

THE BENZIE COUNTY BOARD OF COMMISSIONERS
March 15, 2022

The Benzie County Board of Commissioners met in a regular session on Tuesday, March 15, 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, Sauer and Warsecke
Excused: Commissioner Jeannot

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

Agenda:

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

Minutes:

Motion by Warsecke, seconded by Miller, to approve the regular session minutes of February 22, 2022, as presented. Ayes: Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

9:02 a.m. Public Input

Mary Haan, Homestead Township, there will be a debate of the Republican candidates for Governor at the Park Place Hotel in Traverse City, on April 02, 2022.

9:03 a.m. Public Input closed.

Paving Portion of Betsie Valley Trail:

James Gribble shows a brief presentation regarding the paving of a portion of the Betsie Valley Trail.

9:09 a.m. Open Public Hearing

Ed Hoogterp stated that Parks and Recreation Commission has passed a resolution in favor of the paving from Beulah to Thompsonville.

Annie Browning, Benzonia Township, Village of Beulah, wanted to make people aware that this will increase traffic in the Village of Beulah. Need to consider parking and restrooms for the increase of people.

Lisa Pine, Martin Road, is a member of the Benzie Bike Club and is in favor of the paving.

9:15 a.m. Close Public Input

Motion by Sauer, seconded by Warsecke, to approve Resolution 2022-010 to support paving the Betsie Valley Trail from Beulah to Thompsonville as presented. Roll call. Ayes: Markey, Miller, Nye, Roelofs, Sauer and Warsecke Exc: Jeannot Nays: None Motion carried.

Brownfield Plan Amendment: True North Development

Susan Wenzlick and Mindy Walters showed a brief presentation regarding the True North Development in the Village of Honor, at the "Buds of Honor" location. They will come back later to request a resolution of support from the Board of Commissioners.

9:50 a.m. Open Public Input – None

9:51 a.m. Close Public Input.

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FINANCE

Bills: Motion by Miller, seconded by Markey, to approve payment of the bills from February 19, 2022, thru March 11, 2022, in the amount of \$549,980.54, as presented. Roll call. Ayes: Markey, Miller, Nye, Roelofs, Sauer and Warsecke Exc: Jeannot Nays: None Motion carried.

Michelle Thompson, County Treasurer, stated that she is working to complete the changeover of the Chart of Accounts to comply with the State of Michigan directive. Working to balance 12 townships and the City of Frankfort, to pay out the delinquent taxes. Down to 26 parcels with tax foreclosures. The Land Bank Authority sold another Thompsonville parcel to Benzie Habitat for Humanity.

ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS

Rebecca Hubers, Emergency Management/911, provided a written report. Reported she has been busy applying and receiving money. \$1,000 from Regional Homeland Security to support CERTS program and equipment. \$10,000 to support the search and rescue training in August. Grand Traverse Band of Ottawa and Chippewa Indians awarded two 2% grants. \$7,660.77 for Amateur radio emergency services radio and \$6,187.02 CERT heart saver, CPS and First Aid training. \$2,000 from Michigan Community Service Commission training for volunteers' groups. \$10,567.17 recovered FEMA money to help reimburse County expensive regarding COVID cost. Next week converting of the door system will be taking place.

Nate Loop, Maples, reported on the operation of the Maples. 70 residents and their family, 121 employees, operation is at occupancy of 95%. No COVID concerns currently. Starting to plan activities between different areas and planning for outings for residents. 95% of residents are COVID vaccinated and boosted and 99% of employees are vaccinated and boosted. Millage language has been sent to counsel. Looking to have it to the Board of Commissioners April 12, 2022.

Kathi Houston, Volunteer Services Coordinator provided written information.

ACTION ITEMS

EMS and National Park Service Agreement: Motion by Warsecke, seconded by Miller, to adopt the General Agreement between the United States Department of Interior National Park Service and Benzie County to offer mutual aid in and around the Sleeping Bear National Lakeshore area, be approved for a period of five-years, authorizing the Chair to sign, with renewal after initial five-year period to be authorized by County Administrator. Roll call. Ayes: Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Benzie County Central Dispatch Expansion: Motion by Nye, seconded by Miller, to direct County Administration to move forward with advertisement of a request for proposals for architectural drawing for renovation of the lower level of the Sheriff's Office. Roll call. Ayes: Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Budget Amendment SRO vehicle final payment: Motion by Sauer, seconded by Markey, approve the budget amendment for use of fund balance for final payment of School Resource Officer car loan in the amount of \$7,474.24 as presented. Roll call. Ayes: Markey, Miller, Nye, Roelofs, Sauer and Warsecke Exc: Jeannot Nays: None Motion carried.

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Merit Colocation Agreement: Motion by Nye, seconded by Markey, to approve the Colocation Agreement between Merit Network, Inc and Benzie County for lease of space for fiber equipment and network access points for a five-year period, with Merit to pay Benzie County for the leased space according to the schedule outlined in the communication for the County Administrator dated March 9, 2021, authorizing the Chair to sign, with one automatic five-year renewal allowed as defined in the terms of Schedule 1 exhibit. Roll call. Ayes: Markey, Miller, Nye, Roelofs, Sauer and Warsecke Exc: Jeannot Nays: None Motion carried.

Government Center and Sheriff Department Cleaning Services Agreement: Motion by Sauer, seconded by Warsecke, to authorize the execution of a six month contract with Signature Services, Benzonia, LLC in the monthly amount of \$1,650 for cleaning services in the Sheriff's Office and a six month contract with Kathy Helene in the monthly amount of \$4,100 for cleaning services in the Governmental Center, such contracts subject to approval by legal counsel and that the contract authorized on September 28, 2021 with Signature Services, Benzonia, LLC be terminated, authorizing Chair to sign. Roll call. Ayes: Markey, Miller, Nye, Roelofs, Sauer and Warsecke Exc: Jeannot Nays: None Motion carried.

Budget Amendment – Revenue from Emergency Operations: Motion by Markey, seconded by Miller, to approve the budget amendment to recognize revenue and allow for expenditures in the total amount of \$18,537.14 in the 425 Equipment Replacement Fund as presented, authorizing Chair to sign. Roll call. Ayes: Markey, Miller, Nye, Roelofs, Sauer and Warsecke Exc: Jeannot Nays: None Motion carried.

Resolution 2022-011 Resolution match with donated funds – Kayak Launch & Site: Motion by Warsecke, seconded by Nye, to approve resolution 2022-011 Local Unit of Government Match with Donated Funds as presented. Roll call. Ayes: Markey, Miller, Nye, Roelofs, Sauer and Warsecke Exc: Jeannot Nays: None Motion carried.

Funding Animal Control with CARES Act Grant Funds Motion by Nye, seconded by Miller, that should Animal Control Department need funding for operations before a millage request is presented to the voters of Benzie County, that the Board of Commissioner authorize the use of excess grant funds realized after CARES Act Grant Funding reporting. Roll call. Ayes: Markey, Miller, Nye, Roelofs, Sauer and Warsecke Exc: Jeannot Nays: None Motion carried.

COMMISSIONER REPORTS

Chair Roelofs attended Area Agency on Aging meeting, Millage meeting, 911 meeting, Agenda Review meeting, and Veterans Affairs meeting.

Comm Miller will be attending his meetings tonight.

Comm Nye attended MAC Transportation meeting, Village of Benzonia meeting, 911 EMS meeting, Union zoom meeting, Benzie Leelanau Health Department Board meeting, Central Wellness Planning and Finance meeting, Central Wellness Executive meeting, Natural River Zoning Board of Appeals meeting, Benzonia Township meeting, Central Wellness Board meeting and Village of Beulah meeting.

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Comm Markey attended Homestead Special Board meeting, LPT meeting, Northern Michigan Regional Entity Board meeting, Central Wellness Board meeting, and Village of Honor meeting.

Comm Warsecke attended Colfax Township meeting, Inland Township meeting, Benzie Bus meeting, and Parks and Recreation meeting.

Comm Sauer attended Joyfield Township meeting, Blaine Township meeting, Weldon Township meeting, Village of Elberta meeting, Maples meeting, MAC Tourism meeting, Natural River Zoning Board of Appeals Board meeting, Road Commission meeting and Village of Thompsonville meeting.

COUNTY ADMINISTRATOR'S REPORT – Katie Zeits provided written report. Will start discussing the ARPA money at the April 12th Board of Commissioners meeting. Will talk more with staff at Department Head meeting tomorrow. Will be at the MAC Conference next week. Last night was at a meeting for the National Park Service at the library. In 2021 there was 1.7 million visits to the Sleeping Bear Dunes.

COMMITTEE OF THE WHOLE - None

COMMITTEE APPOINTMENTS

BLHD: Motion by Sauer, seconded by Miller, to re-appoint Dr. Mark Kuiper to the Benzie Leelanau Health Board for a 2-year term to expire on December 31, 2023. Roll call. Ayes: Markey, Miller, Nye, Roelofs, Sauer and Warsecke Exc: Jeannot Nays: None Motion carried.

Betsie River ZBA Alternate: Need to advertise for 2 alternate positions.

Land Bank: Table this matter until the next meeting to see if this position has been advertised and if there are any other applicants.

Benzie Transportation Authority: Table this matter until the next meeting to see if this position has been advertised and if there are any other applicants.

UNFINISHED BUSINESS – None

NEW BUSINESS - None

PRESENTATION OF CORRESPONDENCE

- Benzie-Leelanau District health Department Board minutes February 23, 2022
- Benzie Transportation Authority January 2022 Statement of Activities
- Cheboygan County Resolution 2022-03 – urging the return of state Workers to in person operations
- Grand Traverse County Resolution 16-2022 Supporting the Community Mental Health Authority and opposing current state legislation to Change the CMHA
- Muskegon County Resolution 2022-01 honoring Black History Month

11:24 a.m. Public Input

Mike Ross, Benzonia Township, supports the Honor Development Project.

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11:25 a.m. Public Input - Closed

Motion by Warsecke, seconded by Markey, to adjourn at 11:25 a.m. Ayes: Markey, Miller, Nye, Roelofs, Sauer and Warsecke Exc: Jeannot Nays None

Bob Roelofs, Chair

Tammy Bowers, Benzie Chief Deputy County Clerk

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1. Approve the regular session minutes of February 22, 2022, as presented.
2. Approve Resolution 2022-010 to support paving the Betsie Valley Trail from Beulah to Thompsonville as presented.
3. Approve payment of the bills from February 19, 2022, thru March 11, 2022, in the amount of \$549,980.54, as presented.
4. Adopt the General Agreement between the United States Department of Interior National Park Service and Benzie County to offer mutual aid in and around the Sleeping Bear National Lakeshore area, be approved for a period of five-years, authorizing the Chair to sign, with renewal after initial five-year period to be authorized by County Administrator.
5. Direct County Administration to move forward with advertisement of a request for proposals for architectural drawing for renovation of the lower level of the Sheriff's Office.
6. Approve the budget amendment for use of fund balance for final payment of School Resource Officer car loan in the amount of \$7,474.24 as presented.
7. Approve the Colocation Agreement between Merit Network, Inc and Benzie County for lease of space for fiber equipment and network access points for a five-year period, with Merit to pay Benzie County for the leased space according to the schedule outlined in the communication for the County Administrator dated March 9, 2021, authorizing the Chair to sign, with one automatic five-year renewal allowed as defined in the terms of Schedule 1 exhibit.
8. Authorize the execution of a six-month contract with Signature Services, Benzonia, LLC in the monthly amount of \$1,650 for cleaning services in the Sheriff's Office and a six month contract with Kathy Helene in the monthly amount of \$4,100 for cleaning services in the Governmental Center, such contracts subject to approval by legal counsel and that the contract authorized on September 28, 2021 with Signature Services, Benzonia, LLC be terminated, authorizing Chair to sign.
9. Approve the budget amendment to recognize revenue and allow for expenditures in the total amount of \$18,537.14 in the 425 Equipment Replacement Fund as presented, authorizing Chair to sign.
10. Approve resolution 2022-011 Local Unit of Government Match with Donated Funds as presented.
11. Should Animal Control Department need funding for operations before a millage request is presented to the voters of Benzie County, that the Board of Commissioner authorize the use of excess grant funds realized after CARES Act Grant Funding reporting.
12. Re-appoint Dr. Mark Kuiper to the Benzie Leelanau Health Board for a 2-year term to expire on December 31, 2023.

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: March 11, 2022

Subject: **Administration Update**

EMS Millage, potential expansion

Director King and I met with the City of Frankfort and Paul Oliver Memorial Hospital and will have more to update the Board at the meeting. At the end of the day, Paul Oliver and the City of Frankfort would like for us to maintain a presence in their community and both entities are looking to collaborate to make that happen.

BC Road Commission

I recently met with Matt Skeels of the Road Commission and had a great conversation with him about the Platte River Elementary School. They are in the process of obtaining the school from the School District as you're aware and the future plans of it are still being considered. At the end of the day, the Road Commission is not interested in being a landlord and keeping tenants in the building long term is not feasible. Discussions will continue with the Road Commission as well as the Economic Development Corporation to brainstorm future use ideas, keeping in mind that the Road Commission Board would like to see part of the building preserved.

Mr. Skeels also gave me a long list of paving/projects for the 2022 construction year. I have attached that list.

Website

Our website is dated and updating it will be a huge undertaking that will simply be a band aid. I have asked the opinion of department heads and elected officials as to how to proceed and the consensus is to develop a new website. This will be something that is put on our ARPA list as the cost will be high. As we've talked about, it's important to improve our online presence and public information which is readily available. By overhauling our website, that will be the best way to proceed.

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.

As of March 11, 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!