

THE BENZIE COUNTY BOARD OF COMMISSIONERS
May 10, 2022

The Benzie County Board of Commissioners met in a regular session on Tuesday, May 10, 2022, 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 Markey, Miller, Nye, Roelofs and Sauer

Excused: Commissioners Jeannot and Warsecke

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

Agenda:

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

Minutes:

Motion by Nye, seconded by Miller, to approve the regular session minutes of April 26, 2022, as presented. Ayes: Markey, Miller, Nye, Roelofs and Sauer Exc: Jeannot and Warsecke Nays: None Motion carried.

9:01 a.m. Public Input - None

FINANCE

Bills: Motion by Miller, seconded by Nye, to approve payment of the bills from April 29, 2022, thru May 05, 2022, in the amount of \$439,619.94, as presented. Roll call. Ayes: Markey, Miller, Nye, Roelofs and Sauer Exc: Jeannot and Warsecke Nays: None Motion carried.

ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS:

Rebecca Hubers, Emergency Management/911 Dispatch – provided a written report.

Chip Johnson, Central Wellness, gave an overview of last year. He stated that they will be providing a Carter Kit (duffel bag filled with sensory items), to the Sheriff Departments, EMS, and schools as they become available. He will be providing one to Sheriff Rosa today. He is working with Sheriff Rosa regarding funding a social worker/ mental health worker who will be deputized to work in the Sheriff Department.

Sheriff Kyle Rosa, stated that this is National Police Officer Memorial week. Please thank them when you see them out in the community. Last week was National Correction Officer week.

Kristine Bosley, Human Resource/Finance Director, gave an update as to what is being done in their office. Have received four insurance proposals, and the RFP is closed. Collecting wage data within Benzie County from our city and township offices. Working on recruitment for an Administrative Assistance for their office.

Kyle Mauer, Animal Control, gave an update on the livestock that was forfeited and re-homing the animals. Received quotes for Cat Condo's and working on a grant for them.

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ACTION ITEMS

Budget Amendment – ACO Wages: Motion by Markey, seconded by Miller, to amend the 2021-22 budget in the amount of \$19,900 to increase revenues and expenditures in the Animal Control wage lines as follows:

Increase:

| | | |
|----------------|-------------------------|-------------|
| 247-430-699.99 | Transfer in License Fee | \$19,900.00 |
|----------------|-------------------------|-------------|

Increase:

| | | |
|----------------|---------------------------|-------------|
| 247-430-703.10 | Wages – Animal Care Clerk | \$16,500.00 |
|----------------|---------------------------|-------------|

| | | |
|----------------|--------------------------------|-------------|
| 247-430-706.13 | Wages – Part-Time Cleaning ACO | \$ 3,400.00 |
|----------------|--------------------------------|-------------|

Roll call. Ayes: Markey, Miller, Nye, Roelofs and Sauer Exc: Jeannot and Warsecke

Nays: None Motion carried.

Budget Amendment – CESF Grant for Courts: Motion by Nye, seconded by Sauer, to amend the 2021-22 budget in the amount of \$11,000 to increase revenues and expenditures in the Circuit Court fund as a result of a State of Michigan CARES Act grant as follows:

Increase:

| | | |
|----------------|-----------------------------|-------------|
| 101-131-528.00 | Circuit Court, Other Grants | \$11,000.00 |
|----------------|-----------------------------|-------------|

Increase:

| | | |
|----------------|------------------|-------------|
| 101-131-967.02 | Project Expenses | \$11,000.00 |
|----------------|------------------|-------------|

Roll call. Ayes: Markey, Miller, Nye, Roelofs and Sauer Exc: Jeannot and Warsecke

Nays: None Motion carried.

Budget Amendment – Tax Roll Printing: Motion by Markey, seconded by Miller, to amend the 2021-22 budget in the amount of \$8,000 to increase revenues and expenditures in the County Treasurer's lines as a result of a printing and mailing tax bills for local jurisdictions as follows:

Increase:

| | | |
|----------------|-------------------|------------|
| 101-253-642.10 | Tax Roll Printing | \$8,000.00 |
|----------------|-------------------|------------|

Increase:

| | | |
|----------------|-----------------------|------------|
| 101-253-731.00 | Tax Rolls and Notices | \$8,000.00 |
|----------------|-----------------------|------------|

Roll call. Ayes: Markey, Miller, Nye, Roelofs and Sauer Exc: Jeannot and Warsecke

Nays: None Motion carried.

LOU – Passport Stipend: Motion by Miller, seconded by Markey, to approve the Letter of Understanding between the County of Benzie and Fraternal Order of Police Labor Council (FOPLC) regarding the Passport Acceptance Agent stipend for the Register of Deeds Department Secretary and authorizing the Chair to sign. Roll call. Ayes: Markey, Miller, Nye, Roelofs and Sauer
Exc: Jeannot and Warsecke Nays: None Motion carried.

LOU - FOPLC Clothing Reimbursement: Motion by Sauer, seconded by Miller, to approve the Letter of Understanding between Fraternal Order of Police Labor Council (FOPLC) regarding Uniform and Footwear for employees who hold the position of Maintenance Coordinator or Animal Shelter Attendant and authorizing the Chair to sign. Roll call. Ayes: Markey, Miller, Nye, Roelofs and Sauer Exc: Jeannot and Warsecke Nays: None Motion carried.

Acceptance of FY 2020-2021 Audit: Motion by Sauer, seconded by Nye, to accept the Audited Financial Statements for Benzie County's Fiscal Year 2020/2021 as presented. Roll call. Ayes: Markey, Miller, Nye, Roelofs and Sauer Exc: Jeannot and Warsecke Nays: None Motion carried.

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Almira Intercept Agreement: Motion by Miller, seconded by Markey, to approve the Advanced Life Support Intercept Agreement with Almira Township for emergency medical and advanced life support services in a mutual aid fashion as presented, authorizing the Chair to sign. Roll call. Ayes: Markey, Miller, Nye, Roelofs and Sauer Exc: Jeannot and Warsecke Nays: None Motion carried.

10:02 a.m. Break

10:10 a.m. Reconvene

Eric Johnston, Director of the Environmental Health gave a presentation on Environmental Health and the jobs that their department handle.

COMMISSIONER REPORTS

Chair Roelofs attended the Domestic Violence Task Force meeting, coffee with State Representative Jack O'Malley, DTRF meeting, Area Agency on Aging, Almira Township clean up day and Veterans Affairs meeting.

Comm Jeannot provided a written report

Comm Miller attended Benzie Human Services Collaborative meeting and Frankfort School Board meeting.

Comm Nye attended the Benzie Leelanau Health Department meeting, DTRP DTRF meeting, Village of Benzonia meeting, Central Wellness Executive meeting, Land Bank meeting, Village of Beulah meeting, and Benzie School Board meeting.

Comm Markey attended the LPT meeting, Homestead Township meeting, Central Wellness Network CSR meeting, NMRE Substance Abuse Disorder meeting, and Village of Honor meeting.

Comm Sauer attended the Benzie Leelanau Health Department meeting, Road Commission meeting, Betsie Valley Trail meeting, Maples meeting, Joyfield Township meeting, Blaine Township meeting, and Village of Thompsonville meeting.

COUNTY ADMINISTRATOR'S REPORT – Katie Zeits provided a written report.

COMMITTEE OF THE WHOLE

Motion by Sauer, seconded by Markey, to approve items 1 - 5 of the April 26, 2021, Committee of the Whole Consent Calendar as presented. Roll call. Ayes: Markey, Miller, Nye, Roelofs and Sauer Exc: Jeannot and Warsecke Nays: None Motion carried.

COMMITTEE APPOINTMENTS - None

UNFINISHED BUSINESS - None

NEW BUSINESS - None

CORRESPONDENCE – None

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11:35 a.m. Public Input - None

Motion by Sauer, seconded by Markey, to adjourn at 11:35 a.m. Ayes: Markey, Miller, Nye, Roelofs and Sauer Exc: Jeannot and Warsecke Nays: None Motion carried.

Bob Roelofs, Chair

Tammy Bowers, Benzie County Chief Deputy Clerk

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1. Approve the agenda as presented.
2. Approve the regular session minutes of April 26, 2022, as presented.
3. Approve payment of the bills from April 29, 2022, thru May 05, 2022, in the amount of \$439,619.94, as presented.
4. Amend the 2021-22 budget in the amount of \$19,900 to increase revenues and expenditures in the Animal Control wage lines as presented.
5. Amend the 2021-22 budget in the amount of \$11,000 to increase revenues and expenditures in the Circuit Court fund as a result of a State of Michigan CARES Act grant as presented.
6. Amend the 2021-22 budget in the amount of \$8,000 to increase revenues and expenditures in the County Treasurer's lines as a result of a printing and mailing tax bills for local jurisdictions as presented.
7. Approve the Letter of Understanding between the County of Benzie and Fraternal Order of Police Labor Council (FOPLC) regarding the Passport Acceptance Agent stipend for the Register of Deeds Department Secretary and authorizing the Chair to sign.
8. Approve the Letter of Understanding between Fraternal Order of Police Labor Council (FOPLC) regarding Uniform and Footwear for employees who hold the position of Maintenance Coordinator or Animal Shelter Attendant and authorizing the Chair to sign.
9. Accept the Audited Financial Statements for Benzie County's Fiscal Year 2020/2021 as presented.
10. Approve the Advanced Life Support Intercept Agreement with Almira Township for emergency medical and advanced life support services in a mutual aid fashion as presented, authorizing the Chair to sign.
11. approve items 1 - 5 of the April 26, 2021, Committee of the Whole Consent Calendar as presented.

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

1. To enter into an amendment to the Services Agreement with Benzie Senior Resources clarifying compensation to Benzie Senior Resources from millage revenue as described in the April 20-, 2022 memorandum from the County Administrator, authorizing the chair to sign.
2. To approve the Application for Additional Service Credit Purchase for Sara Swanson and authorize the Chair to sign the appropriate documents.
3. To enter into contract between the Benzie County Sheriff and Lake Township for special police protection as presented, authorizing the chair to sign.
4. To enter into contract between the Benzie County Sheriff and Village of Beulah for special police protection as presented, authorizing the chair to sign.
5. To transfer the \$125,000 from General Fund Contingency to the Health Department fund as billed.

Art Jeannot
Commissioner Report
May 10, 2022

- Participated in 1 meeting on behalf of the County since our April 26th meeting.
- **5/6 – MAC Finance Committee –**
 - Working on language for broadband grants that would empower the county government to decide where access is most needed in their community. This would prevent providers from overlooking the need when grant money is involved.
- **Other –**
 - **4/27** – Attended by zoom a presentation on updated program rules for brownfield qualifications.

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: May 4, 2022

Subject: **Administration Update**

Broadband

Merit will be presenting on May 24th the results of our Broadband Data Collection Survey.

I have a meeting coming up quick to with the Michigan High-Speed Internet Office to discuss the proactive steps Benzie County has taken to expand broadband in our community. My goals for this meeting are to hear how we can work closely with this office to bring funding to Benzie County to expand internet; my hope is we're a leading community in this expansion across Michigan.

22/23 Budget

We have begun budgeting! I have three Committee of the Whole meetings tentatively scheduled to review budgets, June 28, July 12, and August 9. We are scheduled to adopt the budget on September 13. Please bear with us as the County's chart of accounts will change during our budgeting review, many line numbers will change; this timing is a bit out of our control.

This and That

Benzie County has been given official word that they will be awarded the grant for the Brownfield Project in Honor for the True North/Convenience Management gas station and convenience store! The Board will be asked to approve a letter of support from Chairman Roelofs on behalf of Benzie County at their May 24 meeting. This is one additional piece of information EGLE would like from the Board.

Please mark your calendars for Friday May 27 for Dawn Olney's retirement party and Friday, June 17 for an all-employee cookout! More details to come.

Kristine and I have been given notice by Laura that she will be leaving Benzie County. We are sad to see her go but wish her well in her future endeavors. Kristine and I will be evaluating the position over the next few days to make sure it's exactly what we need as we continue to develop the Administrator's Office. We ask for your patience as we move through this process.

Reporting has been completed to the US Department of Treasury for American Rescue Plan Act dollars. We will be receiving our second tranche soon.

Capital Budget

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

To date, the Board has approved a total of \$211,114 in expenditures. This has included the BS&A Timesheet upgrade, stairwell tread and riser replacement (amended amount), HVAC upgrades in the jail, blind purchase, and the approval of two vehicles for Sheriff's Department operational use, and generator onboarding gin both the Governmental Center and the Sheriff's Office/Jail.

Please let me know if there are any questions.

Thank you!