

THE BENZIE COUNTY BOARD OF COMMISSIONERS
June 14, 2022

The Benzie County Board of Commissioners met in a regular session on Tuesday, June 14, 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 Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke

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

Agenda:

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

Minutes:

Motion by Nye, seconded by Miller, to approve the regular session minutes of May 24, 2022, as presented. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

9:02 a.m. Public Input - None

Setting of the 2022 Summer Tax Rate

Tom Longanbach, Equalization Director provided information on how the 2022 Tax Rate was calculated.

Katie Zeits, County Administrator will prepare a pamphlet to help explain how the tax rate is calculated and have it available for the public.

Public Hearing – Open 9:25 a.m.

9:26 a.m. Public Input - None

Public Hearing - Closed 9:26 a.m.

Motion by Warsecke, seconded by Miller, to adopt Resolution 2022-017 Truth in Taxation Resolution to Adopt Millage Rate as presented, authorizing Chair to sign. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Motion by Jeannot, seconded by Markey, to adopt the L-4029, setting the County Operating millage rate as presented, authorizing the Chair and Clerk to sign. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke. Nays: None Motion carried.

FINANCE

Bills: Motion by Nye, seconded by Miller, to approve payment of the bills from May 26, 2022, thru June 09, 2022, in the amount of \$342,733.57, as presented. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

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ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS:

Kyle Mauer, Animal Control, stated that he received the **Two Seven Oh Inc.** grant paperwork last Friday, and will bring it to the Board of Commissioners at the next meeting. Trail behind the Animal Control shelter is finished. There are lots of kittens available for adoption.

Paula Eberhard, Register of Deeds, spoke regarding House Bills 4729, 4730, 4731 and 4732, where Zillow is lobbying that the Register of Deeds and Treasurer Office across Michigan provide official records at no cost, the manner of which they are to provide them, and apply new restrictions and limits on what can be charged. She is asking that the Commissioners lobby against this and support the Register of Deeds and Treasurer. Attended a webinar regarding property fraud. It is big in Florida, where records are online.

Rebecca Hubers, Emergency Manager/911 Central Dispatch: provided written report.

ACTION ITEMS

Budget Amendment – BRA Fishbeck: Motion by Jeannot, seconded by Markey, to amend and approve the 2021-22 budget not-to-exceed \$10,000 to increase revenues and expenditures in the Brownfield Redevelopment Authority fund as presented:

Increase:

| | | |
|----------------|------------------------------|-------------|
| 243-000-691.00 | Budgeted Use of Fund Balance | \$10,000.00 |
|----------------|------------------------------|-------------|

Increase:

| | | |
|----------------|------------------|-------------|
| 243-000-967.00 | Project Expenses | \$10,000.00 |
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Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Budget Amendment – CDGB Housing: Motion by Sauer, seconded by Jeannot, to approve the budget amendment to increase the budgeted use of fund balance and increase the CDGB contracted service, CDGB Admin expenses, and CDGB Admin fee for the total amount of \$13,748.25 as presented:

Increase:

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|----------------|------------------------------|-------------|
| 535-000-691.00 | Budgeted Use of Fund Balance | \$13,748.25 |
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Increase:

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| 535-000-800.00 | CDGB Contracted Services | \$ 7,522.59 |
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| 535-000-815.40 | CDGB Admin Expense (NMCAA) | \$ 6,025.66 |
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| 535-000-815.30 | CDGB Admin Fee | \$ 200.00 |
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Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

9:55 a.m. Break

10:00 a.m. Reconvene

Advantage Benefits Group – Lauren Harris and Patrick Tedham: Benefit presentation.

Motion by Nye, seconded by Miller, to approve and authorize the Chair to execute a contract with Advantage Benefits Group for insurance broker/agent services ~~for 3 years~~ from July 1, 2022, to September 30, 2025. And approve the County Administrator to provide the required 60-day notice of termination to 44North (Advance Benefit Solutions) no later than August 1, 2022. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

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Frankfort Area Land Trust: Liz Negrau and Tim Jones were present and gave a presentation regarding their program for affordable housing in Benzie County. They will comeback periodically to keep the Board of Commissioners updated on their progress.

ACTIONS ITEMS continued:

Budget Amendment – Contracted Services: Motion by Sauer, seconded by Miller, to approve the budget amendment to increase the refunds/rebates as recognized revenue and increase the general fund buildings and grounds contracted services expenses in the amount of \$9,995.00 as presented:

Increase:

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| 101-253-687.00 | Refunds/Rebates | \$9,995.00 |
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Increase:

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| 101-265-800.00 | Contracted Services | \$9,995.00 |
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Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Budget Amendment – MMRMA bill: Motion by Jeannot, seconded by Sauer, to approve the budget amendment to increase the budgeted use of fund balance and increase the general fund liability and building fund, jail operations departments fund for insurance and bonds, and the Sheriff's fund for total amount of \$30,240.00, as presented:

Increase:

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|----------------|------------------------------|-------------|
| 101-000-691.00 | Budgeted Use of Fund Balance | \$30,240.00 |
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Increase:

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| 101-851-828.10 | General-Liability & Building | \$ 9,000.00 |
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| 201-966-999.10 | Transfer to Jail | \$ 1,800.00 |
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| 101-851-828.10 | Sheriff – Insurance Bonds | \$19,440.00 |
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Increase:

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| 213-351-699.00 | Transfer In | \$1,800.00 |
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Increase:

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| 213-851-828.10 | Jail Insurance Bond | \$1,800.00 |
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Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Canteen Food Service Amendment 2: Motion by Jeannot, seconded by Warsecke, to approve the amendment to the agreement with Canteen Services for food supplies in the jail as detailed in the June 14, 2022, packet communications, and authorizing the Chair to sign. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Area Agency on Agency 2023-2025 Resolution: Motion by Warsecke, seconded by Miller, to adopt Resolution 2022-018 Area Agency on Aging of Northwest Michigan 2023-2025 Implementation Plan Resolution as presented, authorizing the Chair to sign. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

COMMISSIONER REPORTS

Chair Roelofs – attended Agenda Review meeting; Dawn Olney's Retirement Party; Area Agency on Aging and Veterans Affairs.

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Comm Jeannot – provided written report.

Comm Miller – attended Benzie Human Services Collaborative; Airport Authority; Crystal Lake Township Meeting; Frankfort Area Community Lank Trust; Dawn's Retirement Party; Frankfort School Board and Budget meeting.

Comm Nye – attended Central Wellness Board meeting, Central Wellness Planning and Finance meeting; Sewer Feasibility Study; Benzie Leelanau Health Department meeting; Land Bank meeting; EDC Special meeting; Village of Benzonia meeting; Benzie Central School Board meeting; Betsie River Natural River ZBA meeting; Benzonia Township meeting; Village of Beulah meeting.

Comm Markey – attended Central Wellness Community Resource meeting; Community Mental Health Association Summer Conference; Central Wellness Board meeting; Village of Honor meeting.

Comm Warsecke – attended Benzie Bus meeting; Colfax Township meeting; Inland Township meeting.

Comm Sauer – attended Village of Elberta meeting; Benzie Leelanau Health Department meeting; Road Commission meeting; Joyfield Township meeting; Blaine Township meeting; The Maple's meeting; Village of Thompsonville meeting; Worker Compensation meeting.

COUNTY ADMINISTRATOR'S REPORT – Katie Zeits – provide written report.

Working on the 2022/2023 budget. Rose Lynn has been hired in the Administration office. Michigan Supreme Court has issued an order that all courts will be closed June 20th in observation of Juneteenth, with pay. All County offices will remain open, and the County Clerk's office cannot accept any court filings that day. Working with EDC on a grant regarding the old High School in Benzonia.

COMMITTEE OF THE WHOLE

Motion by Jeannot, seconded by Warsecke, to approve items 1 - 2 of the May 24, 2022, Committee of the Whole Consent Calendar as presented. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

COMMITTEE APPOINTMENTS - None

UNFINISHED BUSINESS - None

NEW BUSINESS - None

PRESENTATION OF CORRESPONDENCE

- Tuscola County Resolution 2022-12.
- Benzie-Leelanau District Health Department April 17, 2022, minutes.
- Animal Welfare League Spring 2022 newsletter.
- Benzie Transportation Authority April 2022 Statement of Activities.
- Iosco County Resolution.
- Little Platte Lake Elevation report June 6, 2022.

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- Crystal Lake Elevation report June 6, 2022.
- Benzie County Parks and Recreation Commission minutes March 28, 2022.
- Menominee County Resolution 2022-09.
- Public Notice for Hinkle Nature Preserve- Blaine Township.

12:25 p.m. Public Input - None

Motion by Markey, seconded by Miller, to adjourn at 12:26 p.m. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Bob Roelofs, Chair

Tammy Bowers, Benzie County Clerk

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1. Approve the agenda as presented.
2. Approve the regular session minutes of May 24, 2022, as presented.
3. Adopt Resolution 2022-017 Truth in Taxation Resolution to Adopt Millage Rate as presented, authorizing Chair to sign.
4. Adopt the L-4029, setting the County Operating millage rate as presented, authorizing the chair and clerk to sign.
5. Approve payment of the bills from May 26, 2022, thru June 09, 2022, in the amount of \$342,733.57, as presented.
6. Amend and approve the 2021-22 budget not-to-exceed \$10,000 to increase revenues and expenditures in the Brownfield Redevelopment Authority fund, as presented.
7. Approve the budget amendment to increase the budgeted use of fund balance and increase the CDGB contracted service, CDGB Admin expenses, and CDGB Admin fee for the total amount of \$13,748.25, as presented.
8. Approve and authorize the Chair to execute a contract with Advantage Benefits Group for insurance broker/agent services for 3 years from July 1, 2022, to September 30, 2025. And approve the County Administrator to provide the required 60-day notice of termination to 44North (Advance Benefit Solutions) no later than August 1, 2022.
9. Approve the budget amendment to increase the refunds/rebates as recognized revenue and increase the general fund buildings and grounds contracted services expenses in the amount of \$9,995.00, as presented.
10. Approve the budget amendment to increase the budgeted use of fund balance and increase the general fund liability and building fund, jail operations departments fund for insurance and bonds, and the Sheriff's fund for total amount of \$30,240.00, as presented.
11. Approve the amendment to the agreement with Canteen Services for food supplies in the jail as detailed in the June 14, 2022, packet communications, and authorizing the Chair to sign.
12. Adopt Resolution 2022-018 Area Agency on Aging of Northwest Michigan 2023-2025 Implementation Plan Resolution as presented, authorizing the Chair to sign.
13. Approve items 1 - 2 of the May 24, 2022, Committee of the Whole Consent Calendar as presented.

Committee of the Whole

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May 24, 2022

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

1. To split the duties currently assigned to Emergency Management and direct Administration to develop job descriptions and postings.
2. To adopt the Benzie County Sale/Disposal of County Owned Property Policy and authorize the Chair to sign.

Art Jeannot
Commissioner Report
June 14, 2022

- Participated in 5 meetings on behalf of the County since our May 24th meeting.
- **5/31 – Benzie Housing Committee –**
 - Approved payment on 3 housing projects totaling \$53,268.
 - Discussed need to find a qualified committee member to replace Amy Bissell and Dawn Onley at a later date. Skill sets needed were identified.
- **6/2 – Lake Township –** Fire Chief from Frankfort gave a report for activities the Township contracts. I learned that he has recruited approximately 20 volunteers since he took charge as chief. 8 are also first responders for EMT.
- **6/3 – EDC/BRA Meeting –** Discussed mission of EDC and BRA. The committee sees a need for a dedicated professional to make a real impact to Benzie County. We are waiting to hear if our request to the State to fund this position will be granted. If the grant is received, the committee will ask the BOC for permission to add this position for a minimum of 3 years. A job description and goals in draft form has been developed.
- **6/6 - Networks Northwest –**
 - Discussion on possible grants for development or updates to master plans for Solid Waste. I was left to believe the Solid Waste Advisory Committee is already aware of this.
 - Additional grants include the MI Enhancement grant that may be available for infrastructure build out. We should explore this with Senator VanderWall and Senator Bumstead.
 - Economic Development will look different in the future. It should include talent, childcare, housing etc.
- **6/13 – Almira Township –** I will share any relevant information at the BOC meeting.
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- **Other –**
 - **5/25 –** I attended a presentation in Traverse City discussing infrastructure grants from the State of MI.
 - **6/2 –** Attended an open house for the Benzie Historical Society. This was provided specifically for county commissioners.
 - **6/6 –** I spoke with Matt Skeels about having a discussion to create a county wide truck/auto repair garage. This was as a result of a comment I received from a Benzie residence. I was clear with Matt that I did not represent the BOC in this request. We can discuss this at a future meeting. Also for consideration is a discussion with Benzie Central Schools and Benzie Bus utilizing Benzie Bus in lieu of operating their own bus system.

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: June 9, 2022

Subject: **Administration Update**

22/23 Budget

We have begun budgeting and so far, nothing is glaring. We are still on track for Committee of the Whole meetings tentatively scheduled to for 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

The Michigan Supreme Court has ordered that all courts will be closed in observance of Juneteenth (June 19, observed June 20) I have obtained clarification that this does not simply mean there is no court, Benzie County is required to give the day off, paid, to all court employees. For Benzie County this is seven individuals with the day off, paid. There is no room for us to negotiate this, it is an order from the Michigan Supreme Court specifically for court employees.

Administration has hired a new Assistant, Rose Lynn. Rose is doing tremendous work in her short time here and we're happy to have her on board!

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 in both the Governmental Center and the Sheriff's Office/Jail.

Please let me know if there are any questions.

Thank you!