBER 2021 FEE TRANSMITTAL	6,430.00	82385
701-136-271.00	RESTITUTIONS PAYABLE	CITY OF FRANKFORT	RESTITUTION PYMT FROM ESTLIN S KENYON	3.50	82323
701-136-271.00	RESTITUTIONS PAYABLE	HORN, OLGA	RESTITUTION PYMT FROM DAVID ALBRIGHT	300.00	82343
701-136-271.00	RESTITUTIONS PAYABLE	NORTH CAROLINA FARM BUREAU	RESTITUTION PYMT FROM KENNETH KOUBEK	131.82	82366
701-136-271.00	RESTITUTIONS PAYABLE	RYKSE, BRAD	RESTITUTION PYMT FROM LARRY L BROWN	150.00	82376
Total For Dept 136 DISTRICT COURT				12,954.92	
Dept 141 FRIEND OF THE COURT					
701-141-222.04	DUE MANISTEE - STATUTORY FEES	MANISTEE COUNTY TREASURER	STAUTORY FEES FOC/ PROCESSING FEES FOC	780.65	82355
701-141-222.05	DUE MANISTEE - PROCESSING FEES	MANISTEE COUNTY TREASURER	STAUTORY FEES FOC/ PROCESSING FEES FOC	97.68	82355



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Fund 701 GENERAL AGENCY FUND					
Dept 141 FRIEND OF THE COURT					
Total For Dept 141 FRIEND OF THE COURT				878.33	
Dept 148 PROBATE COURT					
701-148-228.06	DUE STATE - SHARED FEES	STATE OF MICHIGAN	SEPTEMBER 2021 FEE TRANSMITTAL	81.90	82384
701-148-228.42	DUE STATE - GENERAL FEES	STATE OF MICHIGAN	SEPTEMBER 2021 FEE TRANSMITTAL	110.00	82384
701-148-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	SEPTEMBER 2021 FEE TRANSMITTAL	150.00	82384
701-148-228.58	DUE STATE - CIVIL FILING FEES	STATE OF MICHIGAN	SEPTEMBER 2021 FEE TRANSMITTAL	900.00	82384
Total For Dept 148 PROBATE COURT				1,241.90	
Dept 215 COUNTY CLERK					
701-215-228.05	DUE STATE - NOTARY FEES	MICHIGAN DEPARTMENT OF STATE	NOTARY FEE TRANSMITTAL	18.00	82362
701-215-228.16	DUE STATE - PISTOL PERMITS	STATE OF MICHIGAN (#38-60)	CPL FOR SEPTEMBER	1,525.00	82388
701-215-228.37	DUE STATE - CRIME VICTIM RIGHTS	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	297.00	82383
701-215-228.37	DUE STATE - CRIME VICTIM RIGHTS	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	425.61	82386
701-215-228.37	DUE STATE - CRIME VICTIM RIGHTS	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	1,277.62	82387
701-215-228.42	DUE STATE - STATE COURT - MOTION	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	240.00	82383
701-215-228.42	DUE STATE - STATE COURT - MOTION	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	180.00	82386
701-215-228.42	DUE STATE - STATE COURT - MOTION	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	200.00	82387
701-215-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	225.00	82383
701-215-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	250.00	82386
701-215-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	175.00	82387
701-215-228.57	DUE STATE - STATE JURY FEES	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	25.00	82383
701-215-228.57	DUE STATE - STATE JURY FEES	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	75.00	82387
701-215-228.58	DUE STATE - CIVIL FILING FEES	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	1,071.00	82383
701-215-228.58	DUE STATE - CIVIL FILING FEES	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	1,190.00	82386
701-215-228.58	DUE STATE - CIVIL FILING FEES	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	833.00	82387
701-215-228.59	DUE STATE - JUSTICE SYSTEM FUND	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	285.62	82383
701-215-228.59	DUE STATE - JUSTICE SYSTEM FUND	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	382.19	82386
701-215-228.59	DUE STATE - JUSTICE SYSTEM FUND	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	822.73	82387
701-215-265.00	CASH BONDS PAYABLE	BENZIE COUNTY CLERK	BOND APPLIED L. HOFFMAN	720.00	82304
701-215-271.00	RESTITUTIONS PAYABLE	AMANDA BERRY	RESTITUTION FROM JUSTIN RICE	69.62	82298
701-215-271.00	RESTITUTIONS PAYABLE	AMANDA BERRY	RESTITUTION FROM JUSTIN RICE	115.21	82299
701-215-271.00	RESTITUTIONS PAYABLE	BENZIE COUNTY SHERIFF OFFICE	RESTITUTION FROM CAMERON STACEY	100.00	82309
701-215-271.00	RESTITUTIONS PAYABLE	CHERYL GATRELL	RESTITUTION FROM DESHAWN STANTON	162.00	82319
701-215-271.00	RESTITUTIONS PAYABLE	CIERA BRUNAN	RESTITUTION FROM LUCAS BRIGHT	10.00	82320
701-215-271.00	RESTITUTIONS PAYABLE	CIERA BRUNAN	RESTITUTION FROM LUCAS BRIGHT	10.00	82321
701-215-271.00	RESTITUTIONS PAYABLE	DONALD CROSSMAN	RESTITUTION FROM GEORGE HAUSER II	70.98	82334
701-215-271.10	FAMILY DIVISION RESTITUTIONS	CONNIE MCLAREN	RESTITUTION FROM JOSHUA STEPHENSON	100.00	82325
701-215-271.10	FAMILY DIVISION RESTITUTIONS	EAST SHORE DELI	RESTITUTION FROM JOSHUA STEPHENSON	100.00	82335
Total For Dept 215 COUNTY CLERK				10,955.58	
Dept 253 COUNTY TREASURER					
701-253-275.00	TAX OVERPAYMENTS/REFUNDS	BENZIE COUNTY LAW LIBRARY	UNCLAIMED PROPERTY REF FROM SOM	62.46	82305
701-253-299.35	ESCROW SHERIFF REDEMP ROBINSON	MATTHEW MACNAUGHTON	TO PAY ESCROW FOR SHERIFF REDEMPTION	12,216.90	82356
Total For Dept 253 COUNTY TREASURER				12,279.36	
Dept 268 REGISTER OF DEEDS					
701-268-228.40	DUE STATE - REMONUMENTATION FEES	STATE OF MICHIGAN	3RD QUARTER 2021 REMONUMENTATION FEES	5,976.98	82382
Total For Dept 268 REGISTER OF DEEDS				5,976.98	
Dept 301 SHERIFF					
701-301-228.16	DUE STATE - FINGER PRINT FEES	MICHIGAN STATE POLICE - C/	LIVESCAN SEPT 2021	475.75	82363
701-301-228.63	DUE STATE - SEX OFFENDER'S REG.	MICHIGAN STATE POLICE - C/	SEX OFF REG SEPT 2021	60.00	82363

10/07/2021 01:55 PM  
User: LBARRETT  
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY  
EXP CHECK RUN DATES 10/07/2021 - 10/07/2021  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Fund 701 GENERAL AGENCY FUND					
Dept 301 SHERIFF					

Total For Dept 301 SHERIFF	535.75
Total For Fund 701 GENERAL AGENCY FUND	44,822.82

10/07/2021 01:55 PM  
User: LBARRETT  
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY  
EXP CHECK RUN DATES 10/07/2021 - 10/07/2021  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 8/8

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101 GENERAL FUND	47,725.04
Fund 205 TNT OFFICER MII	1,298.64
Fund 209 SCHOOL RESOURCE	1,354.62
Fund 213 JAIL OPERATIONS	20,744.46
Fund 214 EMERGENCY MEDIC	3,935.74
Fund 228 SOLID WASTE/REC	3,716.18
Fund 230 BETSIE VALLEY	1,589.00
Fund 247 ANIMAL CONTROL	1,106.23
Fund 256 REG OF DEEDS AD	2,650.00
Fund 260 CPL CLERK TECH	211.77
Fund 261 911 EMERGENCY	7,881.44
Fund 262 DISPATCHER TRA	89.04
Fund 269 LAW LIBRARY FUN	873.01
Fund 292 CHILD CARE FUNI	350.00
Fund 293 VETERAN'S RELIE	1,024.70
Fund 425 EQUIPMENT REPL	2,084.00
Fund 516 DELINQUENT TAX	48.86
Fund 701 GENERAL AGENCY	44,822.82

Total For All Funds:	141,505.55
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# ELECTED OFFICIALS AND DEPARTMENT HEADS

# ACTION ITEMS



## Memorandum

**To:** Bob Roelofs, Chairman of the Benzie County Board of Commissioners  
**From:** Rebecca Hubers, Emergency Management Coordinator  
**Date:** September 27, 2021  
**Subject:** Authorization to Sign the Emergency Management Performance Grant (EMPG) Work Agreement for Fiscal year 2022 and the FY 2021 EMPG Grant Agreement (reimbursement acceptance)

---

### GRANT PROCESS

The approval of the **2022 Work Agreement** is required prior to the beginning of the First EMPG Quarter (October 1).

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

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

Toward the end of the performance period, we receive a Grant Agreement which outlines specifically what reimbursement funding is expected. Benzie County was awarded \$15,279 or 32,86% of the local emergency manager's salary and fringe benefits under the FY 2021 EMPG. This is the document that specifically requests reimbursement for the wages and benefits of the Local Emergency Management Coordinator position paid during the performance period.

### ANNUAL WORK AGREEMENT

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

#### (1) ADMINISTRATION & FINANCE

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

RECEIVED

SEP 30 2021

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617



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

## **(2) LAWS AND AUTHORITIES**

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

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

## **(3) HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONSEQUENCE ANALYSIS**

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

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

## **(4) HAZARD MITIGATION**

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

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

## **(5) PREVENTION**

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

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

## **(6) OPERATIONAL PLANNING**

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

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

#### **(7) INCIDENT MANAGEMENT**

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

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

#### **(8) RESOURCE MANAGEMENT, LOGISTICS & MUTUAL AID**

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

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

#### **(9) COMMUNICATIONS & WARNING**

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

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

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

#### **(10) OPERATIONS AND PROCEDURES & FACILITIES**

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

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

#### **(11) TRAINING**

The Emergency Management Coordinator (EMC) shall have a formal, documented training program composed of training needs, assessment, curriculum, course evaluation, and records of training. Necessary training includes Professional Development Series (PDS), MI CIMS, Damage Assessment and NIMS training courses. The local emergency manager shall submit the Quarterly Training and Exercise Reporting Worksheet (EMD-65) and promote available Emergency Management (EM) training for all personnel, including EOC staff, specific to their responsibilities.

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

#### **(12) EXERCISES, EVALUATIONS & CORRECTIVE ACTIONS**

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

All EMPG funded personnel receiving funding for any portion of their salary, benefits, or other expenditures must participate in no fewer than three exercises in the 12-month fiscal year grant period. Participation includes roles as exercise director, player, evaluator,

controller, and assisting as a player in a simulation cell. Observation of an exercise will not count as participation.

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

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

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

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

### **(13) CRISIS COMMUNICATIONS, PUBLIC EDUCATION & INFORMATION**

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

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

### **RECOMMENDATION**

It is my recommendation that the Board of Commissioners authorize the Chair of the BOC and the Emergency Management Coordinator to sign on behalf of Benzie County **the 2022 EMPG Work Agreement and the FY 2021 Grant Agreement (reimbursement)** 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

September 22, 2021

Dear Local Emergency Management Coordinator:

Enclosed is the Fiscal Year 2021 Emergency Management Performance Grants (EMPG) 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 Deputy State Director of 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 Grant Agreement.

This grant agreement and all required attachments must be completed, signed, and returned **no later than November 21, 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, Commander  
Deputy State Director, Emergency Management  
and Homeland Security Division

RECEIVED

SEP 30 2021

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

# SUBRECIPIENT CHECKLIST

## FY 2021 EMERGENCY MANAGEMENT PERFORMANCE GRANTS (EMPG) 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. Subrecipient Risk Assessment Certification
- ☐ 3. Standard Assurances
- ☐ 4. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- ☐ 5. Audit Certification (EMD-053)
- ☐ 6. 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	97.042
SUBRECIPIENT IRS/VENDOR NUMBER	FEDERAL AWARD IDENTIFICATION NUMBER (FAIN)	FEDERAL AWARD DATE
<del>151930112</del> 38-6004838	EMC-2021-EP-00003	8/30/2021
SUBRECIPIENT DUNS NUMBER	SUBAWARD FROM TO PERFORMANCE PERIOD	
<del>386004838</del> 15-193-0112	10/1/2020 9/30/2021	
RESEARCH & DEVELOPMENT	Funding	Total
N/A	Federal Funds Obligated by this Action	\$15,279
INDIRECT COST RATE	Total Federal Funds Obligated to Subrecipient	\$15,279
None on file	Total Amount of Federal Award	\$9,036,574

### FEDERAL AWARD PROJECT DESCRIPTION

2021 Emergency Management Performance Grants

### DETAILS

The 2021 EMPG allocation is 32.86% 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 AWARING AGENCY	PASS-THROUGH ENTITY (RECIPIENT) NAME
Federal Emergency Management Agency - GPD 400 C Street, SW, 3 <sup>rd</sup> floor Washington, DC 20472-3645	Michigan State Police Emergency Management and Homeland Security Division PO Box 30634 Lansing, MI 48909



# State of Michigan FY 2021 Emergency Management Performance Grant Grant Agreement

October 1, 2020 to September 30, 2021

CFDA Number: 97.042

Grant Number:

EMC-2021-EP-00003

This Fiscal Year (FY) 2021 Emergency Management Performance Grant (EMPG) grant agreement is hereby entered into between the Michigan Department of State Police, Emergency Management and Homeland Security Division (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 2020 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>; and 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 **\$15,279** or 32.86% 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 2020 EMPG Work Agreement/Quarterly Report (EMHSD-31). The FY 2021 EMPG Work Agreement can be located at [www.michigan.gov/emhsd](http://www.michigan.gov/emhsd) under Grants Programs, EMPG.
- 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.



**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.

BENZIE COUNTY  
Subrecipient Name

15-193-0112  
Subrecipient's DUNS Number

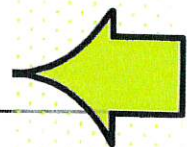
**For the Chief Elected Official**

BOB ROELOFS  
Printed Name

CHAIR - COUNTY COMMISSIONER  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**For the Local Emergency Manager**

REBECCA HUBER  
Printed Name

EMERGENCY MANAGEMENT COORDINATOR  
Title

Rebecca Huber  
Signature

\_\_\_\_\_  
Date

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

Capt. Kevin Sweeney, Commander  
Printed Name

Deputy State Director of Emergency  
Management and Homeland Security  
Title

[Signature]

9-22-2021

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# COMMISSIONER REPORTS

## 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

# COUNTY ADMINISTRATOR

# COMMITTEE OF THE WHOLE

# COMMITTEE APPOINTMENTS

September 29, 2021

Dawn Olney  
Benzie County Clerk  
448 Court Place  
Beulah MI 49617

Dear Dawn,

I am very interested in serving on the Benzie County Parks & Recreation Committee.

I am a Benzie County native and feel I can bring a lot of history and experience to the table. Living on Railroad Point on Crystal Lake for the past 35 years I have had firsthand experience with the Betsie Valley Trail being constructed, Bigelow/Bishop Lawsuit, acquiring the Applehof/Devine and Egan/Moss/Lopez properties, DNR Boatlaunch, Mary Margaret connector trail, acquiring the Cole property and now the proposed development of the outlet property. I want to be involved in protecting Railroad Point property and other properties Benzie County owns or manages and enhance the recreation of Benzie County.

Working for Frankfort-Elberta Area Schools for 30 years, I have experience with grant writing and working with local and state agencies.

Please accept this letter as my desire to serve on the Benzie County Park & Recreation Committee.

Thank you for your consideration.

Barb Ikens



RECEIVED

SEP 29 2021

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

**APPOINTMENT TO BOARD, COMMISSIONS AND AGENCIES**

**APPLICATION**

DATE: 9/29/21

Name: Barb IkenS

Address (including PO Box): 5012 Mollineaux Rd, Frankfort MI 49635

County District: Benzie

Home Telephone: 231-651-9012

Occupation: Bookkeeper /  
Adm. Asst.

Business Telephone: 231-352-4641

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

1. Park & Rec.

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

I was born and raised in Benzie County, and want to protect our beautiful area. I live on Railroad Point on Crystal Lake and feel I have alot to offer and want to help plan for the future by becoming a member of the Park & Rec. I have attended several of their meetings over the years and feel you need more people who have lived in Benzie County their entire life that know the history.

**PLEASE ATTACH A CURRENT OR UPDATED RESUME OR LETTER OF INTEREST**

This application with resume' attached must be returned to:

BENZIE COUNTY CLERK  
448 COURT PLACE  
BEULAH, MI 49617

RECEIVED

SEP 29 2021

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

1/8/14



# CORRESPONDENCE

①

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING  
Wednesday, September 22, 2021 2:00 p.m.  
Leelanau County Government Center  
6527 E Government Center  
Suttons Bay MI 49682**

Chairperson Dr. Barbara Conley called the meeting to order at 2:02 pm.

**Members Present:**

Gary Sauer - Benzie County Board of Commissioners  
William Bunek – Leelanau County Board of Commissioners  
Patricia Soutas-Little – Leelanau County Board of Commissioners  
Dr. Barbara Conley – Leelanau County Member at Large  
Rhonda Nye – Benzie County Board of Commissioners  
Dr. Mark Kuiper – Benzie County Member at Large

**Members Absent:** None

**Members Excused:** None

**Staff Present:**

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

**Staff Excused:** Lisa Peacock – Health Officer

**Guests Present:**

Lisa Vogler – Attorney for BLDHD  
Shelley Jablon – Benzie Leelanau District Health Department

RECEIVED

OCT 06 2021

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

**Pledge of Allegiance**

**Approval of Minutes:**

**Motion By:** Soutas-Little to approve the July 28, 2021 BOH Meeting Minutes.

**Seconded By:** Sauer

**Roll Call Vote:** Sauer-yea, Nye- yea, Conley- yea, Bunek- yea, Soutas-Little- yea, Kuiper -yea  
6 yeas 0 nay 0 excused **Motion carried**

**Approval of the Agenda:**

**Motion By:** Sauer to approve agenda with the addition of items 1-A and 1-B.

**Seconded By:** Bunek

**Roll Call Vote:** Sauer- yea, Nye- yea, Conley- yea, Bunek- yea, Soutas-Little- yea, Kuiper - year  
6 yeas 0 nay 0 excused **Motion carried**

**Discussion:** Bunek spoke up that he would like to add item 1-A to the agenda. This item would be to discuss what the purpose, scope and authority that the Board of Health has. Sauer added that he

would also like to add item 1-B to the agenda. This item would be a discussion about the Mask Mandate for all schools in Benzie and Leelanau Counties.

#### **Public Comment –**

**Ginger Noonan** - Kasson Township – Has three kids and is against the mask mandate. She was disappointed that she could not speak to Peacock. Noonan is against vaccines.

Sauer mentioned that people calling in on Zoom could not hear. Putney corrected the type of connection that was used, it was Teams.

**Eric Shaub** – Really wanted to speak with Peacock and disappointed that she was not there. He discussed how unfair it was that the Government picked and chose which businesses could be open the beginning of the pandemic. He believes that laws were broken with the mask mandate. He also believes that the mandates will increase human trafficking.

Conley informed the Public that Peacock was out on medical leave.

**William Bailey** – Cedar – Wanted to know where Peacock received her numbers that she used to base her decision on. He was disappointed that Peacock was not present. He mentioned that he had tried to reach her numerous times and had not received a response back from her. He wants to know how many people have gone to the hospital. He is waiting for more information to be released before vaccinating his child, who has asthma. She cannot wear a mask.

**Ann Schlueter, RS RDH** – Disappointed she can never get a hold of Peacock. Had sent an email to all Leelanau Commissioners about child abuse and masks. She is not behind the CDC information or Dr. Fauci. The PCR test is not reliable.

**Ty Wessell** – Northport – He is a Leelanau County Commissioner but he is speaking as a citizen of the County at this meeting. He supports the Health Department, Peacock, Meyerson and masking in schools. He regrets how the Leelanau County Commission Board has voted to have this rescinded.

**Cory Schaub** – French Road – Thanked the BLDHD for all the work that they do in the community. Her concern is the depression that can be caused in children who are required to be masked in school. She has six children and believes she should have the right to choose if they will be masked or not. Her household has experienced Covid and they all have recovered. She is concerned about child speech development when they cannot see their teachers and peers faces.

**Gwenne Allgaier** – Maple City – She is grateful for the Health Department. She is a Leelanau County Commissioner. She has received numerous correspondence from residents who do support the mask mandate. Everyone wants to keep the schools open and if this is how than it shall be. The community needs the Health Department.

**Sandra Grant** – Bingham Township – County Boards should have more rights than the Health Director on making decisions. The policies should be changed to limit how long mandates can be in place without the Board or some other entity voting on the mandate.

**Mark Grant** – Bingham Township – Disappointed that Peacock was not present. Shocked that she did not have an office phone. Believes that Peacock could be sued and he has submitted a FOIA request for the documentation that she used to base her mask mandate on. He believes that these mandates are increasing the suicide rate amount young people and impacting early childhood development.

**Rebecca Guaff** – Cedar- Is for parents choice on masking children. The Health Director's decision should be overturned. Guaff is a social worker and she always had to have documented proof to remove kids. The documentation for this mandate should be more visible. She has a preschooler and a kindergartener and found it very odd that one needs to be masked and not the other.

**John Rant** – Does the State government supersede the Health Departments? The Governor is supposed to be agreeing to no mask mandates to pass the budget.

**Joan Kelly** – Leland – Data is not for this area. Soutas-Little was supposed to get data for the questions that were presented at the County meeting. She is hoping those answers come out at this meeting. Does the Board of Health Control the budget? Take the authority back from the Health Director.

**Karen Zamadis** – Leland – Dr. Fauci was on the radio talking about how the college football games were going to be a feast for Covid. Two weeks after they started he was quiet on the matter but the Wall Street Journal did a story about how the number of cases did not explode but went down in the areas where these games were held. The mask mandate and vaccines are not about public health but about money and control.

**James Duvauan** - Traverse City – The virus is small, smaller than what the masks can stop. So it is coming in through the masks and gets stuck. This leads to a better chance on someone breathing it in. He practiced ER medicine and has worked in nursing homes through the pandemic and he has seen people recover without too many complications.

**Linda Schmick** – Leelanau County – Would like European information heard, does not believe that the Board of Health has been receiving correct information. The reports she has read from Germany state that masks create more of an issue. Her comment only deals with masks, not Covid itself.

**Tom Towtasky** – Elmwood Township – Mayo clinic says that there are no mask issues. Any journal articles that disputed this have been retracted. Who is financially supporting this?

**Gary Collins** – Maple City – Money is driving this whole thing. Who is paying Dr. Fauci and the institutions that are pushing vaccines and masking? Journals are retracting articles when funding is being threatened.

**Laura Tarson** – Solem Township – The public should have been addressed before the mandate went into place. Mayo Clinic must not have children. She believes that at least the Board of Health should have been involved with this decision. Would like to know what the destination plan is for this mandate.

**Leslie Klinski** – Center Township – She took her kids out of school when the mask mandate went into place. Kids are disgusting with masks. Has anyone ever watched how kids handle masks? They are dragged over every surface, they are chewed on and everyone touches everyone else's mask. Kids are also not getting the proper speech development with the masks in place.

**John Schaffer** – Leland – On behalf of his wife who is a retired surgeon, masks do not stop viruses or bacteria from passing through.

**John Myland** – Frankfort – He is a retired pediatrician and infectious disease specialist who worked with some of the bigger hospitals on the East Coast and still consults with vaccine companies was asked by Vogler to attend. He stated that everyone is still learning about the virus. This virus has taught health care individuals plenty but there is plenty to learn. Masks do work.

**Amy Stevens** – Leland Township – She had removed her kids from school and asked if anyone on the Board of Health has children in school. Since most of them do not have kids in school, why do they really want to listen to anyone from the public. She would like a date for when this will be over.

**Beth Carlson** – Leeland Township – Has a twelve-year-old with severe ADHD and OCD. He was attending Northport Schools but having issues with anxiety dealing with masks. She transferred him to St. Mary's and everything was going so much better that she was able to take him off his medications. Since the mandate she had to have a Crisis Center get involved for her son's anxiety and start his medication again. Her six-year-old is constantly chewing on their mask and the school is constantly asking for more to be sent in. Who is paying for all of these masks? She is done. So she sends her kids to school without one and the school can provide it. The rules make no sense. Her twelve-year-old was playing baseball with thirteen and fourteen year olds last year. Every child but hers had to be tested for Covid before they could play. They sat next to each other all day long at school. How does one year in age make a difference? She is pregnant with twins and she feels the masks required by Munson put her more at risk. She cannot wear her own in there. She has to reach into a box that everybody else does. Who knows what germs those people may have transmitted into that box.

Sauers read an email comment that he had received from Shannon Gillison - Benzie County – She has two school age kids. One had been in close proximity to a child who had Covid. They were quarantined for five days.

#### **Item 1-A and 1-B – The Purpose and Scope of the Board of Health and the Masking Mandate for Schools K-12**

Meyerson began describing that the Board of Health was created by the Public Health Code. It is to ensure continual access to health care for the public. This is to cover medical and environmental items. The environmental portion would cover drinking water, sewer and restaurant health codes. The personal health covers infectious diseases, hearing, vision, immunizations, STD's, and rabies.

Bunek spoke up stating that he believed the intent of this being added to the agenda was to clarify the purpose of this current Board of Health. Meyerson responded that this was a better question for the Board itself and for their attorney. The Board of Health is in charge of hiring a Health Director and a Medical Director. Nye stated that she was not happy that Peacock had told her that there would be no masking mandates and then there was. Nye was unhappy that Peacock was not at this meeting and that Nye had not been notified about her absence prior to the meeting. Nye was curious as to why there was an attorney at the meeting and who was this attorney representing, what for the Health Department or for the Board of Health? She then mentioned that she was not sure why she should stay for this meeting. Meyerson reminded her that this was a regular scheduled Board of Health Meeting. That Michigan Law states that the Health Director is a figure that has the power to issue mandates, not the Board of Health. Vogler spoke up that all the statutes pertaining to Board of Health duties is for the Board to establish programs, services, fees, to adopt regulations, approve budgets and perform general administrative functions when asked. Also, when asked to appoint a Health Officer, this position is mandated by state statute. Sauer brought up the inner-governmental agreement between Benzie and Leelanau Counties. This document outlined policies and procedures and who has ultimate authority on decision making. Vogler was unaware of this document. Putney provided Vogler a copy of this and Vogler was going to review it. Vogler mentioned that she was aware of the agreement between BLDHD and the Health Department of Northwest Michigan. This document also lined out who had authority over what tasks. She would look over the two documents and respond in writing on which one would supersede the other.

Soutas-Little stated that if passion and politics were removed from this meeting then everyone was here for the same reason, concern for the local children. Peacock has the power to make the

decisions because she is not a political figure, she is an expert. Politics need to be left out of health mandates.

#### **Health Officer Update – Michelle Klein**

Conley asked Klein to provide a Covid update. Klein had brought and shared a printout from the MI Start Map of Benzie and Leelanau County. The document showed the positivity rate and cases per County from July 22, 2021 through September 19, 2021. As Klein was explaining the information a Public Member asked her if there was any way to differentiate between adults and children on the chart/case numbers. Klein responded that the numbers include the entire population, that there was no breakdown in demographics. A Public Member asked Klein why Peacock had referenced a different tracker in her mandate. Peacock had used the CDC's information. Klein responded that the site that she had used to pull information for her document has both the State of Michigan and the CDC's information listed. It is on separate tabs. A person could easily toggle between the two and see. The reason why the information looks a bit different is that the State of Michigan is tracking cases by the 1,000,000 and the CDC is looking at cases by the 100,000. The information for both reports is reported by labs that are processing the Covid tests. In August the number of tests with positivity rates were increasing dramatically. A Public Member asked if this information showed how many of these residents were hospitalized. At this point Conley interrupted to remind the Public that this was not a question-and-answer session. They would need to save their comments and questions when the Public Comment session was open.

Meyerson began discussing the reasoning behind Peacock's decision to issue the mask mandate for all K-12 schools. He mentioned that he is a Pediatrician and that Covid is a learning process. At first it was thought that children could not easily spread the virus. Now that one in five people who are sick with the virus are children. So, we now know they can spread it. This has been affecting children worse than the flu, most kids will recover but some will have some very adverse effects from this. Some children have been experiencing systems for months after the initial infection. He had been studying the trends from the Southern States, who had their schools open a few weeks before the Michigan Schools were opened. A large number of these schools were experiencing Covid outbreaks and having to shut down and go virtual. This is something that Meyerson and Peacock did not want to see in Northern Michigan. The other concern was pediatric ICU beds. Currently there are no beds available in our area, all young patients need to be transferred downstate. Meyerson and Peacock were keeping in contact with the hospitals in the lower portion of the State to stay informed on how many hospital beds that they had available in case a Benzie/Leelanau resident needed to be transferred. The number of beds available was extremely small and it looked like if someone needed to be transferred they would be sent to Ohio. The other thought on this decision was that all of last year all of the schools were masked and for the most part it worked out. There has been plenty of studies done supporting the masking of children in school settings. The concerns of mental health was taken into consideration. It has been shown in the past year that not having kids in school has caused more depression issues than having them masked. Meyerson advises three different districts. Two of the districts have a mask mandate and the third does not. The third one has already had to close schools because of staff shortages. They had numerous staff members out with Covid and no one to cover. Some of the school districts within this area have decided to take it upon themselves to adopt their own mask mandates in order to keep their schools open. Peacock and Meyerson were also concerned about keeping the Hospitals in a decent capacity level so elective surgeries would not need to be cancelled. The cancelations of these surgeries put the general population into another risk category. As rates of positivity and the need for hospital beds drop than the mandate will be lifted. This mandate to have school children masked was never intended to be a permanent thing. It is temporary until the balance of a lot of different factors are met. A member of the public asked if there was a hard number for any or all of these different factors to reach to have the mandate lifted. Meyerson responded, no, there is not. A Public Member asked about which staff members were assigned to monitor all of the factors. Meyers mentioned that there is limited staff at the BLDHD and one of the factors that is a part of the decision factor is can the BLDHD perform their normal services.



When it was the Board of Health's turn to ask questions, Bunek stated that he did feel empathy that Peacock was ill but her absence at this meeting was undermining public trust. Sauer commented that he personally knows that Peacock and Meyerson are good people. This topic should have been presented before it became a mandate. There should have been a special meeting. This would have helped soften the impact that was felt by the public by this mandate. Dr Kuiper stated that Meyerson gave a good explanation on how Peacock and himself had come to the decision to issue the mask mandate. Both individuals have been very transparent as to the reasoning behind decisions and Dr. Kuiper would like to thank both of them. He explained that they are hired experts not politicians. They make decisions based on findings not on what the general public is pushing for. Nye asked if Peacock is unavailable is Meyerson the next person to make decisions. Meyerson responded that, no he does not have the final decision-making power. He had signed this mandate to show how strongly he supported it. His role is advisory only. Klein responded that if Peacock is not available than the Health Department of Northwest Michigan will cover this position. This is why BLDHD has contracted with them. Their Deputy Health Officer Natalie Kasiborski will step in and cover when there are unexpected absences. A Public Member asked if Peacock being absent was normal as they have yet to see her at a Leelanau County meeting. Klein and Meyerson both confirmed that this is not normal, it was completely unexpected that Peacock had fallen ill. Kuiper asked if the School Superintendents were notified that this mandate was coming before it was issued. Meyerson responded that they had been warned prior to the issuance that it more than likely would happen. Soutas-Little stated that Meyerson had presented exactly what information was requested.

#### **Accounts Payable**

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

**Seconded By:** Soutas-Little

**Roll Call Vote:** Sauer- yea, Nye- yea, Conley- yea, Bunek- yea, Soutas-Little- yea, Kuiper - yea  
**6 yeas 0 nays 0 excused Motion carried**

**Discussion:** Bunek asked what the check to the Dolly Parton Imagination Library was for. Klein responded that it is part of the Leelanau Early Childhood program. It is books for children in the community. Bunek asked how are expenses coded. Putney explained that a person needs to create a Requisition that a Supervisor would sign. This then would generate a Purchase Order that leads to the ability of the invoice to be processed through accounts payable. Bunek was wondering if a report could be included to show which funds are paying for the invoices. Jablon responded that she would look into adding this to the check register. If this was not a possibility than a second report could be added to the check register showing which general ledger account and cost center was used to pay for each expense.

#### **August 2021 Financial Statements**

**Motion By:** Sauer to accept the financial statements as presented.

**Seconded By:** Kuiper

**Roll Call Vote:** Sauer- yea, Nye- yea, Conley- yea, Bunek- yea, Soutas-Little- yea, Kuiper - yea  
**6 yeas 0 nays 0 excused Motion carried**

#### **Amended FY 2021 Budget**

**Motion By:** Soutas-Little

**Second By:** Conley

**Roll Call Vote:** Sauer- yea, Nye- nay, Conley- yea, Bunek- yea, Soutas-Little- yea, Kuiper - yea  
**5 yeas 1 nay 0 excused Motion carried**

**Discussion:** Nye asked if there was a better way to see what was spent. She would like to have a budgeting meeting prior to the budget being presented. She would also like to be able to see what

portion of each Counties appropriations where spent. Sauer clarified that he would like to see what percentage of the budget was spent. Putney stated that she could provide this. She already created this for the various Directors at the Health Department to review. Klein responded that they do look through this regularly. Nye asked if BLDHD could provide a cash flow statement. Putney will include an Asset and Liability report with the financial reports.

#### **Proposed FY2022 Budget**

**Motion By:** Soutas-Little

**Second By:** Kuiper

**Roll Call Vote:** Sauer- yea, Nye- nay, Conley- yea, Bunek- yea, Soutas-Little- yea, Kuiper - yea  
**5 yeas 1 nay 0 excused Motion carried**

**Discussion:** Sauer asked about the raised rates for Environmental Health. Johnston responded that BLDHD is just passing through an increase in cost for the water tests that are performed. Nye stated that she had the same concerns as the ones she had mentioned on the Amended FY 2021 budget.

#### **Payout of Employee Comp Time**

**Motion By:** Kuiper to approve the payout of the earned comp time with Covid vaccination reimbursement funds.

**Second By:** Soutas-Little

**Voice Vote:** Sauer- yea, Nye- nay, Conley- yea, Bunek- nay, Soutas-Little- yea, Kuiper - yea  
**4 yeas 2 nay 0 excused Motion carried**

**Discussion:** Putney explained that with the adoption of the new Personnel Policy many employees will be moved to salary. They will not be earning any over-time/comp time. All hourly employees will not be eligible to earn comp-time. They will be paid over-time for the pay period that the extra hours were earned. With this adjustment it leaves a liability on the books. Once it is paid out the BLDHD will not have that. Conley asked what source fee would be used to pay for this. Putney answered that the money earned from administering Covid vaccines would be used for this. Due to the pandemic many employees were unable to take time off and had to work many additional hours to try to keep up with the demand for services within the community, so it made sense to use this funding which is not tied to any specific grant. Bunek asked about how much this payout be. Putney responded that wages alone would be approximately \$80,000. When retirement and taxes were included it would be approximately \$103,000. Soutas-Little added that getting this kind of liability off the books with a very legitimate funding source is a good idea.

#### **Personnel Policy Adoption**

**Motion By:** Conley to approve the Personnel Policy as is with the recommendation that the Board of Health will have input on the Administrative Policies that are created outside of this document.

**Second By:** Soutas-Little

**Roll Call Vote:** Sauer- yea, Nye- yea, Conley- yea, Bunek- yea, Soutas-Little- yea, Kuiper - yea  
**6 yeas 0 nay 0 excused Motion carried**

**Discussion:** Sauer mentioned that he would like to see the Board of Health involved with the Administrative Policies. He is a part of the Finance and Personnel Committee and he thinks that this should be addressed there. The items that are not included in the Personnel Policy that the Board will be voting on are the dress code, social media and remote work policies. He believes that the Board should be a part of that. Nye asked how does one document over rule another one. Klein answered that the two documents that are not a part of the Personnel Policy are the dress code and remote work. There is an Employee Committee that has met to discuss these policies. The policies were sent to all employees and they were allowed to share feedback. This was taken into consideration when the policies were drafted for final approval. There are other documents that



are handled the same way, such as the Covid Response Plan. The use of administrative policies that do not have Board of Health approval has been practiced since 1996. Putney added that the personnel policy has been sent to the Guardian HR firm, it is a law firm that specializes in workplace policies. It was suggested that a Board of Health Member sit on the Employee Committee so the Board is aware of what ever policies that may be going into effect.

#### **Office Closure Request**

**Motion By:** Sauer to accept the closure of the BLDHD offices on December 3, 2021 for an all staff meeting.

**Second By:** Kuiper

**Roll Call Vote:** Sauer- yea, Nye- yea, Conley- yea, Bunek- yea, Soutas-Little- yea

**6 yeas 0 nays 0 excused Motion carried**

**Discussion:** Annually there has been an all staff meeting once a year to go through new policies that are being put into place and to go over the new budget. The Board of Health is invited to join. It will be held in Benzie this year.

#### **Staff Reports:**

##### **Medical Director – Dr. Joshua Meyerson**

Written report distributed prior to the meeting for review. The report pertained to STIs. Chlamydia and Gonorrhea were the two most prevalent STI's in the Benzie and Leelanau Counties, as for most of the State as well. The case numbers were up 75% from 2010. Conley asked if the rate listed was for both Counties combined or are they broken down. Meyerson responded that they are combined. There was a slight decline in 2020. He believes that the only reason for that was the lack of testing due to Covid. He believes that the number was more than likely higher but testing and treatment was not sought.

##### **Personal Health – Michelle Klein**

Written report distributed prior to the meeting for review. Klein asked if there were any questions in regard to the document that she had presented during the Health Officer Report. Sauer asked to please clarify the percentage in positivity rates. How exactly is that calculated? Klein responded that the number of people that are tested influences the percentage that is reported. The more positive tests with less tests performed, the higher the percentage. The more people testing with the same amount of positives the percentage will be lower. BLDHD has partnered with HONU. The reasoning for the partnering is the demand for testing was greater than what the BLDHD staff could handle by themselves. This testing is free and more people are now participating. Sauer asked if this would skew the numbers being reported. Conley commented that the more testing that is performed in the community the more the numbers will shift, it makes sense. Klein agreed that the numbers are shifting as the number of tests being performed are growing. Bunek asked if positivity rates are what is being used to classify an area as low risk, moderate risk, substantial risk and high risk. Meyerson responded that it will provide a rough estimate. Bunek then asked if there is a certain percentage that needs to be met to lift the mask mandate. Meyerson responded that no, there are many other factors that are reviewed.

Klein stated that when the BLDHD is contact tracing a Covid case they do look into factors that might have caused it. Such items are, was the patient at a wedding that other Covid cases are being reported from? This helps determine if it will be considered community spread or event spread. That is a big factor in determining a lot of decisions. Nye asked is the BLDHD in regular contact with the school superintendents in the area. Meyerson responded that there is a weekly meeting with the TBAISD. There are many individuals who attend this meeting, Health Department employees, NWMHS staff, the Grand Traverse Health Department, local hospitals, and various

Dr.s. School Board Members are not present in this meeting. Conley asked if there could be a breakdown of schools in this data. That way there would be a clear showing which Districts may have more of an issue than others. Klein responded that school districts are supposed to keep this information posted on their websites. If there is an outbreak within a school the Health Department will report it. Through contact tracing last year, it was discovered most cases were caused by activities outside of school. The transmission within the school setting was exceptionally low. Nye asked if the ISD is given positivity information by district. Meyerson stated that within a general region a person can search by zip code and get a more detail report. Klein added that the BLDHD has been working directly with students, teachers and school administration so they should know. Nye asked Meyerson if he was watching Health Department District #10. They do not have a mask mandate. He responded that yes, he has been monitoring their information. They have more individuals who are out on quarantine and with Covid than our Districts that have the mask mandate. Kuiper asked if there was a difference between this year's phone calls to parents versus last year's, especially between the masked and unmasked schools. Meyerson responded that the phone calls did help last year, they were a lot of work but it helped. This area did better than other parts of the State.

Phone calls are starting to come in for scheduling booster shots for the Covid vaccine. The current policy is to only administer them to those with compromised immune systems. There will be a meeting next week and that policy will likely change to include more groups of people.

BLDHD received funding to hire three school nurses. Two have started this week and the third will start next Monday. They are to add additional support to the school systems to deal with Covid. Two Public Health Nurses have also been hired to replace two who have left. The open positions for Parenting Communities CHW was delayed until we knew the outcome of the mileage rate discussion.

Since the BLDHD has partnered with HONU there has been 172 Covid tests given, 13 of them came back positive. Thanks was given to Dr. Conley for volunteering to help administer these tests. As of September 20<sup>th</sup>, BLDHD has given 20,000 Covid vaccines. The vaccine clinics are still going on and the hours will more than likely be extended as boosters become more relevant. Klein indicated that the Health Departments are tasked with vaccinated long-term facility residents, or may partner with pharmacies to administer these vaccines. We have also been administering COVID vaccines in school clinics, along with other vaccines that children may have not received. Bunek asked if parent permission is required before these vaccines are given. Klein responded that yes, parents do need to provide permission first.

Parenting Communities sponsored the MOM Power program. It is for high-risk families to help reduce the risk of child abuse and neglect by increasing of a child's cues and how to respond. 9 mothers and 14 children are participating and there is also a waiting list. A community event was held at Herman Park on September 1, with approximately 80 people attending.

#### **Environmental Health – Eric Johnston**

Beach monitoring for the season has ended. It was 13 weeks long and eight beaches were monitored. Only two were issued advisories. Northport had received one Level 3 advisory. Beulah Beach received two separate advisories. One for Level 2 and one for Level 3. The reason why they had two advisories was because there were more geese than normal at the beach. Beulah was the only inland beach that was monitored. The Village of Beulah paid for this. The rest of the beaches were along Lake Michigan and in the Bay. Beulah has been looking into grant funding to help eliminate some of the issues that cause the advisories. Nye stated that they have received some of the funding.

Senate bills 353 and 354, which pertained to food facility license fees being refunded is still in the process of being decided. It has been on hold since May 5, 2021. Bills 5128 and 5129, which

pertain to smoking and growing marijuana in a food facility is also still waiting to be decided. It has been on hold since June 24, 2021.

As the fiscal year is drawing to a close it has been noted that the land use permits are way up from last year. There were 481 more permits than last year. Johnston thanked the Board for allowing him to hire a fifth Sanitarian last December. He stated without the fifth Sanitarian this year would have been extremely stressful and backed up. The Department also received very few complaints. He had thought with Covid the amount of permits being requested would have dropped but instead they increased dramatically as people have decided to relocate to this area. Sauer asked if the growth was correlated with the census. Johnston responded not really; the permits are being requested for the least populated areas. Soutas-Little asked if it looked like the requests for permits was going to slow down. Johnston said that they probably will as soon as hunting season begins. That is when they generally slow down except for last year, so who knows. Conley asked if another Sanitarian was needed to keep up with demand. Johnston answered that he would rather wait and see. He does not like to bring on additional staff with speculation of what demand might look like. He will keep an eye on the situation and when it looks like another staff member is needed, he will ask.

#### **Administrative – Dodie Putney**

Written report distributed prior to the meeting for review. Putney asked if there were any questions regarding the report she had submitted and there were none. She reminded everyone that they are welcome to call or stop in to see her about any matters that they would like to discuss.

#### **Public Comment –**

**Cory Schaub** – The County is 80% vaccinated, why are we masked? Are we trying to depress people? Parents should have choices.

**Joan Cowley-Ursa** – Glad that Sauer and Bunek asked about what authority does the Board of Health have. Stated that the four key areas are adopting policies, budgets, general administration, and appointing a Health Director. The question is can you replace the Health Director? Also, glad that they are reviewing the inner-government agreements and other contracts. Would like the attorney to address some of these concerns. Also, she would like more pediatric hospital information as it does not appear kids are really spreading the virus.

**James Duvauan** - He addressed Meyerson about the integrity of the person who created the PCR test. It should not be used in clinics and the tests are being over performed. When he was practicing in Oregon last year the number of positive cases of Covid was inflated with suspected cases. If it was determined that if you had gone grocery shopping during your contact tracing period, they would add 300 suspected people to the positive list, even though they never talked to any of them. This all trails back to money.

**Mark Grant** – He would really like to see the Board of Health look into unappointing Peacock as the Health Officer. He was wondering how much power that the County Commissioners have with the Board of Health. What has concerned him about the information that has been provided was that there were no names or dates attached to numbers that were presented.

**Ann Schlueter** – Johnston had the best presentation for the whole Board. He was able to identify all of his numbers and they were broken down per Township. Meyerson was left on his own to defend someone else's position. Thanked Klein for providing her chart that was presented today and the in-depth description on how and where the information comes from. Schlueter works for the University of Michigan and sees research all the time. The reason why the CDC said no to mask mandates was because of the teacher unions pressuring them. Everything is controlled by

political power and money. The Board of Health should investigate the accuracy of the tests that are being administered.

**Laura Tursa** – Peacock made a decision and then left the BOH to fend for themselves. She would like to see more clarification on the BOH's authority to hire and fire the Health Officer. If the BOH has a hands-off approach to this, it leaves too much room for decisions to be made that may not be wanted. So far she has not seen very much transparency. She asked again about where the information for the MI Start Map is coming from. Klein responded that it is from the labs that are performing the tests.

**William Bailey** – He would like to see mandates be placed per County level. This mask mandates reminds him of how Governor Whitmer had handled the pandemic. Making broad mandates that do not necessarily make sense for certain areas. This mandate covers a large area. Yes, it makes sense for some areas but not so much for different areas. Leelanau should not be treated the same as Alpena if they are not seeing the same issues. The information that is released per County should be more in depth, such as the number of children sick versus adults. How many patients are hospitalized and how many are at home recovering. He no longer trusts the Government due to broad mandates and now he is starting not to trust the local Health Department.

**Rebecca Guff** – Cedar – Meyerson provided a large amount of information but nothing specific for Leelanau County. She really does not trust the tests as she has a friend who had registered to take a test but ended up not going. A day later she received a call that her test she never took was positive. She would like to know who Peacock had been speaking directly to about the various health concerns in the area and what exactly those concerns were. The tourists have pretty much left for the season so Covid infections should be going down.

**Amy Stevens** – Suggested that a Natural Health Doctor be placed on the Board of Health.

**James Duvauan** - He had contracted Covid when he went to Florida on a trip. He felt horrible for about 5 days. He then took a bunch of different vitamins and supplements and felt immediately better. He believes that this should be looked into more for treatment than conventional medicine.

**Laura Tursa** – Thanked the Board for showing that they do care. They showed this by listening to everyone who wanted to speak.

**Karen Zemaitis** – Thanked the Health Department for all of the services that they do provide to the public. She believes that there needs to be better prepared information from the Health Department to provide the Board of Health and that there needs to be better communication between the two groups.

#### **Board Comments –**

Sauer stated that he had been reading through the agreement that the BLDHD has with the Health Department of Northwest Michigan for hiring a Health Officer and a Medical Director. BLDHD would have to give a six month notice of terminating the agreement. It was written as such to provide time for BLDHD to find a replacement Health Officer and Medical Director. These positions are required by law to have a health department. He would like to see a special meeting held next week to discuss the contract with the HDNWM. He addressed the public comment about the Board not receiving information in a timely manner. He stated that they do receive the packets ahead of time, it is up to the Members to read the information and ask questions before the meetings. They just never have done that before. He thanked the public for coming and sharing their concerns. Nye stated that the Health Department did the hiring of the Health Officer and Medical Director. Nye would like to know how the different contracts between the Counties, the BLDHD and the Health Department of Northwest legally interact with one another. Kuiper stated

that he does have three kids who do attend a school district that is a part of the Health Department's district. This school system had elected to have a mask mandated before the Health Department had announced theirs. As a father he is happy to see this as he does not want to see any sick children. The goal is to keep school open and children healthy. What is worse than wearing a mask is disrespect. Soutas-Little spoke that she agreed with Kuiper. She is listening. The reason why the vaccination rate for Leelanau County is so great is because of the work of the Health Department. She thanked everyone for attending. Conley also thanked the public for attending. The concerns of the community will be considered. The big concern is keeping children healthy and in school.

**Adjourn:**

**Motion By:** Sauer to adjourn the BOH meeting at 6:18 p.m.

**Second By:** Nye

**Roll Call Vote:** Sauer- yea, Nye - yea, Conley- yea, Bunek-yea, Soutas-Little- yea, Kuiper - yea

**6 yeas    nay    0 excused    Motion carried**

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Dr. Barbara Conley, Chair

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Shelley Jablon, Recording Secretary



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**Betsie Valley Trailways Management Council  
Minutes of the Tuesday, August 3, 2021 Meeting**

Held: Tuesday, August 3, 2021, 4:30 p.m.  
Commissioner's Room, Benzie Co. Government Center

Members Present: Gary Sauer (Chairman), Beth Roethler (Vice-Chairman), Jen Kennedy (Secretary), Frank Ikens (Treasurer), John Wheeler, Fran Griffin, Sean Duperron, Annie Browning, and Doug Barry (DNR Rep)

Members Absent: None

Public/Guests: Charlie Gregory (Trail Care Coordinator), Barb Ikens, and David Oellerich (via teleconference)

- A. The meeting was called to order at 4:30 p.m., with a quorum present.
- B. The Agenda for the 08/03/2021 meeting was motioned, seconded and unanimously approved.
- C. Meeting minutes from the July 6, 2021 meeting was motioned, seconded and unanimously approved.
- D. Public Input:  
None
- E. Other Presentations and Communications
  - 1. David Oellerich presented an update on the Trail renovations;
    - All work is completed and \$6,000 remains left in the budget
- F. Reports
  - 1. Treasurer's Report: Frank Ikens reported
    - a. A motion was made, seconded and unanimously approved authorizing payment of the TrueGreen invoice for \$1,408.11 for work completed.
    - b. A motion was made, seconded and unanimously approved authorizing payment of the Johnson Hill invoice for \$4,787.50.
  - 2. Chairman's Report:  
None
  - 3. Trail Care Coordinator Report: Charlie Gregory reported
    - a. Resurfacing is completed. ADA bench and recognition sign to be installed soon.
    - b. A wash out area @ County Farm Rd was discussed. Further discussion with David Oellerich and Johnson Hill will occur. Possible grate or stone may be an option in this area.
    - c. Brush trimming to be done soon from Elberta to Mollineaux Rd.

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OCT 06 2021

DANIEL J. MEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

- d. A permanent storage barn is under consideration along the trailway, near Betsie River campground, by the Friends. The storage barn would be an integral part of the trail with kiosk signage. A grant from the Seabury Foundation is making this project possible.
- e. A motion was made, seconded and unanimously approved to authorize payment of \$3,169.64 to Charlie Gregory for reimbursement for items purchased for the trailway. Copies of receipts of items purchased to be provided by Charlie.
- f. Remaining DNR grant money was discussed. Funds need to be used by late September. Approximately, \$6,000 is remaining to be spent. Charlie to provide a list of items to spend the money on at the September meeting.

G. Old Business:

- 1. Douglas Barry and Sean Duperron gave an update on the Lewis Bridge.
- 2. Sean Duperron gave an update on the project Crystal Lake outlet project which is proposed to facilitate boating access.
  - a. Parks and Rec. have recommended to Benzie County Commissioners to approve a lease agreement with the DNR boating access.

H. New Business:

- 1. Trail events
  - a. Ragnar is planning an event on September 22, 2021. They have not submitted an event use application. Discussion was held that the event organizers need to apply using the BVT event use application form.
  - b. Iron Man event use application; discussion was held that prior to the event use being approved proof of liability insurance must be provided by the event sponsor with BVTMC, Benzie County and the DNR being named additional insured.

I. Any other business that needs to come before the Council:

- 1. Frank Ikens mentioned that speed limit concerns on the trail have been expressed to him. Charlie Gregory stated that along the Crystal Lake segment the maximum speed is 10 MPH otherwise, it is 15 MPH.
- 2. Next meeting will be September 7, 2021

J. There being no other business to come before the Council the meeting was adjourned at 5:58 pm



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

600.25

B.M. N. SIDE BOAT RAMP ELEV. 601.87

RECEIVED

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

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**ADOPTED – SEPTEMBER 28, 2021  
AGENDA ITEM NO. 49**

Introduced by the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION SUPPORTING CURRENT EMERGENCY ORDERS AS DETERMINED BY INGHAM  
COUNTY HEALTH OFFICER PURSUANT TO STATE OF MICHIGAN PUBLIC HEALTH CODE,  
PUBLIC ACT 368 OF 1978, SECTION 2453**

**RESOLUTION #21 – 479**

WHEREAS, the state Constitution of Michigan of 1963, Article IV, section 51 declares that the public health and general welfare of the people of the state are hereby declared to be matters of primary public concern and the legislature shall pass suitable laws for the protection and promotion of the public health; and

WHEREAS, the State of Michigan Public Health Code, Public Act 368 of 1978 Section 2453 reads: If a local health officer determines that control of an epidemic is necessary to protect the public health, the local health officer may issue an emergency order to prohibit the gathering of people for any purpose and may establish procedures to be followed by persons, including a local governmental entity, during the epidemic to insure continuation of essential public health services and enforcement of health laws. Emergency procedures shall not be limited to this code; and

WHEREAS, local health officials are appointed by the elected bodies of local government, and the credentials of these health officials are verified by the State of Michigan; and

WHEREAS, local health officials are experts in public health and have been empowered by state statute to make decisions to protect the public health.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby supports all emergency orders currently in place as determined by the Ingham County Health Officer pursuant to the State of Michigan Public Health Code, Public Act 368 of 1978, Section 2453.

BE IT FURTHER RESOLVED, that copies of this Resolution be transmitted by the Ingham County Clerk to each county board of commissioners in Michigan, the Michigan Association of Counties, the Speaker and Minority leaders of the State House of Representatives, the Majority and Minority leaders of the State Senate, the members of the Ingham County State House and Senate delegation, and the Governor of Michigan.

**RECEIVED**

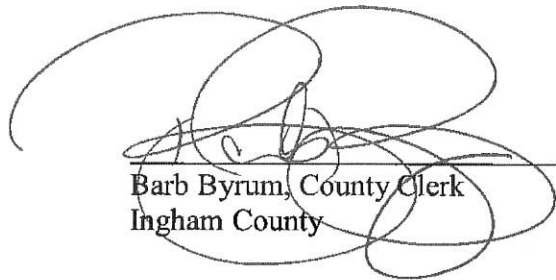
OCT 06 2021

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

STATE OF MICHIGAN    )  
                                      ) SS  
COUNTY OF INGHAM    )

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on September 28, 2021, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 1<sup>st</sup> day of October, 2021.



Barb Byrum, County Clerk  
Ingham County

## Dawn Olney

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**From:** Ralph Hall <ralphshall3@gmail.com>  
**Sent:** Saturday, October 2, 2021 4:47 AM  
**To:** Dawn Olney  
**Subject:** Benzie County Board of Commissioners



Benzie County Board of Commissioners

I am writing to protest your recent punitive action against our county health department. I do not condone such bully tactics. The health department is looking out for public health and safety with common sense measures, supported by science. It is their area of expertise. I fully support vaccine and masking mandates. It was the health department's position that helped Benzie Central Schools to reverse their ill advised decision about student masking. Thank goodness.

I am a voter, and I cannot wait for my next opportunity. No bullies for Benzie County.

Sincerely,

Ralph Hall

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OCT 06 2021

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

1

## Kalkaska County Board of Commissioners

### Resolution 2021-46

#### Opposing Mandatory Vaccinations and Mandatory Masks

WHEREAS, we elected officials have solemnly sworn an oath to support the Constitution of the United States of America, which is ordained and established to "promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity",

WHEREAS, citizens being both informed about the risks and benefits of any available medical treatment such as vaccines and masks; as well as maintaining the sacred inalienable right to make autonomous choices about their own health are essential to securing both the general Welfare and securing the Blessing of Liberty,

WHEREAS, there is a concerted effort on the part of the main stream media and most social media applications to censor access to valid information from credible sources that does not agree with the "approved" recommendation,

WHEREAS, it appears that the efficacy of the current vaccines begin to decline after only 6 months,

WHEREAS, there is evidence that natural immunity maintains its efficacy longer than current vaccines,

WHEREAS, mandatory vaccination requirements do not consider natural immunity,

WHEREAS, the fatality rate across all ages for those that contract the Covid-19 virus is 1.6% and most deaths occur with the elderly or those who have serious comorbidity issues,

WHEREAS, the death of any child is a tragedy, children are the least susceptible to serious illness or death from the Covid-19 virus.

WHEREAS, Covid-19 virus continues to mutate making eradication of the virus virtually impossible, American citizens want to get back to normal activity,

WHEREAS, mandatory mask requirements have not prevented the spread of the virus,

WHEREAS, the vast majority of citizens who wear masks do not comply with the methodology of wearing them, nor do they use a proper mask that is capable of preventing infection,

WHEREAS, to expect a child to properly place a mask, keep it in place all day, not touch the mask or other parts of their face is pure fiction,

THEREFORE, all Kalkaska County messaging related to vaccines and masks shall encourage citizens to discuss the risks and benefits of any such treatment with their chosen healthcare provider,

THEREFORE, Kalkaska County shall not require of or mandate to any employee, prospective employee, or contractor any form of vaccine or similar medical treatment verification or medical test verification as a general condition of employment; and will not encourage employers located within Kalkaska County to establish such mandates that so hinder medical autonomy,

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SEP 24 2021

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617



THEREFORE, Kalkaska County shall not question any citizen's claim to exemption from wearing a facemask or any other similarly mandated preventative activity,

THEREFORE, Kalkaska County recommends that the Department of Health District #10 adopt a similar resolution to assure the citizens of our district that our citizen's medical decisions will remain between themselves and their health care provider,

THEREFORE, Kalkaska County shall forward a copy of this resolution directly to all of the 83 Counties in Michigan, and to the Department of Health District #10 Board of Commissioners and the District #10 Health Officer.

Commissioners present: Baldwin, Banko, Bicum, Comai, Fisher, Sweet.  
Commissioners absent: Crambell

**Motion** by Commissioner Baldwin. Supported by Commissioner Comai.

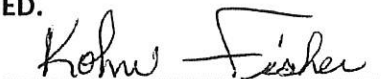
Roll call vote:

Yeas: Baldwin, Comai, Banko, Bicum, Sweet, Fisher

Nays: None

Absent: Crambell

**RESOLUTION DECLARED ADOPTED.**



Kohn Fisher, Chairman 9-15-2021  
Kalkaska County Board of Commissioners

STATE OF MICHIGAN    )

) ss.

COUNTY OF KALKASKA    )

I, the undersigned, Clerk of Kalkaska County, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Kalkaska County Board of Commissioners at its Regular Meeting held 9-15-2021.



Deborah Hill, County Clerk 9-15-2021  
Clerk of the Kalkaska County Board of Commissioners

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# DELTA COUNTY BOARD OF COMMISSIONERS

ADMINISTRATION OFFICE  
310 LUDINGTON STREET  
ESCANABA, MICHIGAN 49829  
PHONE: 906-789-5100  
FAX: 906-789-5197



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SEP 24 2021

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

## RESOLUTION# 21-20

### Opposing Senator Shirkey's Gearing Toward Integration Proposal and Supporting Pathways Community Mental Health Services Program

**WHEREAS**, the Delta County Board of Commissioners, has entered into an enabling resolution to help create the four County Pathways Community Mental Health Authority SP, pursuant to Section 100 et seq. and Section 205 of the Mental Health Code, 1974 PA 258, as amended (MCL330.1100 et seq; MCL330.1205); and

**WHEREAS**, Pathways Community Mental Health Authority SP, organized under the terms of Section 204(a) of the Michigan Mental Health Code (the Code), (MCL330.1204[a]); and

**WHEREAS**, Section 116(b) of the Code (MCL330.1116[b]) requires that the Department of Community Health shift primary responsibility for the direct delivery of public mental health services from the state to a community mental health services program whenever the community mental health services program has demonstrated a willingness and capacity to provide an adequate and appropriate system of mental health services for the citizens of that service area; and

**WHEREAS**, Pathways Community Mental Health SP has demonstrated such willingness and capacity to provide a broad array of innovative, cutting edge, community mental health services for the past 50 years and is properly certified as a community mental health services program under the terms of Section 232(a) of the Code (MCL330.1232[a]); now

**THEREFORE, BE IT RESOLVED** that the Delta County Board of Commissioners strongly urges its State Senate and House of Representatives to oppose Senator Shirkey's Gearing Toward Integration Proposal and subsequent changes proposed to the Michigan Social Welfare Act which would privatize the public mental health system and essentially eliminate the public safety net; and

**BE IT FURTHER RESOLVED** That Senator Shirkey's Gearing Toward Integration Proposal was formerly called Section 298 and that pilot program that provided the foundation for this latest proposal was abandoned as unworkable, and;

**BE IT FURTHER RESOLVED** that the Delta County Board of Commissioners supports Pathways Community Mental Health Services Program system that provides necessary community safety net services and supports; and

**BE IT FURTHER RESOLVED** that copies of this resolution be provided to Governor Gretchen Whitmer, Senator Ed McBroom, 38th District, Beau LaFave, State Representative, 108th House District, Michigan Department of Health and Human Services Director Elizabeth Hertel,

Behavioral Health and Developmental Disabilities Administration, Deputy Director Dr. George Mellos,  
the Michigan Association of Counties, and all Michigan counties

I, Nancy J. Przewrocki, Delta County Clerk and Clerk of the Delta County Board of  
Commissioners do hereby certify this to be a true and exact copy from the minutes of the regular  
meeting of the Delta County Board of Commissioners held on September 7, 2021.

I, Nancy J. Przewrocki, Delta County Clerk do hereby set my hand and seal this 7th day of  
September, 2021.

  
Nancy J. Przewrocki, Delta County Clerk



**Dawn Olney**

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10:15

**From:** Chuck Clarke <cclarke@chartermi.net>  
**Sent:** Wednesday, October 6, 2021 1:44 PM  
**To:** Dawn Olney  
**Cc:** Katelyn Zeits  
**Subject:** Point Betsie SPS Engineering Docs for BOC Mtg  
**Attachments:** POINT BETSIE SPS ENGINEERING RFP.docx; SPS Engineering Services Bid Background.docx; SPS Engineering Services Bid Recommendation.docx

Dawn,

Attached are three documents that pertain to the recommendation for engineering services for the Point Betsie Shoreline Protection System. Request they be provided to the Commissioners for their October 12<sup>th</sup> meeting. The documents consist of the RFP for the engineering services, a summary of the requirements and bid recommendation process, and two motions that pertain to the decision and moving forward.

Thank you for your assistance,

Chuck

Sent from [Mail](#) for Windows

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OCT 06 2021

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

POINT BETSIE LIGHTHOUSE

**REQUEST FOR PROPOSAL**

**Final Engineering Planning Documents and Specifications  
and  
Construction Oversight and Administration**

For the

Shoreline Protection System  
Point Betsie Light Station  
Frankfort, Michigan

**Proposal solicited by:**

Benzie County

And

The Friends of Point Betsie Lighthouse, Inc.  
A 501(C)(3) non-profit organization

Issued

July 6, 2021

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OCT 06 2021

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

### **Services to be Provided:**

Benzie County, owner of the Point Betsie Light Station, and The Friends of Point Betsie Lighthouse, Inc., a partner with Benzie County in the operation and funding of Point Betsie, is issuing this Request for Proposal (RFP) to obtain services from a marine engineer or consultant to:

1. Produce final detailed engineering plans and specifications for the rehabilitation of the Shoreline Protection System (SPS) that separates the Point Betsie Light Station from Lake Michigan; and
2. Provide oversight and administration during the follow-on construction phase(s).

A Historic Structures Report (HSR) was required by the Army Corps of Engineers (ACOE) and Michigan's State Historic Preservation Office (SHPO) prior to moving forward with the planning and rehabilitation of the SPS. The HSR has been completed and will serve as a guide for this rehabilitation process.

The SPS HSR was prepared by the Madison, WI office of W.F. Baird & Associates Ltd. Among the objectives of preparing the HSR was to evaluate the condition of the existing SPS and provide recommendations for its rehabilitation. Seven options were presented in the HSR with SHPO approving the compromise number 7 option. This option (as well as most of the other options) were evaluated in a conceptual stage and will require additional analysis described in the Tasks section.

Final approval of the SPS' Historic Structures Report has been received from SHPO. This approval was dated June 17, 2021 and is attached in electronic form or provided. The next step now is to complete the final engineering plans and specifications for the rehabilitation of the SPS.

A HSR for the Point Betsie Light Station was completed by the Ann Arbor, MI office of Quinn Evans Architects in 2005. An electronic link to this HSR can be



provided by Quinn Evans. Their report did not include the component of the SPS resulting in the current HSR on the SPS being completed.

The preparation of the final plans and specifications phase of this project, as well as the construction oversight and administration phase will be funded entirely by the Friends of Point Betsie Lighthouse, Inc. through Benzie County. It is noted that the construction project will follow the planning phase in a more protracted manner with potentially its own phase in schedule so only an estimate for this phase is being sought at this time.

The selected contractor must comply with all State and Federal Laws, rules, regulations, policies, and guidelines governing contracts with public bodies.

#### **Project Background:**

Point Betsie's Shoreline Protection System abuts the western and northern side of the area called Lot 12 which includes both historic and non-historic buildings that are part of the Point Betsie Light Station. The last major upgrade was completed in 1944 by Luedtke Engineering of Frankfort, Michigan. Additional improvements were made through the late 1970s. The SPS consists of a double sheet pile bulkhead filled with stone against the shoreline on the western side, a concrete slab or apron that covers the area from the bulkhead to the Lighthouse, eight steel pile groins that are perpendicular to the bulkhead and extend into the lake, and a stone revetment on the north side of the property. The latter partially abuts U.S. Coast Guard property (which is specified as Lot 11) in addition to Lot 12.

The Bureau of Land Management transferred ownership of the Point Betsie Light Station (Lots 10 and 12) to Benzie County in June 2004 while Lot 11 remained under ownership of the U.S. Coast Guard. The Friends of Point Betsie Lighthouse, Inc. was established prior to that transfer and is a 501(c) (3) non-profit organization dedicated to maintaining and operating the Point Betsie Light

Station in support of Benzie County with whom it has a formal partnership agreement.

The SPS, at the time of transfer, was showing signs of wear and failure. The condition of the SPS has continued to deteriorate since then particularly with recent high water levels. It is in distinct need of improvement hence the start of the planning process with the completion of the Historic Structures Report. The HSR describes in detail the current conditions and the significant need for remediation.

### **Significance of Historic Resource:**

The Point Betsie Lighthouse was built in 1858 with major improvements completed in 1895 and the Fog Signal Building was added in 1891. The original Shoreline Protection System was built around 1873. The HSR on the SPS details the history of the additions and improvements of the various components of the SPS.

The Point Betsie Light Station was added to the National Register of Historic Places in 1984. The SPS was not specifically included as a component in this designation but during the process of reviewing a draft of the SPS's HSR, SHPO concluded in their January 22, 2021 letter, that the SPS was an essential component of the Light Station and as such classified it as a contributing structure.

### **Project Tasks and Engineering Scope of Work:**

1. Review and evaluate the conceptual options presented in the Historic Structures Report for the Shoreline Protection System. Note that the State Historic Preservation Office considers Option 7 as the compromise design solution.
2. Conduct preliminary discussions with the regulatory agencies to include:

- a. SHPO. They have regulatory oversight over historic properties and structures and have been actively involved in reviewing the conceptual design options and providing input and analysis.
  - b. The Army Corps of Engineers (ACOE). They have been provided a copy of the HSR but delayed comment until they receive a formal application.
  - c. The State of Michigan's Department of Environment, Great Lakes & Energy (EGLE). They have regulatory oversight over the Great Lakes and permit shore protection structures. They will have design review and approval of the final engineering plans and specifications.
  - d. Benzie County Soil Erosion. A soil erosion permit will be needed prior to construction so their input will be necessary.
- 3. Conduct preliminary discussions with the U.S. Coast Guard 9<sup>th</sup> District Great Lakes in Cleveland, OH. The U.S. Coast Guard owns Lot 11 and any rehabilitation of the SPS on the north end of the Light Station will require their approval as it affects the shoreline abutting their property.
- 4. Conduct detailed data collection and analysis of the shoreline, the area adjacent to the apron and crib wall, and the footprint around the affected structures (Lighthouse and Fog Signal Building).
- 5. Prepare detailed engineering and dimensioning of all aspects of the project elements.
- 6. Communicate with the Benzie County and Friends Joint Committee regarding the status of the design work and other issues on a regular basis.
- 7. Prepare coordinated design drawings and specifications to a level acceptable for permit applications.
- 8. Prepare a cost estimate for rehabilitation construction, separated by phases as deemed appropriate.

## **Examination of Site and Pre-Bid Meeting**

An optional pre-bid information meeting will be provided for each bidder as requested at a coordinated time to be determined at the site to discuss the project. Meet at the Point Betsie Lighthouse gate. Attending such a meeting is not required in order to bid on the project.

### **Points of contact:**

Shoreline Protection System Joint Committee: Chuck Clarke - 231 882-9032

Benzie County Parks & Recreation: Ed Hoogterp – 231 882-4932

Benzie County Administration: Katelyn Zeits – 231 882-0035

Friends of Point Betsie Lighthouse: Richard Taylor – 231 352-9428

### **Background References:**

1. Point Betsie Light Station Historic Structures Report – Quinn Evans Architects, Ann Arbor, MI. Contact Elizabeth Roach, 734 926-0421, [eroach@quinnevens.com](mailto:eroach@quinnevens.com)
2. Point Betsie Shoreline Protection System Historic Structures Report – W. F. Baird & Associates Ltd, Madison, WI. Electronic copy provided as an attachment or on request.
3. Michigan State Historic Preservation Office approval of HSR dated June 17, 2021. Provided as an attachment.
4. MI SHPO letter dated January 22, 2021 discussing consideration of the SPS as an historic component. Provided as an attachment.
5. Diagram of Point Betsie Light Station depicting lot lines. Provided as an attachment.

### **Schedule**

It is expected that a contractor will be approved on August 10, 2021 by the Benzie County Board of Commissioners with the contract being executed on August 24, 2021 and the work commencing immediately thereafter.

It is anticipated that completing the tasks of coordination meetings, preliminary design, data collection, and design advancement will take a maximum of six months. This timeline may be affected by adverse wave conditions in the fall of 2021 which potentially could affect and postpone data collection.

The schedule will also be affected by the permitting process. A minimum of 120 days should be allowed for all the regulatory agencies to review and comment on the proposed plans and specifications with the contractor providing responses as necessary.

Please submit a detailed work schedule with the proposal.

### **Project Team Requirements & Qualifications**

Bidders shall have experience with construction and rehabilitation of Shoreline Protection Systems. It is preferred that they also have demonstrated experience working with the Army Corps of Engineers, State Historic Preservation Office, and the Department of Environment, Great Lakes, and Energy or Department of Natural Resources. A minimum of three similar shoreline projects will be provided as references.

**Insurance** – The successful bidder will provide proof of insurance for General Liability.

**NOTICE TO BIDDERS:** Bids will be divided into two financial parts and include a proposed schedule. The awarded contract will cover the final engineering plans and specifications and construction oversight and administration:

1. Cost of preparing the final plans and specifications to include an allowance for permits.
2. An estimated cost of construction oversight and administration for the follow-on construction phase.
3. Proposed project schedule specifying tasks and timeline.

Sealed proposals must be received by the Benzie County Clerk at the address below no later than 1:30 (EST) on Monday, August 2, 2021 at which time all bids will be publicly opened and read. Bids shall be submitted in sealed envelopes plainly marked as to the contents, and shall include the identity of the bidder. Emailed, faxed, telephoned or texted bids will not be accepted. The bids will then be reviewed by the Joint Committee who will recommend the award to the Board of Commissioners.

The contract will be awarded based on consideration of qualifications and total price of all work.

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

\_\_\_\_\_

Print Name & Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Federal EIN: \_\_\_\_\_

Submit bids to:

**Benzie County Clerk**

**Attn: Point Betsie Shoreline Protection System HSR**

**448 Court Place**

**Beulah, MI 49617**

The Joint Committee reserves the right to reject any or all bids and to waive any irregularities in bidding and to accept the bid deemed to be in the best interest of Benzie County and the Friends of Point Betsie Lighthouse, Inc.



**Point Betsie**  
**Shoreline Protection System**  
**Engineering Services**

There are three engineering service phases required for rehabilitation of the Shoreline Protection System (SPS) at Point Betsie. They are the completion and approval of a Historic Structures Report (HSR) which was required by the State Historic Preservation Office (SHPO) and the Army Corps of Engineers, preparation of the final plans and specifications, and oversight and administration during the construction phase.

The Historic Structures Report for the SPS was completed by W. F. Baird and Associates and approved by SHPO on June 17, 2021. Contained in it are seven conceptual approaches to treatments (design) one of which was approved by SHPO. Bids went out for the remaining engineering services on July 6, 2021. Four firms were interested but only two of those ended up bidding. They were W.F. Baird & Associates and Barr Engineering. The existing joint committee who reviewed the bids consists of a representative of the Parks & Recreation Commission, the Friends of Point Betsie Lighthouse, and two others who were on the original Lighthouse Advisory Board and are former Friends' Board members.

**The Bidders:**

W.F. Baird - Prepared a very thorough and comprehensive HSR. They were very detailed and provided depth and experience in their bid analysis. Baird's bid for the final plans & spec phase, however, was \$363,170. Their office is located in Madison, Wisconsin.

Barr Engineering Company - A Minnesota Corporation with offices in Grand Rapids and Ann Arbor and a rep who lives in Traverse City. They have multiple project experiences with the Army Corps of Engineers including work on the Frankfort Harbor Pier in 2019. Their bid was \$228,310. The committee asked Barr a number of technical questions about how they would address numerous tasks and where the costs of those tasks were contained in their budget. Barr answered all of them satisfactorily.

The SPS Committee decided to not further evaluate the scope and budget for the construction oversight and administration phase. Both firms had different approaches and we will address the scope and cost of this service prior to the construction phase and make a later negotiated decision. We do, however, want to lock in a firm for both phases.

The SPS Committee recommends that the contract for these services be awarded to Barr Engineering. See accompanying motions. The contract has been received and is being reviewed. Approval will be requested in the follow-on Commissioners' meeting.

**RECEIVED**

OCT 06 2021

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

**Motion for:**  
**Engineering Services for the Shoreline Protection System at Point Betsie**

**That the County Clerk and Board Chairperson be authorized to execute an agreement with Barr Engineering Company for the completion of the final engineering and specifications plans for the Shoreline Protection System project at Point Betsie in the amount of \$228,310, with general oversight and administration to be performed by Barr Engineering Company in an additional not-to-exceed amount of \$134,860, with funds to be provided by reimbursement to Benzie County in their entirety by the Friends of Point Betsie Lighthouse, Inc. and further that the County Administrator be authorized to sign change orders for this project in the not-to-exceed amount of \$5,000.**