

BENZIE COUNTY BOARD OF COMMISSIONERS

448 COURT PLACE – BEULAH, MI 49617 – (231) 882-9671
www.benzieco.net

MEETING AGENDA January 25, 2022

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

Join Zoom Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84494100569>

One tap mobile :

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Webinar ID: 844 9410 0569

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 – 1/11/2022 (open & closed)
 PUBLIC COMMENT
 PUBLIC HEARING – Eclipse Communications CDBG Loan
 A) Resol 2022-004 CDBG Loan Fund application – Eclipse Communications LLC
 FINANCE –
 A) Approval of Bills
 ELECTED OFFICIALS & DEPT HEAD COMMENTS
 ACTION ITEMS –
 A) Covid Sick Time Extension
 B) Resol 2022-005
 C) Health Advisory Leave Policy
 COMMISSIONER REPORTS –
 COUNTY ADMINISTRATOR’S REPORT – Katie Zeits
 COMMITTEE OF THE WHOLE – 1/25/2022 Consent
 COMMITTEE APPOINTMENTS – BTA; Parks & Rec; Centra Wellness
 UNFINISHED BUSINESS –
 NEW BUSINESS –

10:00
10:15 Maggie Bacon – Best Benzie Presentation
10:30

 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 COMMENT

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 comment 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 Comment. 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 a "Comment" 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 Comment 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

THE BENZIE COUNTY BOARD OF COMMISSIONERS
January 11, 2022

The Benzie County Board of Commissioners met in a regular session on Tuesday, January 11, 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, Miller, Roelofs and Sauer

Excused: Commissioner Markey, Nye and Warsecke

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

Agenda:

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

Minutes:

Motion by Jeannot, seconded by Miller, to approve the regular session minutes of December 28, 2021 as presented. Ayes: Jeannot, Miller, Roelofs and Sauer Nays: None Exc: Markey, Nye and Warsecke Motion carried.

Motion by Jeannot, seconded by Miller, to approve the Organizational session minutes of January 4, 2022 as presented. Ayes: Jeannot, Miller, Roelofs and Sauer Nays: None Exc: Markey, Nye and Warsecke Motion carried.

9:02 a.m. Public Comment

Amy Bissell, Register of Deeds, spoke against the possible change in start time for the Committee of the Whole.

9:04 a.m. Public Comment Closed

FINANCE

Bills: Motion by Sauer, seconded by Miller, to approve payment of the bills from December 28, 2021 thru January 10, 2022 in the amount of \$530,100.21, as presented. Roll call. Ayes: Ayes: Jeannot, Miller, Roelofs and Sauer Nays: None Exc: Markey, Nye and Warsecke Motion carried.

Budget Amendment – Point Betsie: Motion by Jeannot, seconded by Miller, to amend the 2021-2022 Budget to create a budget for the Point Betsie Shoreline Protection project to allow for reimbursement revenues from the Friends of Point Betsie and payment of invoices by the County, as follows:

Increase:

285-808-585.00	Local Match	\$228,310.00
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Increase:

285-808-800.00	Contracted Services	\$228,310.00
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Roll call. Ayes: Jeannot, Miller, Roelofs and Sauer Nays: None Exc: Markey, Nye and Warsecke Motion carried.

ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS

COMMISSIONERS

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January 11, 2022

Rebecca Hubers, Emergency Management & 911 Central Dispatch, provided a written report for Central Dispatch and spoke regarding water testing at the Government Center and Jail due to the lead issue in the Village of Beulah – no concerns; Conducted two workshops at both Benzie and Frankfort schools, school violence is an issue. Power outages in December – kudos to those that kept Benzie County moving forward – the internet went out and it has been determined that it works in a loop system; and both sides of the loop that the county is on was out of power, so there was no internet, there is need for backup power sources; will be looking into a possible grant for a backup generator for the Darcy Library to keep us up and running.

U/S Hubers says thank you to Rebecca for the school trainings – it was long overdue; COVID is now running through the road patrol staff and he asks to extend the COVID funding for a while.

Katie Zeits, County Administrator, stated that she will address it on January 2 after questions are answer from the auditors.

Comm Sauer stated that the Village of Thompsonville is wanting to set up a Community Watch Group and they have spoken with the Sheriff.

Nate Loop, Maples Administrator, gave the board more of his background – Nursing Home Administration runs in his family. The culture at the Maples is healthy and strong, but we always have room to improve, since the holidays we have had an uptick of COVID among staff with five new cases.

ACTION ITEMS

2022-001 - Depositories: Motion by Jeannot, seconded by Miller, to adopt resolution 2022-001 Depositories as amended, removing #3 and leaving to chair to decide regarding #4 and the Chief Finance Officer, authorizing the chair to sign. Roll call. Ayes: Jeannot, Miller, Roelofs and Sauer Nays: None Exc: Markey, Nye and Warsecke Motion carried.

2022 Board Rules: Motion by Jeannot, seconded by Miller, to adopt the 2022 Board Rules as amended by legal counsel and insert to 1.12 “The Annual Meeting will be first meeting of the Fiscal Year.” Roll call. Ayes: Jeannot, Miller, Roelofs and Sauer Nays: None Exc: Markey, Nye and Warsecke Motion carried.

10:07 a.m. Motion by Miller, seconded by Sauer, to enter into closed session pursuant to MCL 15.268(e) to consult with its attorneys regarding trial and settlement strategy in connection with the Lasecki vs Benzie County litigation, Attorney Allen VanderLaan will join via Zoom, included in closed session would be County Administrator Katie Zeits and County Clerk Dawn Olney. Roll call. Ayes: Jeannot, Miller, Roelofs and Sauer Nays: None Exc: Markey, Nye and Warsecke Motion carried.

10:41 a.m. Re-enter Open Session

Motion by Roelofs, seconded by Sauer, to follow the advice of counsel regarding settlement and trial strategy as discussed in closed session. Roll call. Ayes: Jeannot, Miller, Roelofs and Sauer Nays: None Exc: Markey, Nye and Warsecke Motion carried.

2022 Meeting Dates: Motion by Jeannot, seconded by Miller, to adopt the 2022 Meeting Dates as presented. Roll call. Ayes: Jeannot, Miller, Roelofs and Sauer Nays: None Exc: Markey, Nye and Warsecke Motion carried.

COMMISSIONERS

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January 11, 2022

MSP Grant Extension - Courts: Motion by Miller, seconded by Jeannot, to approve amending the Coronavirus Emergency Supplemental Funding Grant Contract originally authorized on August 11, 2020 to allow for additional time to spend funding received and that the Board Chair be authorized to sign. Roll call. Ayes: Jeannot, Miller, Roelofs and Sauer Nays: None Exc: Markey, Nye and Warsecke Motion carried.

COMMISSIONER REPORTS

Chair Roelofs reported on EMS; attended a zoom meeting regarding an Aquatic Center; we have begun having an Agenda Overview meeting for BOC agendas and packets; Veterans Affairs; Parks & Recreation interviews.

Comm Jeannot provided a written report

Comm Miller reported on the Frankfort Elberta School Board meeting – they have a new board member.

Comm Sauer reported on Joyfield Township; Blaine Township and Village of Thompsonville.

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

COMMITTEE OF THE WHOLE – None

COMMITTEE APPOINTMENTS

EDC/BRA: Motion by Jeannot, seconded by Sauer, to suspend the board rules and appoint Thor Goff and Eric Gustad to the EDC Board. Ayes: Jeannot, Miller, Roelofs and Sauer Nays: None Exc: Markey, Nye and Warsecke Motion carried.

Parks & Recreation: Interviews are completed; once Comm Markey and Nye are back will make a decision and bring to this board.

Centra Wellness: Interview to be scheduled for January 21, 2022 at 10:00 a.m. Interview Committee: Comm Nye, Markey and Roelofs; County Admin Katie Zeits; Chip Johnson, Centra Wellness Director

UNFINISHED BUSINESS – None

NEW BUSINESS – None

PRESENTATION OF CORRESPONDENCE

- Road Commission Actual Revenue and Expenditure report for year ended 9/30/2021 received.
- Benzie Transportation Authority November 2021 Financial Report.
- Charter Spectrum Broadband Update of service area received.
- Crystal Lake & Little Platte Lake elevation reports for December 2021 received.

11:26 a.m. Public Input – None

COMMISSIONERS

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January 11, 2022

Motion by Miller, seconded by Jeannot, to adjourn at 11:27 a.m. Ayes: Jeannot, Miller, Roelofs and Sauer Nays: None Exc: Markey, Nye and Warsecke Motion carried.

Bob Roelofs, Chair

Dawn Olney, Benzie County Clerk

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1. Approved the agenda as presented.
2. Approved the regular session minutes of December 28, 2021 as presented.
3. Approved the Organizational session minutes of January 4, 2022 as presented.
4. Approved payment of the bills in the amount of \$530,100.21, as presented.
5. Amended the 2021-2022 Budget to create a budget for the Point Betsie Shoreline Protection project to allow for reimbursement revenues from the Friends of Point Betsie and payment of invoices by the County, as presented in the amount of \$228,310.00.
6. Adopted resolution 2022-001 Depositories as amended, removing #3 and leaving to chair to decide regarding #4 and the Chief Finance Officer, authorizing the chair to sign.
7. Adopted the 2022 Board Rules as amended by legal counsel and insert to 1.12 "The Annual Meeting will be first meeting of the Fiscal Year."
8. Entered into closed session pursuant to MCL 15.268(e) to consult with its attorneys regarding trial and settlement strategy.
9. Approved to follow the advice of counsel regarding settlement and trial strategy as discussed in closed session.
10. Adopted the 2022 Meeting Dates as presented.
11. Approved amending the Coronavirus Emergency Supplemental Funding Grant Contract originally authorized on August 11, 2020 to allow for additional time to spend funding received and that the Board Chair be authorized to sign.
12. Suspended the board rules and appoint Thor Goff and Eric Gustad to the EDC Board.

Art Jeannot
Commissioner Report
January 11, 2022

- Participated in 2 meetings on behalf of the County since our December 28th meeting.
- **1/4 Platte Township –**
 - No issues. Township officials are working to get broadband surveys completed in areas need in their township.
- **1/10 Almira Township –**
 - I will share any relevant information from this meeting.

- **Other –**

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: January 5, 2022

Subject: **Administration Update**

Capital Budget

It was requested at the October 26th 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 January 5th, the Board has approved a total of \$195,864 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.

We are still waiting on a quote regarding the onboarding of department onto the generator.

Technology

Administration is still working through some internet bandwidth issues with IT Right. As discussed before, we are utilizing more internet than allowed in our agreement and are experiencing overages. My office is also working with IT Right to identify devices needing replacement, including multiple servers.

Broadband Survey

We have obtained over 1200 unique responses to the internet survey! As we approach the end of the survey, Merit will be working to analyze the data and give the Board a report in mid-February.

FOIA Appeal

We have communicated with Mr. Meredith regarding his appeal. For commissioners who may like to see the response letter, please let me know.

Mail Changes

The mail room is now in use on the first floor of the Governmental Center. This new system seems to be going well. We are still waiting on new mailboxes, but the old ones have been working in the meantime.

Administration will now be sorting the mail going forward for the County. Laura in my office has set up a PO Box and all items will be sorted there at the post office. The Treasurer's Office will serve as backup for mail sorting if for some reason our office cannot perform the duty on a given day.

ARPA Funding

Please be prepared to have a discussion at the second meeting in January, Committee of the Whole.

Animal Control

Director Kyle Maurer has indicated that a local company has serviced the well and other mechanisms for water. The water pressure has increased at the shelter but is still not satisfactory. The cleaning of the well system is a temporary fix, but we will need to plan for a long-term solution at Animal Control. We have been informed that hooking up to village water is an avenue we will have to plan for because the existing well system is not a long-term option.

Benzie County Millage Requests

There are multiple millages expiring after this year, including TNT, School Resource and Emergency Services. We also plan to ask for a millage for the Animal Control department. I have met with departments heads and have made a request to legal to prepare draft language for each millage. Tentatively, we will start this discussion on January 25th, Committee of the Whole. In summary, two millage requests would be a renewal and restore and two would be a requested increase.

There are two additional millage requests for the 2022 election cycle from the Conservation District and the Maples. I have reached out to both entities and asked them to bring their requests to me with justification for a future agenda.

Please let me know if there are any questions.

Thank you!

DAWN OLNEY
BENZIE COUNTY CLERK
448 COURT PLACE
BEULAH, MICHIGAN 49617

Destroy Date: _____

Closed Session

January 11, 2022

Lasecki vs Benzie County & Matt Weaver

Atty Allen VanderLaan

**BENZIE COUNTY
NOTICE OF PUBLIC HEARING FOR
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FOR
ECLIPSE COMMUNICATIONS LLC**

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, January 25, 2022 at 9:00 am. 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 for public comment on the use of Community Development Block Grant (CDBG) Regional Revolving Loan Funds for ECLIPSE COMMUNICATIONS LLC. Eclipse Communications is requesting a \$50,000.00 loan. The use of the funds is for new equipment and to hire 2 full time equivalent employees of which over 51% of the positions will be available to low- and moderate-income individuals.

Citizen views and comments on the CDBG project are welcome. Interested parties are invited to comment on the project in person at the public hearing or in writing by Monday, January 24 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 project will be open for discussion at the public hearing. The application may be examined Monday through Friday at the above address in the Office of the County Clerk during normal business hours.

RECEIVED

JAN 13 2022

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



MEMORANDUM

January 19, 2022

To: Benzie County Commissioners

From: Laura Galbraith, Executive Director

Eclipse Communications LLC is submitting the enclosed CDBG Loan Program (CLP) application for the Community Development Block Grant (CDBG) Loan program. This is Eclipse Communication's second request for a loan through the CDBG Loan Fund. They recently completed the compliance portion of the first loan in the amount of \$70,000 and are now seeking a second loan in the amount of \$50,000 to purchase equipment and hire two (2) additional full-time equivalent positions over the course of two years, of which, at least 51% of these will be available to low-and moderate-income individuals.

Eclipse Communications LLC, a wireless internet service provided based in Benzonia, was founded in 2016 by Chris Varenhorst, an information technology expert with more than a decade of experience. Eclipse Communications has quickly become well known throughout the greater Benzie County area for providing service to both residential and commercial customers through wireless internet subscriptions; configuration and repair; and consulting. Since obtaining the first CDBG loan, business has continued to grow with requests to reach additional residential and commercial clients in new markets. Due to this continued increase in demand, Eclipse Communications is requesting a loan through the CDBG Loan Fund in the amount of \$50,000 to purchase fiber network infrastructure equipment and heavy trenching equipment to expand the services they can provide. Purchasing this equipment necessitates hiring two more skilled workers to operate and install the equipment.

CDBG Loan Funds will be used to purchase fiber network infrastructure equipment, a cable lasher, a fiber tester, and a fiber optic splicing trailer. This equipment will allow Eclipse Communications to continue their strong growth pattern, accommodate new customers, and hire new employees. The Benzie County CDBG Loan Committee met on December 10, 2021 to review and unanimously approve the loan request. There are many positive economic impacts for this new project including: retaining and creating jobs; assisting a company located within a low-income census tract; and providing an essential service to both residential and commercial customers within a rural region.

Next Steps

- Benzie County Clerk must provide a brief description of the public hearing including the date of hearing, number of citizens attending the hearing, and a summary description of substantive comments made at the hearing.
- Benzie County must pass a Resolution, as outlined in the CLP Application, after completion of the public participation requirements.
- Venture North staff will submit all CDBG Application documents to the Michigan Economic Development Corporation for review and final approval.

2022-004

AUTHORIZING RESOLUTION

Community Development Block Grant Loan Fund Application – Eclipse Communications LLC

WHEREAS, Eclipse Communications LLC is requesting a loan to purchase equipment from the Community Development Block Grant Loan Fund in the amount of \$50,000 to be used to hire at least 2 full-time equivalent positions over the course of two years; and,

WHEREAS, at least 51% of these positions will be available to low-and-moderate income individuals; and,

WHEREAS, the project is consistent with Benzie County's community development plan; and,

WHEREAS, no project costs (CDBG or non-CDBG) will be incurred prior to a formal loan award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by the CDBG Project Manager; and,

NOW, THEREFORE BE IT RESOLVED, that the Benzie County Board of Commissioners authorizes submittal of the application. Furthermore, that Bob Roelofs, Benzie County Board of Commissioners Chairman, is authorized to sign the Application and all attachments; the Loan Exhibit and all amendments; and Payment Requests.

Motion to approve the resolution as presented by _____, seconded by _____.

ROLL CALL

AYE:

NAY:

ABSTAIN:

ABSENT:

Resolution declared adopted.

I, Dawn Olney, Benzie County Clerk, hereby certify that the above is a true and exact copy of a portion of minutes taken from a regular meeting of the County Commission held January 25, 2022.

Dawn Olney, Clerk
Benzie County

DETERMINATION OF LEVEL OF ENVIRONMENTAL REVIEW

CERTIFYING OFFICER

Bob Roelofs, Benzie County Board of Commission Chairman is designated the environmental certifying officer for the CDBG project described below. I certify that

PROJECT INFORMATION

Grantee (Unit of General Local Government)	<u>Benzie County</u>
Grantee Address	<u>448 Court Place, Beulah, MI 49617</u>
Grantee Contact Person	
Name and Phone	<u>Bob Roelofs, 231-645-1187</u>
Other Project Contact Person	
Name and Phone	<u>Katelyn Zeits, County Administrator, 231-882-0558</u>
Grant Number (if assigned)	
Project Title	<u>Eclipse Communications CDBG Loan #2</u>

Project Description (provide in separate, attached sheets)

Eclipse Communications LLC, a wireless internet service provided based in Benzonia, was founded in 2016 by Chris Varenhorst, an information technology expert with more than a decade of experience. Eclipse Communications has quickly become well known throughout the greater Benzie County area for providing service to both residential and commercial customers through wireless internet subscriptions; configuration and repair; and consulting. Since obtaining a \$70,000 CDBG RLF loan in early 2021 to purchase a truck, trailers, and a boom necessary to outfit another crew including two new full-time employees, business has continued to grow with requests to reach additional residential and commercial clients in new markets. the business would like to borrow

Due to this continued increase in demand, Eclipse Communications is requesting a loan through the Community Development Block Grant Loan Fund in the amount of \$50,000 to purchase fiber network infrastructure equipment and heavy trenching equipment to expand the services they can provide and hire 2 full-time equivalent positions within the next two years, of which at least 51% will be considered low- to moderate- income individuals.

PROJECT DETERMINATION (completed by the Environmental Review Officer)

All project activities have been reviewed and the project meets the following environmental determination:

- ☐ Exempt
- ☒ Categorically Excluded Not Subject To §58.5
- ☐ Categorically Excluded Subject To §58.5
- ☐ Environmental Assessment
- ☐ Environmental Impact Statement

Certifying Officer Signature
Bob Roelofs, Benzie County Board of Commission Chairman

1/25/2022
Date

EXEMPT ACTIVITIES DETERMINATION LETTER

January 25, 2022

Michigan Economic Development Corporation
Community Development Block Grant Program
300 North Washington Square
Lansing, Michigan 48913

Re: Exempt Activities Determination

Dear Shawne Haddad:

Benzie County is hereby requesting release of funds provided under the Eclipse Communications LLC CDBG Loan #2 Application.

The Eclipse Communications LLC CDBG Loan #2 Application will provide funds for a loan to purchase business equipment, which is an eligible activity. Such activities are exempt from environmental review requirements under 24 CFR 58.34(a).

In addition, Benzie County has reviewed and documented that we are in compliance with the requirement of 24 CFR 58.6 as follows:

1. The project will not involve property acquisition or construction residing in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards.
2. The project will not take place in an area designated as part of the Coastal Barrier Resources System.
3. The project will not involve the sale or acquisition of an existing property in a Runway Clear Zone or Clear Zone, as defined in 24 CFR Part 51.

Please call if you need any additional information.

Sincerely,

Bob Roelofs, Benzie County Board of Commissioners Chairman

**FINDING OF CATEGORICAL EXCLUSION
(not subject to 58.5)
24 CFR 58.35(b)**

Grantee Benzie County
Grant No. _____

I hereby certify that the following activities comprising the Eclipse Communications LLC CDBG Loan #2 Project have been reviewed and determined to be Categorically Excluded per 24 CFR 58.35(b) as follows:

- ☐ (1) Tenant-based rental assistance;
- ☐ (2) Supportive services including, but not limited to, health care, housing services, permanent housing placement, day care, nutritional services, short-term payments for rent/mortgage/utility costs, and assistance in gaining access to local, State, Federal government benefits and services;
- ☒ (3) Operation costs, including but not limited to, equipment purchases, inventory financing, interest subsidy, operation expenses, and similar costs not associated with construction or expansion of existing operations;
- ☐ (4) Economic development activities, including but not limited to, equipment purchases, inventory financing, interest subsidy, operating expenses and similar costs not associated with construction or expansion of existing operations;
- ☐ (5) Activities to assist home ownership of existing dwelling units including closing costs and down payment assistance to home buyers, and similar activities that result in the transfer of title to a property;
- ☐ (6) Affordable housing pre-development costs including legal, consulting, developer and other costs related to obtaining site options, project financing, administrative costs and fees for loan commitments, zoning approvals, and other related activities which do not have a physical impact.

Flood Insurance/Flood Disaster Protection Act

1. Does the project involve the acquisition, construction, or rehabilitation of structures, buildings, or mobile homes?

- ☒ No. Flood insurance is not required. The review of this factor is completed.
☐ Yes. Continue Review.

2. Is the structure or part of the structure located in a Federal Emergency Management Agency (FEMA) designated Special Flood Hazard Area?

- ☒ No. Cite Source Documentation: FEMA Flood Map (Attachment A)
Proceed with project.
☐ Yes. Cite Source Documentation:
Continue Review.

3. Is the community participating in the National Flood Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?

- ☐ Yes. Flood insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be maintained in this Environmental Review Record.
☒ No. **Federal assistance may not be used in the Special Flood Hazard Area.**

Coastal Barriers Resources Act

1. Is the project located in a coastal barrier resource area?

- ☒ No. Cite Source Documentation: John H. Chafee Coastal Barrier Resources System (Attachment B)
☐ Yes. **Federal assistance may not be used in such an area.**

Airport Runway Clear Zones and Clear Zones Disclosures

1. Does the project involve the sale or acquisition of existing property within a Civil Airport's Runway Clear Zone, Approach Protection Zone or a Military Installation's Clear Zone?

- ☒ No. Cite Source Documentation: ARCGIS-Airport Clear Zone Map (Attachment C)
☐ Yes. **Disclosure statement must be provided** and a copy of the signed disclosure statement must be maintained in this Environmental Review Record.

In accordance with 24 CFR 58.35(b), no further environmental approval form from HUD or the State is necessary for the drawdown of funds to implement this program.

Bob Roelofs, Benzie Co. Commissioner Chair

Name and Title of Certifying Officer

Signature of Certifying Officer

1/25/2022

Date

Sara Christensen

Name of person preparing this form

231-995-7114

Phone #

For State Use Only	Reviewed	Date
Compliance Specialist		

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FEMA Flood Map Service Center: Search By Address

Enter an address, place, or coordinates: ?

2532 benzie highway, benzonion, MI 49616

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The buttons below let you view and print the selected flood map, download the flood map image, open an interactive flood map (if available), or expand the search to all products to view effective, preliminary, pending, or historic maps, and risk products for the community. The locator map shows flood map boundaries in your area of interest. You can choose a new flood map by clicking elsewhere on the locator map or entering a new location in the search box.

Search Results—Products for BENZONIA

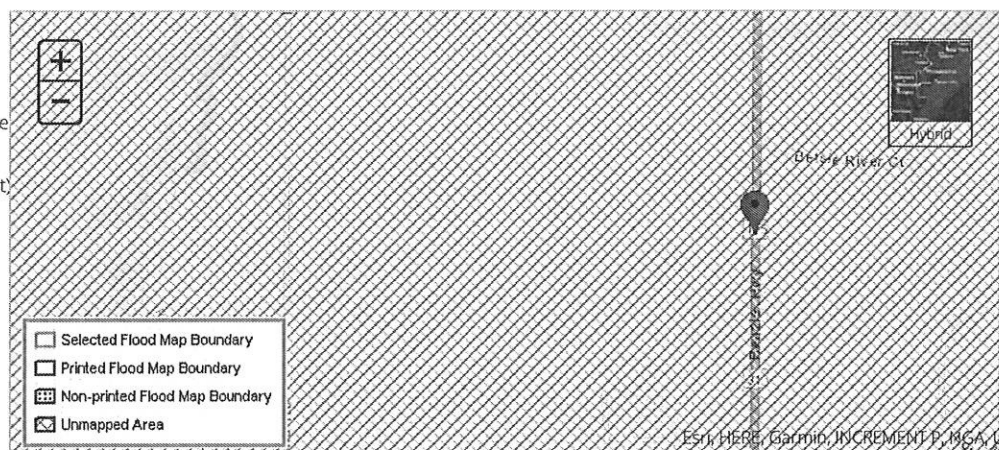
FEMA has not completed a study to determine flood hazard for the selected location; therefore, a flood map has not been published at this time.

MAP IMAGE

Show **all products** for this area (<https://msc.fema.gov/portal/availabilitySearch?addcommunity=26019C&communityName=BENZONIA#searchresultsanchor>)



Locator Map



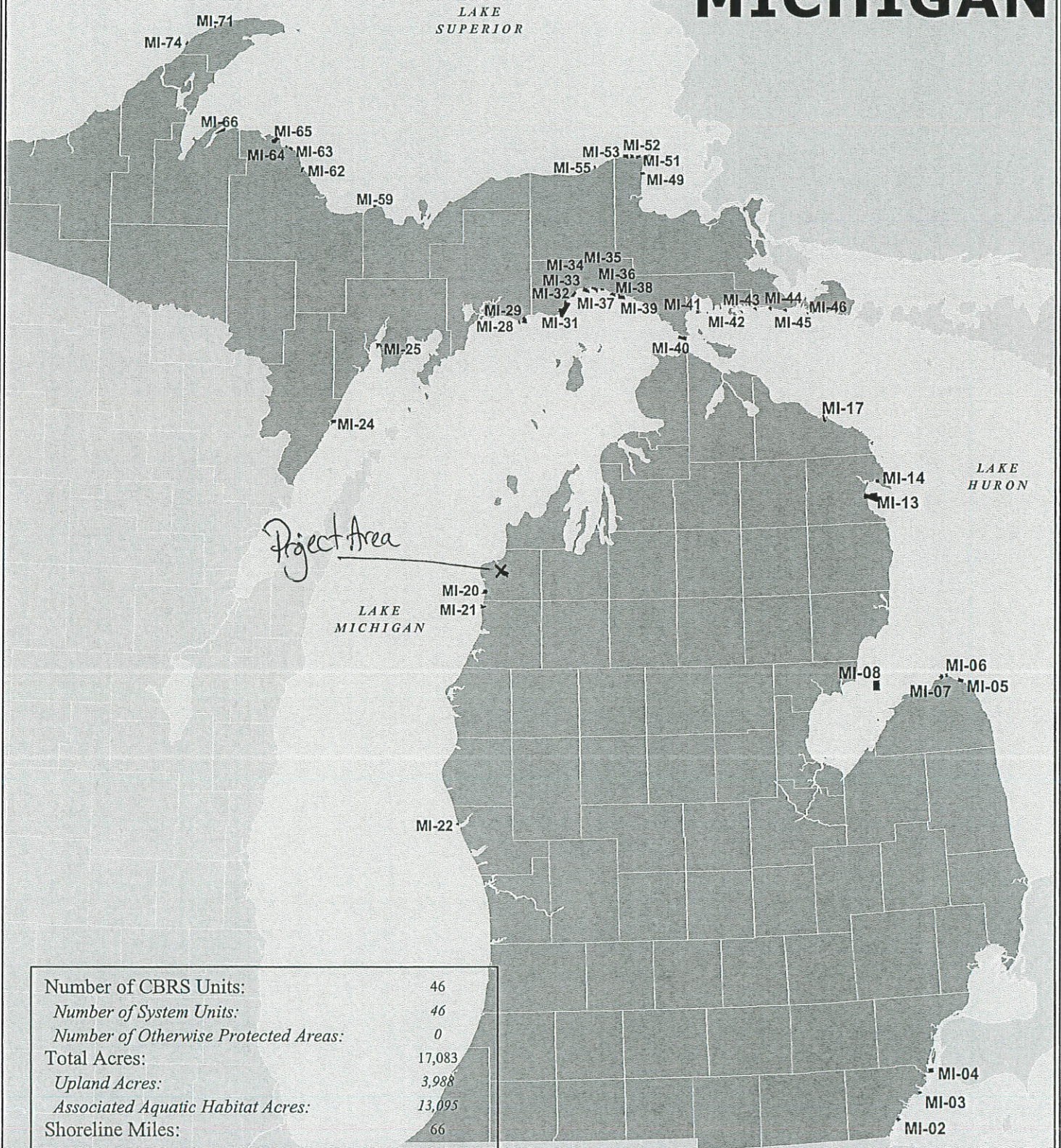
Share This Page.

<https://www.facebook.com/sharer/sharer.php?u=https://msc.fema.gov/portal/search>[https://twitter.com/intent/tweet?](https://twitter.com/intent/tweet?text=FEMA+Flood+Map+Service+Center&url=https://msc.fema.gov/portal/search&via=fema)[text=FEMA+Flood+Map+Service+Center&url=https://msc.fema.gov/portal/search&via=fema](https://twitter.com/intent/tweet?text=FEMA+Flood+Map+Service+Center&url=https://msc.fema.gov/portal/search&via=fema)[https://www.linkedin.com/shareArticle?](https://www.linkedin.com/shareArticle?mini=true&url=https://msc.fema.gov/portal/search&title=FEMA Flood Map Service)[mini=true&url=https://msc.fema.gov/portal/search&title=FEMA Flood Map Service](https://www.linkedin.com/shareArticle?mini=true&url=https://msc.fema.gov/portal/search&title=FEMA Flood Map Service)<http://www.fema.gov/> Download Plug-ins (<http://www.fema.gov/download-plug-ins>) About Us<http://www.fema.gov/about-agency> Privacy Policy (<http://www.fema.gov/privacy-policy>) No Fear Act Data<http://www.fema.gov/no-fear-act-data> Freedom of Information Act (<http://www.fema.gov/foia>) Office of<http://www.fema.gov/foia> the Inspector General (<http://www.oig.dhs.gov/>) Whitehouse.gov (<http://www.whitehouse.gov/>) DHS.gov<http://www.dhs.gov/> Ready.gov (<http://www.ready.gov/>) USA.gov (<http://www.usa.gov/>) DisasterAssistance.gov<http://www.disasterassistance.gov/>

Official website of the Department of Homeland Security

JOHN H. CHAFEE COASTAL BARRIER RESOURCES SYSTEM

MICHIGAN

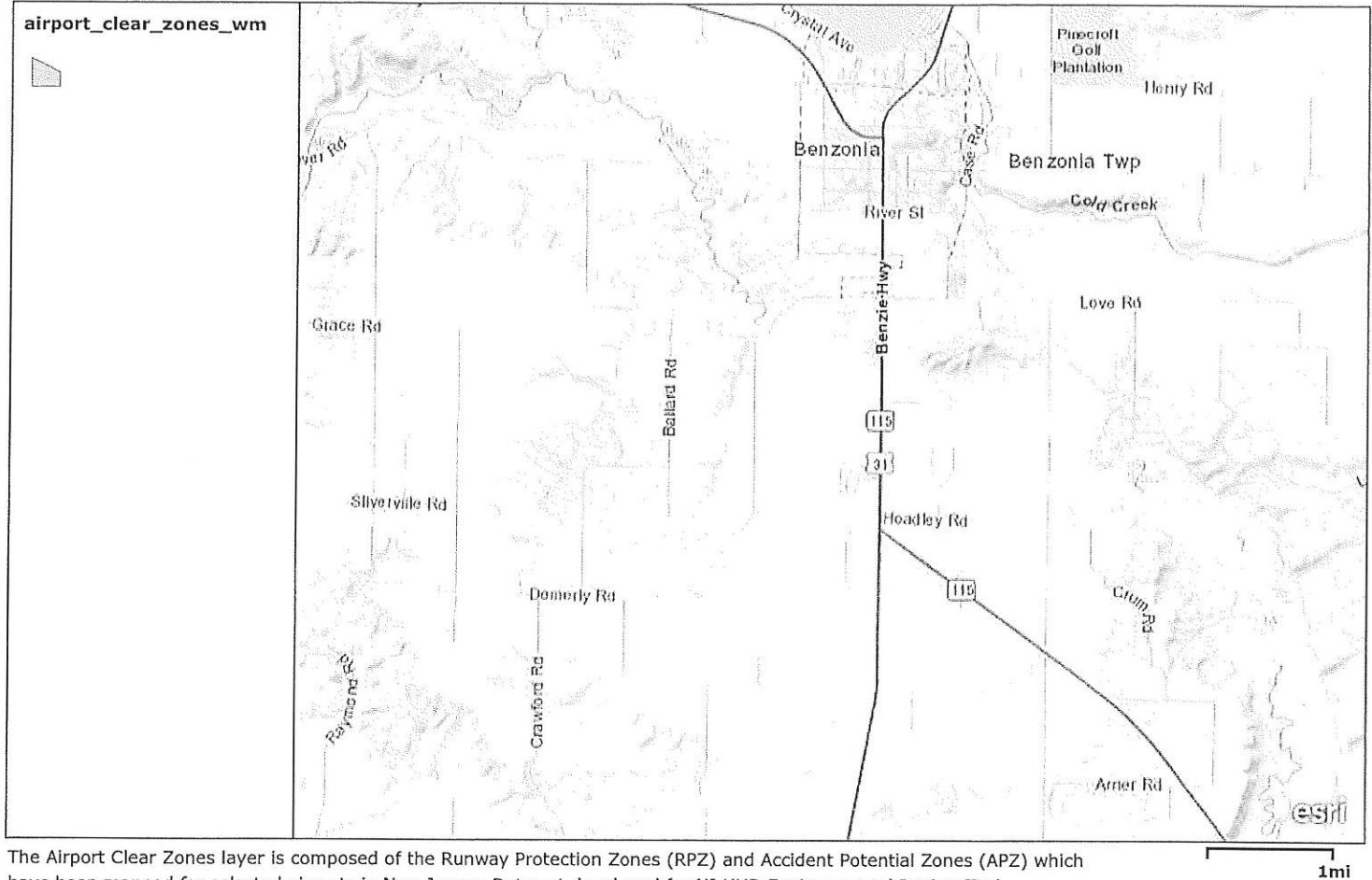


Boundaries of the John H. Chafee Coastal Barrier Resources System (CBRS) shown on this map were transferred from the official CBRS maps for this area and are depicted on this map (in red) for informational purposes only. The official CBRS maps are enacted by Congress via the Coastal Barrier Resources Act, as amended, and are maintained by the U.S. Fish and Wildlife Service. The official CBRS maps are available for download at <http://www.fws.gov/CBRA>.

Map Date: March 14, 2016



airport_clear_zones_wm



The Airport Clear Zones layer is composed of the Runway Protection Zones (RPZ) and Accident Potential Zones (APZ) which have been mapped for selected airports in New Jersey. Data set developed for NJ HUD Environmental Review Tool.

1/16/2014

Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, NGA, EPA, USDA

CDBG LOAN PROGRAM (CLP) JOB CREATION APPLICATION

Use tab key to advance through document. Complete CLP Application in entirety and submit via email to Specialist with required attachments.

UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) IDENTIFICATION SUMMARY			
IDENTIFICATION OF UGLG		FUNDING SOURCES (if multiple properties, include all)	
Business Name Business Address DUNS # (REQUIRED)	Eclipse Communications LLC 2532 Benzie Highway, Benzonia, MI 49616 081067959	CDBG RLF	\$ 50,000
Unit of General Local Government (UGLG)	Benzie County	UGLG	\$ 0
Street/PO Box	448 Court Place	Private	\$ 5,045
City	Beulah	List Other	\$ 0
County	Benzie County	List Other	\$ 0
State/Zip	Michigan/49617	List Other	\$ 0
Fiscal Year	2021	TOTAL	\$ 55,045
Elected Official Name	Bob Roelofs	# of FTEs to be created	2
Elected Official Title	County Board of Commissioners Chairman	Must not exceed \$35,000 per FTE	
Elected Official Email	broelofs@benzieco.net	UGLG SAM # 5N5B9 www.sam.gov	
UGLG Project Contact (PC) Name	Michelle Thompson	UGLG DUNS # 151930112 http://www.dnb.com/duns-number.html	
UGLG PC Title	County Treasurer		
UGLG PC Address	448 Court Place, Beulah, MI 49617	UGLG Federal ID # 38-6004838	
UGLG PC Telephone Number	231-882-9672	UGLG Fiscal Year 10/1/2021 to 9/30/2022	
UGLG PC Fax Number	231-882-4844	Census Tract # for Project 3808	
UGLG PC E-Mail Address	mthompson@benzieco.net		
STATE GOVERNMENT REPRESENTATION			
Senator Name	Curt VanderWall	Senate District	35
Representative Name	Jack O'Malley	House District	101
FEDERAL GOVERNMENT REPRESENTATION			
Representative Name	Jack Bergman	Congressional District	1

CLP FUND	Available Balance	\$ 221,071
	Less This Loan	\$ 50,000
	New Balance	\$ 171,071

UGLG CAPACITY AND CONFLICT OF INTEREST										
1	<p>Identify Certified Grant Administrator(s) (CGAs) who will be responsible for administering the proposed:</p> <p><input type="checkbox"/> NA, CGA not yet known</p> <p><input type="checkbox"/> NA, CGA not anticipated</p> <p><input checked="" type="checkbox"/> CGA has been identified and contact information provided below:</p> <table border="1"> <tr> <td>Name</td> <td>Sara Christensen, Venture North Funding & Development</td> </tr> <tr> <td>Address</td> <td>202 E Grandview Parkway, Traverse City, MI 49684</td> </tr> <tr> <td>Phone</td> <td>231-995-7114</td> </tr> <tr> <td>Email</td> <td>sara@venturenorthfunding.org</td> </tr> </table>	Name	Sara Christensen, Venture North Funding & Development	Address	202 E Grandview Parkway, Traverse City, MI 49684	Phone	231-995-7114	Email	sara@venturenorthfunding.org	
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Phone	231-995-7114									
Email	sara@venturenorthfunding.org									
2	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>	<p>Has the UGLG received CDBG grants or loans in the past five years and/or have any open CDBG grants or loans? This includes CDBG grants or loans provided by the MSF/MEDC and all MSHDA CDBG programs.</p> <p>If yes, identify the projects and identify/describe all findings regarding those projects: MSHDA & MEDC CDBG grants completed.</p>								
3	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA</p>	<p>Does the applicant have any outstanding CDBG grants or loans that have not been drawn down?</p> <p>If yes, describe:</p>								
4	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA</p>	<p>Will local officials and staff be a party to any contract involving the procurement of goods and services assisted with CDBG funds?</p> <p>If yes, describe:</p>								
5	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA</p>	<p>Will any person who is an employee, agent, consultant, officer, elected or appointed official of the UGLG obtain a financial interest or benefit from a CDBG assisted activity or have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter?</p> <p>If yes, describe:</p>								
6	<p>Indicate whether or not the UGLG has a contractual relationship with any of the following entities:</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Boge, Wybenga & Bradley, PC</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Farm Bureau</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Fifth Third Bank</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Grand Angels</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Greenstone Farm Credit Services</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Michigan Department of Licensing & Regulatory Affairs</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Michigan Department of Treasury</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Michigan Economic Development Corporation</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Springfield Smartroof</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Trustcott Rossman</p> <p>If yes to any of the above, describe the nature of relationship: MEDC - CLP Subrecipient Agreement for Regionalization. LARA/OLSR Contract for Remonumentation.</p>									
7	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>	<p>UGLG will adhere to HUD, CDBG and MEDC rules, regulations and Grant Administration Manual requirements, policies, procedures and reporting requirements.</p>								
8	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>	<p>Fund Manager will adhere to HUD, CDBG and MEDC rules, regulations and Grant Administration Manual requirements, policies, procedures and reporting requirements.</p>								

9	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<p>UGLG and Fund Manager have read the Definitions and Instructions to Attachment D, Estimated Employment Creation and/or Retention Form, and understand how to calculate and report Full-Time Job (FT) and Full-Time Equivalent Job (FTE). (An updated Attachment D is required to be submitted with the Request to Close memo).</p> <p><i>NOTE: Owners cannot be considered employees and/or counted in the base number. The business owner(s) is/are essentially the first employee(s) of a business and their position(s) existed prior to coming in for a grant or loan.</i></p>
10	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<p>For Regionalized, the loan committee is comprised of no less than 5 individuals with the following attributes:</p> <ol style="list-style-type: none"> 1. One attorney with experience in legal advice related to loans and lending; 2. One individual who past/currently engaged in commercial banking; 3. At least one individual engaged in economic or community development for at least 5 years; 4. One seat shall be provided for an elected local community representative from where the loan project is located; and 5. One seat shall be provided for an economic development professional active in the geographic area where the loan project is located that is selected by the local community representative who is part of the Loan Approval Committee. 6. Additionally, the MSF shall have one non-voting seat on the Loan Approval Committee.

PROJECT DESCRIPTION	
11	<p>Provide a clear and concise description of the overall proposed project including all work activities, number of businesses/properties involved, the type of assistance needed and why:</p> <p>Eclipse Communications LLC, a wireless internet service provided based in Benzonia, was founded in 2016 by Chris Varenhorst, an information technology expert with more than a decade of experience. Eclipse Communications has quickly become well known throughout the greater Benzie County area for providing service to both residential and commercial customers through wireless internet subscriptions; configuration and repair; and consulting.</p> <p>Since obtaining a \$70,000 CDBG RLF loan in early 2021 to purchase a truck, trailers, and a boom necessary to outfit another crew including two new full-time Skilled Craft Workers (aka Field Technicians), business has continued to grow with requests to reach additional residential and commercial clients in new markets. Due to this continued increase in demand, the business would like to borrow \$50,000 to purchase fiber network infrastructure equipment and heavy trenching equipment to expand the services they can provide. The total project cost is estimated based on current equipment quotes (attached), final sales receipts will be submitted and any amount over \$50,000 will be covered by business from cash on hand. Purchasing fiber network infrastructure equipment and heavy trenching equipment will necessitate hiring two more skilled workers to operate and install the equipment and complete services performed by Eclipse. They plan to hire 2 full time equivalent employees within the next two years, of which at least 51% will be considered low to moderate income individuals.</p>
12	<p>Provide the history of the problems associated with this project and explain how this project will help alleviate those problems.</p> <p>While high-speed internet access is available in parts of Benzie County through formats including cable, digital subscriber line, satellite and mobile service; a significant area of Benzie has not had adequate broadband due to factors that include challenging topography and a lack of population density that could otherwise make more wide-scale broadband rollout financially viable for larger providers.</p>

	<p>As Eclipse Communications continues to grow and invest in infrastructure and towers, future expansion possibilities and better service to the residents and businesses grows exponentially. This increase in surface area coverage provides for single and overlapping towers which supports redundancy to cover more homes and more businesses. Benzie County views access to high-speed internet as a basic infrastructure need like any other utility; therefore they support the expansion of Eclipse Communications.</p>		
13	<p>Check all that apply and/or will occur for this project: Comments:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>National Objective</p> <p><input type="checkbox"/> Elimination/Prevention of Slum/Blight</p> <p><input type="checkbox"/> Immediate threat / urgent need</p> <p><input checked="" type="checkbox"/> Benefit persons of low/mod income</p> <p style="padding-left: 20px;"><input checked="" type="checkbox"/> Job Creation</p> <p style="padding-left: 20px;"><input type="checkbox"/> Housing Projects</p> <p style="padding-left: 20px;"><input type="checkbox"/> Infrastructure Projects</p> <p>Interest Rate</p> <p><input type="checkbox"/> 2.00% over Wall Street Journal Prime OR</p> <p><input type="checkbox"/> 5.99% or higher OR</p> <p><input checked="" type="checkbox"/> Justification provided in Financial Memorandum</p> <p>Term</p> <p><input type="checkbox"/> Working Capital - Maximum 18 initial months followed by 12 months</p> <p><input type="checkbox"/> Permanent Working Capital - Maximum term and amortization of 36 months.</p> <p><input checked="" type="checkbox"/> Equipment - Maximum term of 10 years or the appraised useful life, whichever is shorter. 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<p>National Objective</p> <p><input type="checkbox"/> Elimination/Prevention of Slum/Blight</p> <p><input type="checkbox"/> Immediate threat / urgent need</p> <p><input checked="" type="checkbox"/> Benefit persons of low/mod income</p> <p style="padding-left: 20px;"><input checked="" type="checkbox"/> Job Creation</p> <p style="padding-left: 20px;"><input type="checkbox"/> Housing Projects</p> <p style="padding-left: 20px;"><input type="checkbox"/> Infrastructure Projects</p> <p>Interest Rate</p> <p><input type="checkbox"/> 2.00% over Wall Street Journal Prime OR</p> <p><input type="checkbox"/> 5.99% or higher OR</p> <p><input checked="" type="checkbox"/> Justification provided in Financial Memorandum</p> <p>Term</p> <p><input type="checkbox"/> Working Capital - Maximum 18 initial months followed by 12 months</p> <p><input type="checkbox"/> Permanent Working Capital - Maximum term and amortization of 36 months.</p> <p><input checked="" type="checkbox"/> Equipment - Maximum term of 10 years or the appraised useful life, whichever is shorter. Maximum amortization of 10 years.</p> <p><input type="checkbox"/> Real Property - Maximum term of 7 years; maximum amortization of 30 years.</p> <p><input type="checkbox"/> Construction/Permanent - Maximum of 12-month construction term followed by a maximum of 6-year permanent debt term. Maximum amortization of 30 years.</p> <p><input type="checkbox"/> Exceptions shall require unanimous support by the Loan Approval Committee of the CRLF or RLFA.</p> <p>Budget</p> <p><input type="checkbox"/> Other funding sources in project</p> <p>Procurement</p> <p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Procurement of contractors</p> <p><input type="checkbox"/> Work to be done by owner</p> <p><input type="checkbox"/> Work to be done by sole proprietor contractor</p> <p>Section 3</p> <p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Section 3 required - CDBG over \$200k + construction activities</p> <p>Anticipated Environmental Review</p> <p><input type="checkbox"/> Exempt</p> <p><input checked="" type="checkbox"/> Categorical Exclusion Not Subject To (CENST)</p> <p><input type="checkbox"/> Categorical Exclusion Subject To (CEST)</p> <p><input type="checkbox"/> Environmental Assessment</p>	<p>Business</p> <p><input type="checkbox"/> Seasonal Employer</p> <p><input checked="" type="checkbox"/> Open year round</p> <p><input type="checkbox"/> Open year round but hires additional staff in the</p> <p style="padding-left: 20px;"><input type="checkbox"/> spring</p> <p style="padding-left: 20px;"><input type="checkbox"/> summer</p> <p style="padding-left: 20px;"><input type="checkbox"/> fall</p> <p style="padding-left: 20px;"><input type="checkbox"/> winter</p> <p><input type="checkbox"/> New business - no current staff</p> <p><input type="checkbox"/> New business location – no current staff</p> <p><input type="checkbox"/> New business location – staff transferring from another location</p> <p>Job Activities</p> <p><input type="checkbox"/> NA</p> <p><input type="checkbox"/> Construction activities for building built 1978 or prior</p> <p><input type="checkbox"/> Construction activities with residential or common areas</p> <p><input type="checkbox"/> Construction activities are currently underway</p> <p><input type="checkbox"/> Construction activities (ex: use of hammer and shovels, equipment installation, any digging, etc.)</p> <p><input type="checkbox"/> Electrical</p> <p><input type="checkbox"/> Plumbing</p> <p><input type="checkbox"/> Change in building footprint</p> <p><input type="checkbox"/> Equipment installation will require major construction</p> <p><input type="checkbox"/> Equipment installation will require minor construction</p> <p><input checked="" type="checkbox"/> Equipment is plug and play only</p> <p><input type="checkbox"/> Davis Bacon required – construction contract over \$2,000</p> <p><input type="checkbox"/> Davis Bacon required – installation cost is more than 20% of equipment cost</p> <p>Property Disposition</p> <p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Acquisition of building - built prior 1978, LPB required.</p> <p><input type="checkbox"/> Acquisition of building - built after 1978</p> <p><input type="checkbox"/> Acquisition of property</p> <p><input type="checkbox"/> Currently has land contract</p> <p><input type="checkbox"/> Currently has lease</p> <p><input type="checkbox"/> Lease attached</p> <p><input type="checkbox"/> Lease to be submitted</p> <p><input type="checkbox"/> Purchase Agreement required</p> <p><input type="checkbox"/> Relocation not required</p> <p><input type="checkbox"/> Relocation required</p> <p><input type="checkbox"/> Tenants in building - commercial, URA required</p> <p><input type="checkbox"/> Tenants in building - residential, URA required</p>		

PROJECT SCHEDULE																										
14	<p>Provide an overall project schedule that includes the anticipated start and completion dates.</p> <p><i>NOTE: When completing the schedule, please refer to Application Guide with regard to when project costs can be incurred. This schedule will be incorporated into the Loan Exhibit with the UGLG.</i></p> <table border="1"> <thead> <tr> <th>ACTIVITIES</th> <th>START DATE</th> <th>END DATE</th> </tr> </thead> <tbody> <tr> <td>Engineering and/or Design</td> <td></td> <td></td> </tr> <tr> <td>Property Acquisition</td> <td></td> <td></td> </tr> <tr> <td>Bidding</td> <td></td> <td></td> </tr> <tr> <td>CDBG-funded Activities</td> <td>2/1/2022</td> <td>1/31/2024</td> </tr> <tr> <td>UGLG-funded Activities</td> <td></td> <td></td> </tr> <tr> <td>Other-funded Activities</td> <td></td> <td></td> </tr> <tr> <td>Job Creation</td> <td>2/1/2022</td> <td>1/31/2024</td> </tr> </tbody> </table>		ACTIVITIES	START DATE	END DATE	Engineering and/or Design			Property Acquisition			Bidding			CDBG-funded Activities	2/1/2022	1/31/2024	UGLG-funded Activities			Other-funded Activities			Job Creation	2/1/2022	1/31/2024
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AUTHORIZED UGLG OFFICIAL	
Signature	
Name and Title	Bob Roelofs, Board of Commissioners Chairman
Date	1/25/2022

ATTACHMENT A

PROJECT BUDGET

Complete this Project Budget to identify all funding sources and all project activities. List the specific source and dollar amount of any local, state, or other federal funding associated with this project including grants and/or loans. Tax incentives should NOT be included on the project budget.

- ☐ For general contractors - Attach 3 cost estimates or an independent third party quote for all CDBG-funded costs.
- ☐ For sole proprietor contractors – Attach 1 cost estimate.
- ☒ For Machinery, Equipment and/or Inventory – Attach CLP Machinery Equipment Inventory List of items to be purchased.
- ☐ For CDBG-funded Acquisitions - Attach an appraisal.

NOTE: Costs for preparing independent cost estimates may be incurred at the UGLG's own risk without written authorization, but may not be included in the project budget as match. Refer to Application Guide for guidance on administrative costs.

Applicant	Benzie County
Project Title	Eclipse Communications CDBG Loan #2

ACTIVITIES	CDBG	LOCAL	PRIVATE	OTHER	OTHER	TOTAL
Acquisition						
Administration						
Architecture / Engineering						
Building Improvements						
Demolition						
Infrastructure Improvements						
Machinery / Equipment	50,000		5,045			55,045
Planning						
Working Capital:						
Inventory						
Marketing						
Payroll						
Research & Development						
TOTALS	50,000		5,045			55,045

MACHINERY, EQUIPMENT AND/OR INVENTORY LIST OF USES AND INSTALLATION

[illegible]

ATTACHMENT B

PROJECT DETAILS FOR BUSINESS/PRIVATE PROPERTY PROJECTS

COMPLETE ONE FOR EACH PROPERTY		
B1	Business Information: Business Name Eclipse Communications LLC Address 2532 Benzie Highway City State Zip Benzonia, MI 49616	
B2	Current Owners: Name Christopher Varenhorst Title Owner Percentage 100 % Name Title Percentage % Name Title Percentage % Name Title Percentage %	
B3	Future Ownership: No Changes Anticipated	
B4	Provide nature of business and background: Eclipse Communications LLC, a wireless internet service provided based in Benzonia, was founded in 2016 by Chris Varenhorst, an information technology expert with more than a decade of experience. Eclipse Communications has quickly become well known throughout the greater Benzie County area for providing service to both residential and commercial customers through wireless internet subscriptions; configuration and repair; and consulting.	
B5	Describe the specific work activities to be completed with CDBG funds <u>and</u> match funds (use bullets): Purchase: - Fiber Network Infrastructure Equipment - Cable Lasher - Fiber Tester - Fiber Optic Splicing Trailer	
B6	Describe all leases, easements, and property option/purchase agreements needed in order to complete the project activities at this property location. Please identify all parties involved and any estimated costs associated with these activities: <i>NOTE: Incurring costs; including CDBG, local, and private costs prior to authorization and/or completion of the environmental review could jeopardize the proposed CDBG funding.</i> N/A	

B7	<p>Check all statements that apply regarding occupancy:</p> <p><input type="checkbox"/> The property does not have occupants (tenants, property owners, etc.). Therefore, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 will not apply.</p> <p><input checked="" type="checkbox"/> The property does have occupants (tenants, property owners, etc.) and the occupants will not be permanently displaced. Please provide the following for each occupant:</p> <table border="1" data-bbox="261 373 1421 957"> <tr> <td data-bbox="261 373 560 636"> <input checked="" type="checkbox"/> Property Owner OR <input type="checkbox"/> Tenant <input type="checkbox"/> Residential OR <input checked="" type="checkbox"/> Business Name Address Phone Number Email Address </td> <td data-bbox="560 373 1421 636"> <p>Xpert Fulfillment Services 2532 Benzie Highway, Benzonia, MI 49616</p> </td> </tr> <tr> <td data-bbox="261 636 560 957"> <input type="checkbox"/> Property Owner OR <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Residential OR <input checked="" type="checkbox"/> Business Name Address Phone Number Email Address </td> <td data-bbox="560 636 1421 957"> <p>Eclipse Communications LLC</p> </td> </tr> </table>		<input checked="" type="checkbox"/> Property Owner OR <input type="checkbox"/> Tenant <input type="checkbox"/> Residential OR <input checked="" type="checkbox"/> Business Name Address Phone Number Email Address	<p>Xpert Fulfillment Services 2532 Benzie Highway, Benzonia, MI 49616</p>	<input type="checkbox"/> Property Owner OR <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Residential OR <input checked="" type="checkbox"/> Business Name Address Phone Number Email Address	<p>Eclipse Communications LLC</p>
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<input type="checkbox"/> Property Owner OR <input type="checkbox"/> Tenant <input type="checkbox"/> Residential OR <input type="checkbox"/> Business Name Address Phone Number Email Address						
B8	<p>What is the square footage of all private space being improved?</p> <p>N/A, M&E is for fiber network infrastructure equipment and heavy trenching equipment, so this project will not result in any displacement.</p>					
B9	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<p>Have CDBG funds been used at this property and/or business address in the past? If yes, describe: Xpert Fulfillment used a CDBG Loan for equipment at this property in 2019 and Eclipse Communications recently closed out a previous CDBG loan for M&E for the business they operate out of this building. A Final Certificate of Completion was received on 01/12/2022.</p>				

B10	Describe the source of the private funding and the status of any necessary approvals for financing: NA	
B11	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Will the project relocate jobs from one labor market area to another? If yes, describe:

ATTACHMENT C

PROJECT SCOPE FOR PUBLIC IMPROVEMENTS (ONLY)

☒ Check if Not Applicable

C1	Describe the specific work activities to be completed on UGLG- or publicly-owned property with CDBG funds and match funds.	
C2	Describe the location and boundaries of the project , including the street address and property ownership (i.e. UGLG property, other public property, private property) where all project activities will occur.	
C3	What is the square footage of public space being improved or reactivated?	
C4	Attach a detailed map showing all project activities and any district they are located within (i.e. LDFA).	
C5	Historic Property Screening: Is the property? (check all that apply): <input type="checkbox"/> Listed in the National Register of Historic Properties <input type="checkbox"/> Potentially eligible to be listed in the National Register of Historic Properties <input type="checkbox"/> Listed in a state or local inventory of historic places <input type="checkbox"/> Designated as a state or local landmark or historic district <input type="checkbox"/> None of the above Comments:	
C6	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the project result in the demolition or conversion of residential dwelling units, both occupied and vacant ?
C7	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the project result in special fees (ie, tap in / hookup fees, special assessments)?
C8	<input type="checkbox"/> NA	Attach architectural renderings or pictures in color illustrating what the building will look like after project completion.
C9	<input type="checkbox"/> NA	Other than the preliminary cost estimates, describe the status of any engineering plans or specifications . Attach engineering plans or specifications, if completed. <i>NOTE: Costs for engineering and/or architectural plans to be funded with non-CDBG funds may be incurred at the UGLG's own risk with written authorization from the MSF and may be included in the project budget as match.</i> <i>Costs for engineering and/or architectural plans to be funded with CDBG funds may be incurred with written authorization from the MSF once the Loan Exhibit has been executed and may be included in the project budget. CDBG Procurement requirements apply to all CDBG funded activities. CDBG funds may be jeopardized or withdrawn if written authorization from the MSF has not been provided prior to signing an engineering and/or architectural contract for expenses other than the preliminary costs for completing this Application.</i>
C10	<input type="checkbox"/> NA	Describe all temporary or permanent relocation of businesses, non-profit organizations, homeowners, or tenants needed in order to complete the project. Include the address, names of anticipated displaced parties, type of displacement (residential or business) and whether the parties are owners and/or tenants.

C11	<input type="checkbox"/> NA	<p>Describe all leases, easements, and property option/purchase agreements needed in order to complete the project activities at this property location. Include the anticipated seller, buyer, property description/location and cost.</p> <p><i>NOTE: Costs for acquiring real property, to be fully funded with non-CDBG monies, may be included in the project budget as match and may be incurred at the UGLG's own risk once the environmental review and Uniform Act requirements have been completed and written authorization to incur these costs has been provided by the MSF.</i></p> <p><i>Costs for acquiring real property, to be partially or fully funded with CDBG monies, may be included in the project budget and may be incurred with written authorization from the MSF once the environmental review and Uniform Act requirements have been completed and the Loan Exhibit has been executed by all parties.</i></p> <p><i>CDBG funds will be jeopardized or withdrawn if written authorization from the MSF has not been provided prior to signing option/purchase/lease/easement agreements.</i></p>
C12	<input type="checkbox"/> NA	<p>List and describe the status of any local, state and federal permits required for implementation of the proposed project.</p>

ATTACHMENT D**ESTIMATED EMPLOYMENT CREATION AND/OR RETENTION FORM**

The project is qualified based on the Low and Moderate Income Job Creation National Objective and at least 51% of the beneficiaries must be low and moderate income persons.

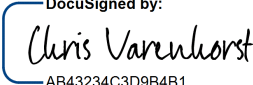
UGLG	Benzie County	Project Name	Eclipse Communications CDBG Loan
Business	Eclipse Communications	Contact Name	Christopher Varenhorst
Street Address (not POBox)	2532 Benzie Highway	Contact Title	Owner
City State Zip	Benzonia, MI 49616	Phone #	231-852-0367
DUNS #	081067959	Fax #	
LARA #		Email Address	cvarenhorst@eclipse-communications.com

IMPORTANT: Read definitions and instructions on the following page for requirements on how to calculate and report Full-Time Job (FT) and Full-Time Equivalent Job (FTE) jobs. An updated form is required to be submitted with the Request to Close memo.

NOTE: Owners cannot be considered employees and/or counted in the base number. The business owner(s) is/are essentially the first employee(s) of a business and their position(s) existed prior to coming in for a grant or loan.

JOBS TO BE CREATED			
EMPLOYMENT CATEGORY	NUMBER OF PERMANENT FT JOBS TO BE CREATED	NUMBER OF HOURS FOR EXISTING PERMANENT FTE JOBS TO BE CREATED	AVERAGE STARTING HOURLY WAGE
Official or Manager			
Professional			
Technical			
Sales			
Office or Clerical			
Craft Worker (skilled)	2		16.00
Operative (semi-skilled)			
Laborer (unskilled)			
Service Worker			
TOTALS	2		

List Fringe benefits to be provided for created jobs:
NONE

AUTHORIZED COMPANY OFFICIAL	
Certification is made that the above data is the most accurate available based on current information and knowledge.	
Signature:  <small>DocuSigned by: AB43234C3D9B4B1...</small>	Date: 11/9/2021
Name: Christopher Varenhorst	Title: Owner

DEFINITIONS AND INSTRUCTIONS

Full-Time Job (FT) - An employee who has 2,080 hours of paid employment on an annual basis or one that is paid for 35 or more hours per week.

Full-Time Equivalent Job (FTE) (Part Time) – A combination of employees that individually have less than 2080 hours of paid employment on an annual basis or work less than 40 hours per week, and are converted to full-time equivalent (FTE) jobs by dividing the total annual part-time hours worked by 2,080 hours or dividing the total weekly part-time hours worked by 40 hours.

New Job - A new FT or FTE permanent job that did not exist prior to this project and came about as a result of this project. The jobs are intended to be permanent and sustainable. Jobs that exist prior to the start of the project or result independently from the project will not be considered.

Number of Existing Permanent FT and FTE Jobs - Identify the present number of all FT and FTE permanent private sector jobs and the average hourly pay rate of existing jobs.

Permanent FT and FTE Jobs To Be Created - Identify the number of new FT or FTE jobs that **did not** exist prior to this project and came about as a result of this project. The jobs to be created are intended to be permanent and sustainable. Jobs that exist prior to the start of the project or result independently from the project should not be considered.

Employment Category Definitions:

Official or Manager	Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies and direct individual departments of special phases of a firm's operations.
Professional	Occupations requiring either college graduation or experience of such kind and amount as to provide a comparative background.
Technical	Occupations requiring a combination of basic scientific knowledge and manual skills which can be obtained through approximately 2 years of post-high school education, such as is offered in many technical institutions and junior colleges, or through equivalent on-the-job training.
Sales	Occupations engaging wholly or primarily in sales.
Office or Clerical	All clerical-type work regardless of level of difficulty, where the activities are primarily non-manual.
Craft Worker (skilled)	Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work; exercise independent judgment and usually require extensive training.
Operative (semi-skilled)	Workers who operate machines or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require limited training.
Laborer (unskilled)	Workers in manual occupations which generally require no special training.
Service Worker	All workers in service type industries.

ATTACHMENT E

DOCUMENTATION OF BENEFIT TO LOW AND MODERATE INCOME PERSONS FORM

The UGLG and Company agree the number of FTE jobs as set forth on page 1 will be created as a result of this project and at least 51% of the jobs will be held by low and moderate income persons. Income limits can be found at <https://www.huduser.gov/portal/datasets/il.html>.

Each party recognizes the following:

1. If the project results in more New Jobs than expected, then the 51% requirement shall apply to the higher job number.
2. The purpose for making an application for a CDBG loan is to create employment opportunities benefiting low and moderate income persons.
3. Should job creation goals for low and moderate income persons not be met, the project shall fail to qualify under the low and moderate income national objective.
4. The State retains the right to require the applicant or the company to repay the full amount of any loan funds awarded should the project fail to qualify under this National Objective.

AUTHORIZED UGLG OFFICIAL		
UGLG	Benzie County	
Signature		Date: 1/25/2022
Name and Title	Bob Roelofs, Board of Commissioners Chairman	
Phone #: 231-882-0011	Email Address: broelofs@benzieco.net	

AUTHORIZED REPRESENTATIVE OF COMPANY			
Legal Business Name			
Address			
City State Zip			
Signature		Date:	
Name and Title	Christopher Varenhorst, Owner		
Phone #: 231-852-0367	Email Address:		cvarenhorst@eclipse-communications.com

ATTACHMENT F

COMMUNITY DEVELOPMENT PLAN

All UGLGs applying for funds under the CDBG Program are required to identify their community development and housing needs in accordance with the provisions set forth in Title 1 of the federal Housing and Community Development Act of 1974, as amended.

In order to comply with requirements outlined in federal legislation, it is not necessary for an UGLG to prepare an elaborate community development plan. It is expected that most UGLGs can satisfy this requirement in a 2-3 page narrative summary plan adopted by their governing body.

- ☐ **Attach** Community Development Plan which includes the 5 major elements below **OR**
☒ **Summarize** the following from your adopted plan:

1	<p>A statement assessing the needs and problems of the UGLG, including the needs of low and moderate income persons. In all applications, the assessment must address both overall community development and housing needs regardless of the category under which funding is requested.</p> <p>Benzie County is a small and rural county. It ranks in the bottom third of the State county populations. About 60% of the land area is state or federally owned. Benzie's population fluctuates significantly between summer and winter months. The county lacks resources to carry out major community development initiatives on its own. Benzie County utilizes partners/organizations such as Networks Northwest, Land Bank Authority, Benzie County Housing Authority to assist with workforce development, business development, and community development.</p>
2	<p>A summary list of possible long-term activities (two years or more) to address the identified needs and problems.</p> <p>Enhance critical infrastructure serving the county, to accommodate long term growth and prosperity; Encourage skilled trades training for youth and the underemployed; and Develop new opportunities related to value-added agriculture and agri-tourism, especially for the small farmer and entrepreneur.</p>
3	<p>A summary of contemplated short-term activities (one to two years) to address the identified needs and problems.</p> <p>Benzie County has recently updated its Master Plan and has developed a County wide strategic plan. Both of these plans along with the economic development plan and the contract with the Alliance for Economic Success will guide future economic development in Benzie County.</p>
4	<p>A description of the effect the proposed CDBG project will have on the UGLG.</p> <p>Benzie County is a community that is an economically underserved area. Eclipse Communications is an established, growing business in the rural community. The continuation of job growth in the region is extremely important. This company currently employs 7 full-time employees and plans on hiring 2 more FTEs within the next two years.</p>
5	<p>A plan for minimizing the displacement of persons as a result of loan-assisted activities and to assist persons actually displaced by such activities.</p> <p>There will not be any displaced individuals as a result of the CDBG assisted activities.</p>

ATTACHMENT G**UGLG PUBLIC PARTICIPATION CERTIFICATION**

All UGLGs applying for funds under the Michigan CDBG Program are required to adhere to public participation provisions set forth in Title I of the Housing and Community Development Act of 1974, as amended.

A public hearing on the proposed project is required. The UGLG's Application must be completed and available for review at the public hearing. In order to document that public participation requirements have been met, attach the following:

☒ **Attach** a copy of the **published public notice** as described in the certification above. A minimum five (5) days' notice is required.

☒ **Attach a brief description of the public hearing(s)** including the date of hearing(s), number of citizens attending the hearing(s) and a summary description of substantive comments made at the hearing(s).

1. The UGLG has furnished its citizens with information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken. This includes the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons.
2. The UGLG has published a public notice in such manner to afford affected citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities.
3. One or more public hearings have been held to obtain the views of citizens on the proposed application and community development and housing needs.
4. Citizens have been provided reasonable access to the proposed application and related information on community development and housing needs.
5. The UGLG will provide its citizens with reasonable notice of, and opportunity to comment on, any substantial change proposed to be made in the use of funds if funds are received.
6. The UGLG provided for and encouraged citizen participation, with particular emphasis on participation by persons of low and moderate income, residents of slum and blight areas and of areas in which Section 106 funds are proposed to be used, and in the case of grantees described in Section 106(a), provided for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction. Opportunities to participate must be made available by advertising in publications, which are distributed in the slum and blight areas and the low and moderate income neighborhoods.
7. The UGLG provided citizens with reasonable and timely access to local meetings, information, and records relating to the applicant's proposed use of funds, as required by regulations of the Secretary, and relating to the actual use of funds under this title.
8. The UGLG provided for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee.
9. The UGLG provided for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. Review of program performance shall apply to previously funded CDBG grants or loans.
10. The UGLG has identified how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to

participate. If 51% of the expected participants are non-English speaking, the hearings will be advertised in a non-English publication available to those residents. A person fluent in their language must be available to discuss the project and respond to their questions at the hearings.

Signature

1/25/2022
Date

Bob Roelofs, Board of Commissioners Chairman
Print Name and Title of Authorized UGLG Official

ATTACHMENT H**UGLG AUTHORIZING RESOLUTION**

The UGLG's Authorizing Resolution must be adopted after completion of the public participation requirements.

☒ **Attach** an authorizing resolution containing the following elements:

1	Identification of the proposed project.
2	Identification of the funding request and the commitment of the UGLG's matching funds.
3	Statement that the proposed project is consistent with the UGLG's community development plan as described in the Application.
4	Statement that at least 51% of the beneficiaries of the proposed project will be low and moderate income persons. -OR- Statement that the proposed project will clearly eliminate objectively determinable signs of blight and will be strictly limited to eliminating specific instances of blight (spot blight).
5	Statement that no project costs (CDBG and non-CDBG) will be incurred prior to a formal loan award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by your CDBG Project Manager.
6	Local authorization to submit the Michigan CDBG Application.
7	Identification, by name and title, of the person authorized to sign the Application and all attachments.
8	Identification, by name and title, of the person authorized to sign the Loan Exhibit and all amendments.
9	Identification, by name and title, of the person authorized to sign Payment Requests.

ATTACHMENT I**CERTIFICATION BY THE APPLICANT UGLG**

I, **Bob Roelofs**, of **Benzie County Board of Commissioners**, certify that the **County of Benzie** :

1. Possesses legal authority to submit a loan application;
2. Has in a timely manner:
 - a. furnished its citizens information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons as a result of proposed activities and for assisting persons actually displaced;
 - b. published a public notice in such manner to afford citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities;
 - c. held one or more public hearings to obtain the views of citizens on the proposed application and community development and housing needs; and
 - d. made the proposed application available to the public;
3. Will conduct and administer the loan in conformity with Public Law 88-352 and Public Law 90-284, and will affirmatively further fair housing;
4. Has developed the proposed application so as to give maximum feasible priority to activities which will benefit low and moderate income families or aid to the prevention or elimination of slum or blight; or to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to health or welfare of the community where other financial resources are not available to meet such needs;
5. Has developed a community development plan that identifies community development and housing needs and specifies both short and long term community development objectives that have been developed in accordance with the primary objective and requirements of the Title I Housing and Community Development Act of 1974, as amended;
6. Will not attempt to recover any capital costs of public improvements assisted in whole or in part with Title I funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (A) Title I funds are used to pay the proportion of such fee or assessment that related to capital costs of such public improvement that are financed from revenue sources other than Title I funds; or (B) for purposes of assessing any amounts against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and (name of local unit) certifies that it lacks sufficient Title I funds to comply with the requirements of clause (A);
7. Will adopt a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdictions;
8. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any

federal contract, the making of any federal grant or loan, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;

9. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
10. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly;
11. Will comply with other provisions of Title I of the Housing and Community Development Act of 1987, as amended, and with other applicable laws.

Signature

1/25/2022
Date

Bob Roelofs, Board of Commissioners Chairman
Print Name and Title of Authorized UGLG Official

ATTACHMENT J**STATEMENT OF ASSURANCES**

The UGLG hereby assures and certifies that it has complied or shall comply with Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301), and related statutes and implementing rules, regulations, and guidelines applicable to projects financed under the Michigan CDBG program. Specific assurances and certifications include but are not limited to the following:

1. Compliance with loan and financial management guidelines in 2 CFR Part 200, et al.; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule.
2. Compliance with Civil Rights and Equal Opportunity statutes as set forth in Title I of the Civil Rights Act of 1964 (Public Law 88-352), Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), the Michigan Civil Rights Act 453 of 1976, the Michigan Fair Employment Practices Act (MCL 423, 301-423, 311), related statutes and implementing rules and regulations.
3. Compliance with Labor Standards statutes as set forth in the Davis-Bacon Fair Labor Standards Act (40 U.S.C. 276a-276a-5), related statutes and implementing rules and regulations.
4. Compliance with Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4831).
5. Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) and implementing regulations.
6. Compliance with OMB Circular No. A-133, Audits of States, Local Governments and Non-Profit Organizations and implementing rules and regulations.
7. Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing rules and regulations 24 CFR Part 8.
8. Authorized state officials and representatives will have access to all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project in order to make audits, examinations, excerpts and transcripts; each contract or subcontract also shall provide for such success to relevant data and records pertaining to the development and implementation of the project.

The UGLG agrees to assume all of the responsibilities for environmental review, decision making and action as specified and required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and Section 104 (f) of Title I of the Housing and Community Development Act and implementing regulations 24 CFR Part 58.

Signature

Date

Print Name and Title of Authorized UGLG Official

Finance Report

BILLS TO BE APPROVED JANUARY 25, 2022

Motion to approve Vouchers in the amount of:

\$	145,030.01	General Fund (101)
\$	37,312.56	Jail Fund (213)
\$	29,459.34	Ambulance Fund & ALS (214)
\$	17,346.08	Funds 105-238
\$	2,122.94	ACO Fund (247)
\$	20,357.00	Building (249)
\$	4,786.24	Dispatch 911 Fund (261)
\$	9,140.20	Funds 239-292
\$	15,426.24	Funds 293-640
\$	4,211.49	701 Fund
\$	-	Trust and Agency Funds & MSU Trust and Agency Fund (702-771)
<hr/>		
\$	285,192.10	
<hr/>		

Payable JANUARY 8TH -

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
1.13.22	\$ 85,554.21	\$ 2,110.45	\$ 9,004.17	\$ 886.57	\$ 20.25	\$ 20,357.00	\$ 837.62	\$ 9,140.20	\$ 11,636.61	\$ 3,492.74		\$ 143,039.82
1.20.22	\$ 59,475.80	\$ 35,202.11	\$ 20,455.17	\$ 16,459.51	\$ 2,102.69		\$ 3,948.62		\$ 3,789.63	\$ 718.75		\$ 142,152.28
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Totals	\$ 145,030.01	\$ 37,312.56	\$ 29,459.34	\$ 17,346.08	\$ 2,122.94	\$ 20,357.00	\$ 4,786.24	\$ 9,140.20	\$ 15,426.24	\$ 4,211.49	\$ -	\$ 285,192.10

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

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 136 DISTRICT COURT					
101-136-727.00	OFFICE SUPPLIES	OFFICE DEPOT	#219055270001 #21906494001 #21906494001	188.86	83823
101-136-805.10	PROBATE CT APPOINTED ATTORNEY	SMITH & JOHNSON	S DREWYOUR	90.00	83831
101-136-806.00	SCREENING FEES	OPEN DOOR ASSESSMENT	JB REMOTELY & JB NO SHOW	95.00	83824
101-136-900.00	PRINTING & PUBLISHING	PAAM	PACC WARRANT MANUAL/PACC COURTROOM MANU	200.00	83825
101-136-900.00	PRINTING & PUBLISHING	PIONEER GROUP	GREGORIO JR	95.15	83826
Total For Dept 136 DISTRICT COURT				669.01	
Dept 172 ADMINISTRATOR					
101-172-727.00	OFFICE SUPPLIES	DA DESIGNS	BUDGET AT A GLANCE	210.00	83798
101-172-963.00	COMPUTER SUPPORT	VC3	PATCH CABLE	53.70	83773
Total For Dept 172 ADMINISTRATOR				263.70	
Dept 261 MSU EXTENSION					
101-261-730.00	POSTAGE	BENZIE COUNTY CLERK	MSU EXTENSION POSTAGE	3.71	83783
Total For Dept 261 MSU EXTENSION				3.71	
Dept 265 BUILDING & GROUNDS					
101-265-750.00	MAINTENANCE SUPPLIES	KSS ENTERPRISES	CLEANING SUPPLIES/ ICE MELT	288.42	83818
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	MAILBOX KEY/PROBATION & PAROLE	1.99	83822
101-265-820.00	SNOW REMOVAL	KSS ENTERPRISES	CLEANING SUPPLIES/ ICE MELT	1,237.50	83818
101-265-922.00	WATER & SEWER	VILLAGE OF BEULAH	WATER AND SEWER	876.91	83838
101-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	GAS	1,176.81	83804
101-265-924.00	ELECTRIC	CONSUMERS ENERGY	GARAGE ELECTRIC	163.88	83793
101-265-935.00	BUILDING REPAIRS	BLUE WATER ELECTRIC	REPLACE PARKING LOT LIGHT	180.00	83788
101-265-935.00	BUILDING REPAIRS	HURST MECHANICAL	PREVENTATIVE MAINTENANCE INSPECTION	1,905.00	83815
Total For Dept 265 BUILDING & GROUNDS				5,830.51	
Dept 266 LEGAL & CONTRACTED SERVICES					
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.	PROFESSIONAL SERVICES 12.1-12.31.21	4,824.59	83792
Total For Dept 266 LEGAL & CONTRACTED SERVICES				4,824.59	
Dept 268 REGISTER OF DEEDS					
101-268-800.00	CONTRACTED SERVICES - LAREDO	FIDLAR TECHNOLOGIES INC	LAREDO USAGE FEE - DECEMBER 2021	1,414.00	83810
101-268-860.00	TRAVEL	BISSELL, AMY	MILEAGE TO HOWELL FOR ROD BOARD MEETING	247.89	83785
Total For Dept 268 REGISTER OF DEEDS				1,661.89	
Dept 275 DRAIN COMMISSION					
101-275-860.00	TRAVEL	DIXON, CRAIG	4 X PLATTE/ 4 CRYSTAL	120.00	83803
101-275-860.00	TRAVEL	DIXON, CRAIG	5 X CRYSTAL/ 5 X PLATTE	150.00	83803
101-275-860.00	TRAVEL	DIXON, CRAIG	5 X CRYSTAL/ 5 X PLATTE	150.00	83803
Total For Dept 275 DRAIN COMMISSION				420.00	
Dept 285 CENTRAL SERVICES					
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP, INC.	40032368 ADMIN COPIER	375.75	83833
Total For Dept 285 CENTRAL SERVICES				375.75	
Dept 301 SHERIFF					
101-301-748.00	GAS, OIL & GREASE	WATSON BENZIE LLC	20-2 OC/TR CONTRACT X 3	245.00	83845
101-301-749.00	VEHICLE REPAIRS	HEIGES PERFORMANCE, INC.	20-2 REAR BRAKES 30601 MILES	145.50	83813
101-301-749.00	VEHICLE REPAIRS	WATSON BENZIE LLC	17-1 BATTERY	271.90	83845
101-301-751.00	UNIFORMS	VISA=SHERIFF DEPT	INTEL/T&S UNIFORMS	75.27	83843
101-301-800.00	CONTRACTED SERVICES	ATLAS BUSINESS SOLUTIONS	SCHEDULE ANYWHERE LICENSES 52 EMPLOYEES	998.40	83781
101-301-961.00	TRAINING & SCHOOLS	VISA=SHERIFF DEPT	INTEL/T&S UNIFORMS	150.00	83843

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 301 SHERIFF					
		Total For Dept 301 SHERIFF		1,886.07	
Dept 333 SECONDARY ROAD PATROL					
101-333-725.00	FRINGE BENEFITS	BLUE CARE NETWORK	BCN FEB 2022	1,188.04	83786
101-333-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIELD OF	BCBS DENTAL 2/1/22	107.10	83787
101-333-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIELD OF	BCBS VISION FEB 22	20.35	83787
		Total For Dept 333 SECONDARY ROAD PATROL		1,315.49	
Dept 426 EMERGENCY MANAGEMENT					
101-426-725.00	FRINGE BENEFITS	BLUE CARE NETWORK	BCN FEB 2022	475.22	83786
101-426-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIELD OF	BCBS DENTAL 2/1/22	30.60	83787
101-426-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIELD OF	BCBS VISION FEB 22	6.13	83787
		Total For Dept 426 EMERGENCY MANAGEMENT		511.95	
Dept 852 MEDICAL INSURANCE					
101-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CARE NETWORK	BCN FEB 2022	37,146.12	83786
101-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	BCBS DENTAL 2/1/22	2,845.51	83787
101-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	BCBS ADDITIONAL RATE 2/1/22-2/28/22	633.47	83787
101-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	BCBS VISION FEB 22	532.83	83787
101-852-874.00	MEDICAL INSURANCE - RETIREES	BLUE CARE NETWORK	BCN FEB 2022	396.02	83786
101-852-874.00	MEDICAL INSURANCE - RETIREES	BLUE CROSS BLUE SHIELD OF	BCBS DENTAL 2/1/22	122.40	83787
101-852-874.00	MEDICAL INSURANCE - RETIREES	BLUE CROSS BLUE SHIELD OF	BCBS VISION FEB 22	36.78	83787
		Total For Dept 852 MEDICAL INSURANCE		41,713.13	
		Total For Fund 101 GENERAL FUND		59,475.80	
Fund 205 TNT OFFICER MILLAGE FUND					
Dept 000					
205-000-725.00	FRINGE BENEFITS	BLUE CARE NETWORK	BCN FEB 2022	396.02	83786
205-000-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIELD OF	BCBS DENTAL 2/1/22	30.60	83787
205-000-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIELD OF	BCBS VISION FEB 22	6.13	83787
205-000-840.00	INTELL/INVESTIGATIONS	VISA=SHERIFF DEPT	INTEL/T&S UNIFORMS	331.41	83843
		Total For Dept 000		764.16	
		Total For Fund 205 TNT OFFICER MILLAGE FUND		764.16	
Fund 206 SHERIFF'S K-9 FUND					
Dept 000					
206-000-967.00	PROJECT EXPENSES	VISA-KETZ 7500	K9 FOOD	46.99	83840
		Total For Dept 000		46.99	
		Total For Fund 206 SHERIFF'S K-9 FUND		46.99	
Fund 213 JAIL OPERATIONS FUND					
Dept 265 BUILDING & GROUNDS					
213-265-782.00	MAINTENANCE SUPPLIES	VISA=DAN SMITH	COMP EQUIP /JAIL MAINT	69.00	83841
213-265-783.00	EQUIP. SERVICES & SUPPLIES	KSS ENTERPRISES	KLEENEX/PT/BIODY WASH/DETERGENT	583.81	83818
213-265-922.00	WATER & SEWER	VILLAGE OF BEULAH	WATER & SEWER - JAIL 10/06/21 TO 01/04/	1,803.08	83839
213-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	DEC NAT GAS 12/11 TO 01/11/2022	1,977.43	83806
213-265-924.00	ELECTRIC	CONSUMERS ENERGY	DEC 2021 ELECTIRC - JAIL	2,907.62	83794
213-265-935.00	JAIL REPAIRS	JOHNSON CONTROLS FIRE PRO	SERVICE AGMT FIRE & SPRINKLER	909.04	83817
213-265-935.00	JAIL REPAIRS	SHERWIN-WILLIAMS	51030PAINT	59.07	83830
213-265-935.00	JAIL REPAIRS	SHERWIN-WILLIAMS	1/19/2022 PAINT	106.68	83830
213-265-935.00	JAIL REPAIRS	TOPLINE ELECTRIC	PULL TWO NETWORK CABLES	340.00	83836

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Fund 213 JAIL OPERATIONS FUND					
Dept 265 BUILDING & GROUNDS					
		Total For Dept 265 BUILDING & GROUNDS		8,755.73	
Dept 351 JAIL - CORRECTIONS					
213-351-740.00	FOOD SUPPLIES	VISA=GHUBERS 1098	FOOD SUPPLIES/SNOW BATTERY	157.34	83842
213-351-751.00	UNIFORMS	VISA=SHERIFF DEPT	INTEL/T&S UNIFORMS	86.00	83843
213-351-834.00	PRISONER MEDICAL - BENZIE CO	CORRECTIONAL RECOVERY	CLAIMS BAL & CR FEE	486.25	83795
213-351-834.00	PRISONER MEDICAL - BENZIE CO	FASPSYCH, LLC	12/30/2021 - OV	301.00	83809
213-351-963.00	COMPUTER EQUIPMENT	AMAZON CAPITAL SERVICES, I	MONITORS/CABLES/STAND - JAIL	555.72	83777
213-351-963.00	COMPUTER EQUIPMENT	ID NETWORKS, INC.	LIVESCAN 02012022 TO 01312023	4,495.00	83816
213-351-963.00	COMPUTER EQUIPMENT	VISA=DAN SMITH	COMP EQUIP /JAIL MAINT	79.99	83841
213-351-970.00	EQUIPMENT	HUMANE RESTRAINT	RESTRAINT CHAIR - JAIL	2,870.00	83814
		Total For Dept 351 JAIL - CORRECTIONS		9,031.30	
Dept 852 MEDICAL INSURANCE					
213-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CARE NETWORK	BCN FEB 2022	14,177.32	83786
213-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	BCBS DENTAL 2/1/22	1,261.23	83787
213-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	BCBS ADDITIONAL RATE 2/1/22-2/28/22	1,733.41	83787
213-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	BCBS VISION FEB 22	243.12	83787
		Total For Dept 852 MEDICAL INSURANCE		17,415.08	
		Total For Fund 213 JAIL OPERATIONS FUND		35,202.11	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND					
Dept 265 BUILDING & GROUNDS					
214-265-750.00	MAINTENANCE SUPPLIES	AMAZON CAPITAL SERVICES, I	EMS INK PENS	167.98	83777
214-265-750.00	MAINTENANCE SUPPLIES	MI PEST	ST 3 PEST CONTROL	55.00	83821
214-265-820.00	SNOW REMOVAL	A J'S EXCAVATING LLC	DECEMBER PLOWING	200.00	83775
214-265-850.01	INTERNET SERVICE	DIRECT TV	TV, STATION 2	177.73	83802
214-265-922.00	WATER & SEWER	CITY OF FRANKFORT	ST 3 WATER AND SEWER	63.82	83791
214-265-923.00	FUEL - PROPANE GAS	DTE ENERGY	ST 3 GARAGE GAS	184.10	83805
214-265-923.00	FUEL - PROPANE GAS	DTE ENERGY	DTE ST 3 GAS	145.85	83807
214-265-923.00	FUEL - PROPANE GAS	DTE ENERGY	ST 2 GAS	384.86	83808
214-265-935.00	BUILDING REPAIRS	AMERICAS CARPET BARN, INC	ST 2 BEDROOM CARPETING	2,117.00	83778
		Total For Dept 265 BUILDING & GROUNDS		3,496.34	
Dept 655 ADVANCED LIFE SUPPORT (ALS)					
214-655-721.00	PER DIEM	DAGNEAU-BATES, MARTHA	PER DIEM/TRAVEL	40.00	83799
214-655-721.00	PER DIEM	FRANKE, JIM	PER DIEM/TRAVEL	40.00	83811
214-655-721.00	PER DIEM	MARKEY, TIM	PER DIEM/TRAVEL	40.00	83819
214-655-721.00	PER DIEM	MEAD, MICHAEL	PER DIEM/TRAVEL	40.00	83820
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	388.72	83789
214-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	OXYGEN	55.20	83776
214-655-860.00	TRAVEL	DAGNEAU-BATES, MARTHA	PER DIEM/TRAVEL	21.29	83799
214-655-860.00	TRAVEL	FRANKE, JIM	PER DIEM/TRAVEL	5.85	83811
214-655-860.00	TRAVEL	MARKEY, TIM	PER DIEM/TRAVEL	11.70	83819
214-655-860.00	TRAVEL	MEAD, MICHAEL	PER DIEM/TRAVEL	8.19	83820
214-655-963.00	COMPUTER SUPPORT	ID NETWORKS, INC.	ANNUAL SERVICE FEE	249.00	83816
		Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)		899.95	
Dept 852 MEDICAL INSURANCE					
214-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CARE NETWORK	BCN FEB 2022	14,652.51	83786
214-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	BCBS DENTAL 2/1/22	1,178.10	83787
214-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	BCBS VISION FEB 22	228.27	83787

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Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND					
Dept 852 MEDICAL INSURANCE					
		Total For Dept 852 MEDICAL INSURANCE		16,058.88	
		Total For Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND		20,455.17	
Fund 217 SNOWMOBILE PATROL FUND					
Dept 332 SNOWMOBILE LAW ENFORCEMENT					
217-332-749.00	VEHICLE REPAIRS	VISA=GHUBERS 1098	FOOD SUPPLIES/SNOW BATTERY	103.56	83842
		Total For Dept 332 SNOWMOBILE LAW ENFORCEMENT		103.56	
		Total For Fund 217 SNOWMOBILE PATROL FUND		103.56	
Fund 228 SOLID WASTE/RECYCLING FUND					
Dept 000					
228-000-721.00	PER DIEM	ANNIE BROWNING	SWAC PER DIEM	40.00	83780
228-000-721.00	PER DIEM	COTE, CHRISTOPHER	SWAC PER DIEM	40.00	83796
228-000-721.00	PER DIEM	DAVID SCHAFER	SWAC PER DIEM	40.00	83800
228-000-721.00	PER DIEM	SAMANTHA WOLFE	SWAC PER DIEM	40.00	83829
228-000-721.00	PER DIEM	WARREN, TODD	SWAC PER DIEM	40.00	83844
228-000-721.00	PER DIEM	WOOD, MARLENE	SWAC PER DIEM	40.00	83846
228-000-800.00	CONTRACTED SERVICES	GFL ENVIRONMENTAL	RECYCLE SERVICES FOR DECEMBER 2021	14,842.80	83812
228-000-860.00	TRAVEL	COTE, CHRISTOPHER	SWAC MILEAGE	10.53	83796
228-000-860.00	TRAVEL	DAVID SCHAFER	SWAC MILEAGE	3.51	83801
228-000-860.00	TRAVEL	SAMANTHA WOLFE	SWAC MILEAGE	14.04	83828
228-000-860.00	TRAVEL	WOOD, MARLENE	SWAC MILEAGE	1.17	83846
		Total For Dept 000		15,112.05	
Dept 852 MEDICAL INSURANCE					
228-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CARE NETWORK	BCN FEB 2022	396.02	83786
228-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF BCBS DENTAL 2/1/22		30.60	83787
228-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF BCBS VISION FEB 22		6.13	83787
		Total For Dept 852 MEDICAL INSURANCE		432.75	
		Total For Fund 228 SOLID WASTE/RECYCLING FUND		15,544.80	
Fund 247 ANIMAL CONTROL FUND					
Dept 852 MEDICAL INSURANCE					
247-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CARE NETWORK	BCN FEB 2022	1,584.06	83786
247-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF BCBS DENTAL 2/1/22		137.70	83787
247-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF BCBS VISION FEB 22		26.48	83787
		Total For Dept 852 MEDICAL INSURANCE		1,748.24	
		Total For Fund 247 ANIMAL CONTROL FUND		1,748.24	
Fund 261 911 EMERGENCY SERVICE FUND					
Dept 325 DISPATCH/COMMUNICATION					
261-325-830.00	911 MAINTENANCE CONTRACT	ID NETWORKS, INC.	NET MOTION LICENSES X3 2/1/22 - 1/31/23	206.00	83816
261-325-853.00	CELLULAR PHONES	VERIZON WIRELESS	MDT SVC DEC 21	1,621.37	83837
261-325-853.00	CELLULAR PHONES	VERIZON WIRELESS	386755522-00001 PHONES	41.50	83837
		Total For Dept 325 DISPATCH/COMMUNICATION		1,868.87	
Dept 852 MEDICAL INSURANCE					
261-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CARE NETWORK	BCN FEB 2022	1,980.09	83786
261-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF BCBS DENTAL 2/1/22		81.09	83787
261-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF BCBS VISION FEB 22		18.57	83787

01/20/2022 11:53 AM
User: LBARRETT
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 01/14/2022 - 01/21/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 5/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 261 911 EMERGENCY SERVICE FUND					
Dept 852 MEDICAL INSURANCE					
		Total For Dept 852 MEDICAL INSURANCE		2,079.75	
		Total For Fund 261 911 EMERGENCY SERVICE FUND		3,948.62	
Fund 293 VETERAN'S RELIEF FUND					
Dept 000					
293-000-900.00	PRINTING & PUBLISHING	ROBIN WILBAND-SNOW	VA MURAL	3,000.00	83827
		Total For Dept 000		3,000.00	
		Total For Fund 293 VETERAN'S RELIEF FUND		3,000.00	
Fund 532 TAX FORECLOSURE FUND					
Dept 253 COUNTY TREASURER					
532-253-801.00	CONTRACTED SERVICES	TITLE CHECK LLC	1/12 ANNUAL FEE FOR 2019 FORFEITURES	789.63	83835
		Total For Dept 253 COUNTY TREASURER		789.63	
		Total For Fund 532 TAX FORECLOSURE FUND		789.63	
Fund 701 GENERAL AGENCY FUND					
Dept 136 DISTRICT COURT					
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED/COSTS	250.00	83774
701-136-265.00	CASH BONDS PAYABLE	CARRIER, JARED MICHAEL	BOND RETURN	100.00	83790
701-136-271.00	RESTITUTIONS PAYABLE	AUTO-OWNERS INSURANCE	RESTITUTION PYMT FROM STEVEN PELL #9-73	50.00	83782
701-136-271.00	RESTITUTIONS PAYABLE	STOLTMAN, THOMAS	RESTITUTION PYMT FROM STEVEN PELL	50.00	83832
		Total For Dept 136 DISTRICT COURT		450.00	
Dept 215 COUNTY CLERK					
701-215-271.00	RESTITUTIONS PAYABLE	ANNIE BROWNING	RESTITUTION FROM JOSHUA STREETER	23.75	83779
701-215-271.00	RESTITUTIONS PAYABLE	COTTAGE PROS LLC	RESTITUTION FROM ADAM WALTON	45.00	83797
701-215-271.00	RESTITUTIONS PAYABLE	THE HARTFORD CENTRAL RECO\	RESTITUTION FROM JONATHAN DEGROOTE	200.00	83834
		Total For Dept 215 COUNTY CLERK		268.75	
		Total For Fund 701 GENERAL AGENCY FUND		718.75	

Fund Totals:					
Fund 101	GENERAL FUND			59,475.80	
Fund 205	TNT OFFICER MII			764.16	
Fund 206	SHERIFF'S K-9 I			46.99	
Fund 213	JAIL OPERATIONS			35,202.11	
Fund 214	EMERGENCY MEDIC			20,455.17	
Fund 217	SNOWMOBILE PATI			103.56	
Fund 228	SOLID WASTE/REC			15,544.80	
Fund 247	ANIMAL CONTROL			1,748.24	
Fund 261	911 EMERGENCY S			3,948.62	
Fund 293	VETERAN'S RELIEF			3,000.00	
Fund 532	TAX FORECLOSURE			789.63	
Fund 701	GENERAL AGENCY			718.75	
Total For All Funds:				141,797.83	

Elected Officials And Department Heads

**BENZIE SENIOR RESOURCES
BOARD OF DIRECTORS MEETING
JANUARY 19, 2022
4:30 P.M.**

The Gathering Place Senior Center & Conference Call-In

Agenda

Conference Call-In Information

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

Call to Order
Prayer of Invocation
Pledge of Allegiance
Roll Call

Approval of the January 19, 2022 Agenda

Approval of Minutes from the previous meeting – December 15, 2021

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

Information Items

- A. Executive Committee Report
- B. Fund Development Report
- C. Directors Report – December 2021/January 2022
- D. Program/Services Report – December 2021
- E. Board of Commissioners Update

Action Items

- 1. Approval of the Strategic Plan

Old Business

- 1.

NEXT MEETING – February 16, 2022 @ 4:30 pm

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

Benzie Senior Resources
Board of Directors Meeting
December 15th, 2021 Meeting Minutes
In-Person and Conference Call Meeting

Call to Order: Nancy Mullen Call called the meeting to order at 4:38 p.m.

Welcome new board member: Nancy Mullen Call introduced Victor Dinsmoore to the Board of Directors. All welcomed Victor and thanked him for his interest in becoming a board member.

Prayer of Invocation: No volunteers to provide invocation

Pledge of Allegiance: Said by all present

Roll Call:

Present: Nancy Mullen Call; Victor Dinsmoore ; Pam Howe-Perry; Leo Hughes; Linda Ringleka; Rosemary Russell; Ingrid Turner and Paul Turner

Excused: Deb Rogers

Via Conference Call: None

Also Present: Dawn Bousamra; Sabra Boyle, Strategic Planning Consultant - Elaine Wood and Benzie County Commissioner - Tim Markey

Approval of the 12/15/2021 Agenda – Motion by Rosemary Russell to accept the Agenda as amended. Seconded by Paul Turner. All board members present said Aye. Motion approved.

Approval of the 11/17/2021 Meeting Minutes – Motion by Ingrid Turner to accept the minutes as presented and corrected (spelling only). Seconded by Rosemary Russell. All board members present said Aye. Motion approved.

Public Input: No public at the meeting. However, it was noted that the suggestions box had to meal suggestions/comments (1. Request for spanish rice with ground turkey; 2. Brussels sprouts may need to be par boiled before frying so they are not as firm). Suggestions will be provided to kitchen staff.

Information Items

A. Review/Discussion on the Draft of the 2022-2026 Strategic Plan

Elaine Wood, Strategic Planning Consultant with Woodside Strategies reviewed indicators of a good strategic plan and how our draft plan was well developed. She further highlighted that both Board and staff share the plan and accountability for implementation. Elaine then discussed how to ensure accountability and gave some recommendations. She also recommended (at a minimum) there be an annual review of progress and any need for changes. The workplan status should be updated and communicated on a regular basis and potentially include updates in the BOD agenda every other month. Nancy Mullen Call asked how we should move from the Strategic Plan to the workplan. Elaine suggested the Executive Committee review and identify where the various actions fit within existing committee(s) or if additional committees are needed. Good general discussion amongst the group. Nancy Mullen Call wrapped up the discussion on next steps and suggested the Executive Committee meet to break the action steps down to the committee level. Linda Ringleka mentioned the need to ensure all elements of the Strategic Plan need to be supported with annual tactical plans.

Information Items (continued)

B. Executive Committee Report

Nancy Mullen Call briefly reviewed items discussed at the last Executive Committee Meeting including 1) Consideration of a potential modification of the vehicle mileage reimbursement policy based on a staff request, 2) Doug Durand's planned presentation to Board of Commissioners on 12/14/21, and 3) a summary of a discussion Nancy Mullen Call, Michael Call (her husband) and Leo Hughes had with Jason Allen (past Michigan Director of USDA Rural Development) regarding Rural Development Funding Programs that might help support any future facility actions. Doug Durand provided a staffing update to be discussed with the entire board later in the agenda

C. Fund Development Report

Dawn Bousamra briefly summarized that holiday cards would be going out to all donors, the annual appeal receipts to date are \$20,500+. Paul Turner inquired if there is any availability for matching funds in the future and Doug mentioned that is a potential source of additional funds and should be investigated. Dawn Bousamra explained that one of four thank you letters were sent out to volunteers based on their support. Doug Durand then added that Jamie Gray, Coldwell Banker Schmidt Realtor, contacted him wanting to revisit the potential for her to sponsor and run a golf outing next summer to help raise funds for Benzie Senior Resources. Doug advised Jamie that we would appreciate her holding the golf outing and offered Ingrid Turner's name as the BSR single point of contact for Jamie as outing plans move forward. Nancy Mullen Call mentioned that at the next Fund Development Meeting "Network for Good", a fundraising management system company, will present via Zoom what they can offer BSR. Currently BSR uses "Donor Perfect". BSR Staff Members (Sabra and Marti) will be included in the invite since they are the individuals managing the "Donor Perfect" program today and would be able to provide the best insight.

D. Directors Report – November 2021/December 2021

Doug Durand reviewed his report and mentioned that he has a candidate interview tomorrow 12/16 for a Senior Center Assistant

E. Program/Services Report – November 2021

Doug Durand reviewed his report. He also mentioned that a broadband internet meeting will be held at TGP with local business leaders. There was also a brief discussion on the newly established Senior's Advisory Council. Doug Durand advised he would like to have the Advisory Council Chair present to the Board of Directors once a quarter.

F. Board of Commissioners Update

Tim Markey, County Commissioner advised that the current Benzie County broadband survey is being completed by Merit. Paul Turner asked what the goal of the survey was and Tim Markey advised that they are trying to prove/disprove the FCC data on broadband availability in Benzie County. He also advised that they hired an HR manager, Christine Bosley; that the County has agreed to accept the recent settlement of the national opioid lawsuit; and that the county is reviewing plans by a developer for a potential \$500m development in Elberta. Tim Markey finished with a public service announcement mentioning the current high wind conditions can cause treacherous conditions and for all to drive safely.

Action Items

1. Finance Committee Report on the November 2021 Financials and Approval of the November 2021 Financials. Nancy Mullen Call referenced the financials included in the board materials and that the Finance Committee is recommending approval. A motion to approve the financial report was made by Paul Turner and seconded by Rosemary Russell. All board members present said Aye. Motion approved.
2. Board Resolution to apply to the Benzie County Community Chest Grant to fund the Senior Essential Needs Fund. Doug reviewed the plan to apply for grant for \$10k and requested board approval. Motion to approve the request to apply for the grant was made by Leo Hughes and seconded by Linda Ringleka. All board members present said Aye. Motion approved.
3. Approval on the update to the Home Healthcare Mileage Reimbursement.
Doug Durand reviewed the request and rationale for a Home Healthcare mileage reimbursement increase. Doug then proposed the mileage reimbursement rate be increased to \$0.57 for all staff eligible for mileage reimbursement in response to their concerns. A motion to approve the proposed increase was made by Paul Turner and seconded by Pam Howe-Perry
Roll Call: Nancy Mullen Call-Yes; Victor Dinsmoore-Abstain; Pam Howe-Perry-Yes; Leo Hughes-Yes; Linda Ringleka-Yes; Rosemary Russell-Yes; Ingrid Turner-Yes and Paul Turner-Yes. Motion approved.
4. Walk-in cooler has an issue with the floor coming up potentially causing a safety concern (trip hazard). The current contractor, Grand Traverse Refrigeration, gave an estimate of \$8,200 to repair/replace the floor. Bud's Refrigeration was contacted to get a second estimate and they have not responded after 5 attempts. Doug Durand requested a resolution from the board to approve up to \$8200 to repair/replace the floor. A motion to approve up to \$8,200 to repair/replace the walk-in cooler floor was made by Paul Turner and seconded by Linda Ringleka.
Roll Call: Nancy Mullen Call-Yes; Victor Dinsmoore-Yes; Pam Howe-Perry-Yes; Leo Hughes-Yes; Linda Ringleka-Yes; Rosemary Russell-Yes; Ingrid Turner-Yes and Paul Turner-Yes. Motion approved.

New Business

1. Review/Discussion on the Draft of the 2022-2026 Strategic Plan – Covered earlier in the meeting
2. Fiscal Year 2021 Annual Report – Briefly discussed and there were no recommended edits

Old Business - None

Board Round Table Discussion/Evaluation of Meeting – None

Adjournment: There being no further business to discuss, all agreed to adjourn. Meeting adjourned at 6:27p.m.

A delicious Christmas Potluck Meal followed

Respectfully submitted:

Leo Hughes

Secretary, Benzie Senior Resources Board.

NEXT MEETING: January 19th, 2022 at 4:30 p.m.

Location: The Gathering Place Senior Center, 10579 Main Street, Honor, MI 49640

Benzie Senior Resources
Executive Directors Report
December 2021 – January 2021

Special Events – None

Items of Information

As I continue to monitor the number of COVID-19 positive cases in Benzie County and the region, it was evident that an adjustment was warranted for the operations at The Gathering Place Senior Center. Beginning January 6, 2022, all large group activities greater than 20 participants will be placed on hold at least through February 28, 2022. This also includes the cancellation of the Thompsonville meal and activities that are held on first Friday of each month.

Updates were made to the protocols for when staff/volunteers need to isolate, quarantine and get tested. The updates were based on revisions from the CDC and recommendations from BLDHD. Much of the guidance that was followed was from the “Guidance for Managing Healthcare Personnel with COVID-19 Infection or Exposure to COVID-19.”

Final Report for the Holiday Christmas Program

238 gift bags were assembled • Eight area churches partnered with this program • Cash donations totaled \$1,592 from the community to purchase additional items • Four volunteers along with staff organized and assembled the bags • An estimated \$5,723 worth of in-kind donations from the Shop-n-Save Grocery Store Day and the assortment of items collected from the community • Delivery was spread out over 5 days • Many homemade items were brought in from multiple individuals • Many clients were so grateful for the gifts and we received countless phone calls and thank you cards • A wrap-up meeting took place on January 10th and several new changes will be implemented next year.

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

Promotional program ended on January 3, 2022, and our final report has been submitted. We feel confident that we have fulfilled their required assignments to earn points which in turn will earn funds for the program.

Staff Development

- Progressing with the upcoming training materials for the 2022 calendar year.

Programs/Services

- Working with Northwest Michigan Community Action Agency on the Tax Program with starting the program either at the end of January or beginning of February. The program will be conducted just like last year with drop off service.

Staffing Concerns/Updates

- Happy to report that we have hired Nicole Olney as the new TGP Senior Center Assistant. Welcome Nicole!
- We are still recruiting for a part time RN/LPN position.
- Still recruiting for 2-3 Homemaker Contractor Positions.

Volunteer Report

Two new HDM Drivers have completed all necessary paperwork and received favorable reviews. Quarantine protocols is having a impact on the volunteer program. Staff and back up volunteers are filling in when needed.

Legislative News

Federal – The deadline for Congress to pass Fiscal Year 2022 appropriations is swiftly approaching. As a reminder, Congress has not yet finalized funding for the current fiscal year – which began last October – and instead extended FY 2021 funding levels using continuing resolutions. Congress now has until February 18 to complete spending negotiations.

I will be advocating with our Federal Representative and two Senators to pass all Fiscal Year 2022 Appropriations Bills before February 18, 2022. Continuing Resolutions only extend current funding levels with no increases in funding. The senior network nutritional programs need additional funding to meet the growing number of seniors needing home delivered meals.

Program Report for December 2021

Nutritional Programs

In December 2021 we distributed 105 produce bags that consists of 30+ vegetables, fruit and dairy products in each bag. Currently we have 278 seniors in the Fresh Produce Bag Program

Home Delivered Meals

Home Delivered Meals – 6,042 and 1,232 Shelf Stable for a total of 7,274 meals were provided to 198 clients in December 2021. This represents an increase of 12.6% in the number of meals delivered as compared to December 2020.

For the month of December 2021, 19 new clients sign up for HDM and 14 clients were discharged from HDM.

Congregate Meals

In December 2021, we provided 1,036 congregate and pick up meals. We were open for 18 days in December 2021.

Guardian Medical Monitoring – We added one more client to the BSR pay list and now have thirty-nine clients receiving this service at no cost to them. Currently we have no one on the waiting list.

Benzie Bus Senior Rides – In December 2021, we paid for 1,139 senior rides and for 38 package deliveries. Five new clients signed up in December 2021.

Snow Removal Program – Contractors turned in vouchers totally 115 snowplows completed in December 2021. We have signed up 150 individuals. Which is on par with the last season.

Information & Assistance - The agency handled 975 calls in December 2021 regarding Information and Assistance for services and questions related to older adults. **This represents a 10% increase in the volume of calls as compared to December 2020. This increase is related to number of calls regarding signing up for the COVID-19 booster injection and registering snow removal program.**

Senior Companion Program – The Senior Companion Program provided services to 1 senior clients in Benzie County in December 2021. Helping Catholic Human Services recruit new volunteers in Benzie County for the SCP.

Dental Program – One client had dental work completed for December 2021.

Medicare/MMAP's – 29 Clients received services in December 2021 at no cost.

Foot Care – Four clients received in-home foot care and 58 clients attended the foot care clinic at the administration office in December 2021. December was our highest number of client seen at the clinic since reopening the foot clinic back in July 2021.

Estate Planning – Six individuals received services in December 2021 at no cost.

Emergency Senior Essential Needs Fund – BSR assisted one clients in December for extensive dental work.

The Gathering Place Senior Center – The Gathering Place Senior Center offered twelve core activities that 492-cumulative number of individuals participated in December 2021. The center was open 18 days in December. Closed for December 23rd, 24th, 30th & 31st.

In-Home Services for December 2021 – In December 2021, the number hours provided for clients increased by 17% as compared to December 2020. Number of visits also increased by 17% as compared to December 2020.

Number of Home Health Care Clients

Month	Medicaid Waiver Care Management PACENorth	Sliding Scale Fee	Private Pay	Total Clients
October 2021	23	64	3	90
November 2021	23	70	3	96
December 2021	23	68	1	92
January 2022				
February 2022				
March 2022				
April 2022				
May 2022				
June 2022				
July 2022				
August 2022				
September 2022				

Client Total Hours

Month	Medicaid Waiver Care Management PACENorth	Sliding Scale Fee	Private Pay	Assessments RN Hours	Total Hours
October 2021	316.75	434.75	31	50	832.50
November 2021	342.25	414	11.75	51	819
December 2021	401.75	496	13.25	48	959
January 2022					
February 2022					
March 2022					
April 2022					
May 2022					
June 2022					
July 2022					
August 2022					
September 2022					
TOTALS	927.25	1344.75	56	149	2610.5

Client Total Visits

	RN Assessments	RN Med Management	Personal Care	Respite	Homemaking	Foot Care- in home	Totals
October 2021	50	56	293	69	9	11	488
November 2021	51	52	266	56	8	7	440
December 2021	48	66	354	30	7	4	509
January 2022							
February 2022							
March 2022							
April 2022							
May 2022							
June 2022							
July 2022							
August 2022							
September 2022							
Totals	149	174	913	155	24	22	1437

BENZIE SENIOR RESOURCES
Statement of Financial Position
As of December 31, 2021

	<u>Dec 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · STATE SAVINGS BANK CHECKING	161,303.39
003 · STATE SAVINGS BANK HRA	1,796.67
011 · AMERICAN DEPOSIT MANAGEMENT	600,450.88
Total Checking/Savings	<u>763,550.94</u>
Accounts Receivable	
1200 · Accounts Receivable	5,954.00
Total Accounts Receivable	<u>5,954.00</u>
Other Current Assets	
109 · INVENTORY	10,294.68
Total Other Current Assets	<u>10,294.68</u>
Total Current Assets	<u>779,799.62</u>
Fixed Assets	
150 · BUILDING	480,375.70
151 · VEHICLES	173,363.00
152 · EQUIPMENT	144,434.03
157 · LAND IMPROVEMENTS	1,800.00
160 · ACCUMULATED DEPRECIATION	(403,421.32)
Total Fixed Assets	<u>396,551.41</u>
TOTAL ASSETS	<u><u>1,176,351.03</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	21,065.13
Total Accounts Payable	<u>21,065.13</u>
Other Current Liabilities	
GARNISHMENT PAYABLE	229.92
205 · PREPAID TRIP/INS EXPENSE	1,406.00
2100 · Payroll Liabilities	12,638.70
223 · JOHN HANCOCK PAYABLE	1,512.78
232 · AFLAC PAYABLE	2,136.69
Total Other Current Liabilities	<u>17,924.09</u>
Total Current Liabilities	<u>38,989.22</u>
Long Term Liabilities	
250 · MORTGAGE PAYABLE	107,591.12
253 · LEASE PAYABLE	6,941.86
260 · NET PENSION LIABILITY	490,826.00
Total Long Term Liabilities	<u>605,358.98</u>
Total Liabilities	<u>644,348.20</u>
Equity	
3900 · FUND BALANCE	513,668.45
Net Income	18,334.38
Total Equity	<u>532,002.83</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,176,351.03</u></u>

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
December 2021

	Dec 2021	Budget	\$ Change
ORDINARY INCOME/EXPENSE			
INCOME			
519.03 · TITLE III C2 INCOME	8,611.00	8,915.00	(304.00)
519.05 MIPPA (MMAP)	0.00	400.00	(400.00)
519.06 WAIVER-SNOW	42.00	240.00	(198.00)
540 · GRANTS	0.00	9,585.00	(9,585.00)
561 - HDM WAIVER	1,110.00	985.00	125.00
642 · CHARGES FOR SERVICES/CONT	146.50	260.00	(113.50)
642.01 · FEE FOR SERVICE/CHORE	(528.00)	0.00	(528.00)
642.02 · FEE FOR SERVICE/HOMEMAKER	1,236.00	2,500.00	(1,264.00)
642.03 - FEE FOR SERV/SNOW REMOVAL	3,501.00	2,000.00	1,501.00
642.1 - FEE FOR SLIDING SCALE CLIENTS	5,309.75	5,600.00	(290.25)
642.05 - FEE FOR PRIVATE PAY & INS	353.75	80.00	273.75
670 - CLIENT INCOME	8,604.71	8,000.00	604.71
671 - PACE NORTH Client Income	1,051.50	800.00	251.50
673 · NEWSLETTER SUB	10.00	30.00	(20.00)
675 · DONATIONS	11,214.54	11,500.00	(285.46)
676 · MILLAGE	96,453.33	98,195.00	(1,741.67)
677· FUNDRAISING INCOME	35,549.55	21,000.00	14,549.55
680 · VOLUNTEER WAGES (IN-KIND).	5,766.70	6,320.00	(553.30)
681 - IN-KIND (non-volunteer)	5,723.25	6,000.00	(276.75)
TOTAL INCOME	184,155.58	182,410.00	1,745.58
GROSS PROFIT	184,155.58	182,410.00	1,745.58
EXPENSE			
705 · SALARY AND WAGES	111,889.15	101,000.00	10,889.15
708 · PAYROLL TAX EXPENSE	8,409.26	8,500.00	(90.74)
709 · EDUCATION/TRAINING	148.00	500.00	(352.00)
710 · EVENTS	18.07	225.00	(206.93)
711 · TGPSC ACTIVITIES	206.24	225.00	(18.76)
715 · CLOTHING ALLOWANCE	257.64	0.00	257.64
717 · DUES/SUBSCRIPTIONS	95.00	100.00	(5.00)
721 · COMPUTER EXPENSES	626.80	2,060.00	(1,433.20)
725 · FRINGE BENEFITS	11,695.93	18,460.00	(6,764.07)
726 - FUNDRAISING/MARKETING EXP	151.72	2,000.00	(1,848.28)
727 · SUPPLIES	3,899.45	2,750.00	1,149.45
727.2 · OFFICE EXP	923.50	1,042.00	(118.50)

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
December 2021

	Dec 2021	Budget	\$ Change
727.3 - POSTAGE	1,646.71	100.00	1,546.71
727.4 - ADVERTISING	2,372.86	600.00	1,772.86
740 - FOOD	23,896.90	18,000.00	5,896.90
819 - CONTRACTUAL	16,568.97	15,125.00	1,443.97
820 - VOLUNTEER WAGES (IN-KIND)	5,766.70	6,320.00	(553.30)
825 - VOLUNTEER EXPENSES	(287.21)	610.00	(897.21)
850 - TELEPHONE	371.29	480.00	(108.71)
861 - TRAVEL/MILEAGE/GAS	3,062.50	4,800.00	(1,737.50)
900 - INTEREST EXPENSE	270.21	280.00	(9.79)
910 - INSURANCE	3,948.80	3,800.00	148.80
915 - PROJECTS	11,894.07	6,940.00	4,954.07
920 - UTILITIES	2,510.36	1,500.00	1,010.36
940 - DEPRECIATION EXPENSE	3,398.88	3,675.00	(276.12)
980 - EQUIPMENT/REPAIRS	4,666.34	1,550.00	3,116.34
980.1 - OUTDOOR MAINTENANCE	1,843.62	0.00	1,843.62
980.2 - INDOOR MAINTENANCE	0.00	185.00	(185.00)
981-HDM FLEET MAINTENANCE/GAS	3,003.75	1,250.00	1,753.75
TOTAL EXPENSE	223,255.51	202,077.00	21,178.51
NET ORDINARY INCOME	(39,099.93)	(19,667.00)	(19,432.93)
OTHER INCOME/EXPENSES			
OTHER INCOME			
990 - INTEREST/DIVIDEND INCOME	24.96	120.00	(95.04)
999 - OTHER INCOME	35.00	250.00	(215.00)
TOTAL OTHER INCOME	59.96	370.00	(310.04)
OTHER EXPENSE			
999.1 - OTHER EXPENSE	0.00	80.00	(80.00)
99999 - LEGAL EXPENSE	272.00	70.00	202.00
TOTAL OTHER EXPENSE	272.00	150.00	122.00
NET OTHER INCOME	(212.04)	220.00	(432.04)
NET INCOME	(39,311.97)	(19,447.00)	(19,864.97)

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
October - December 2021

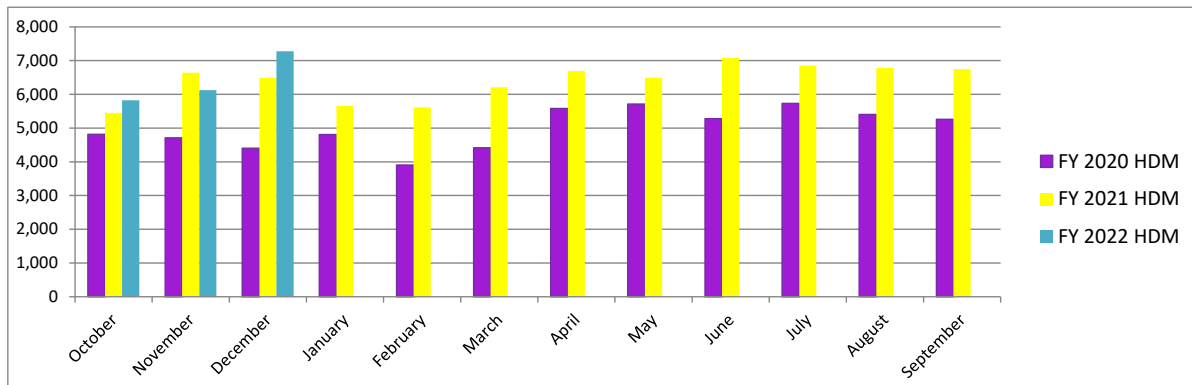
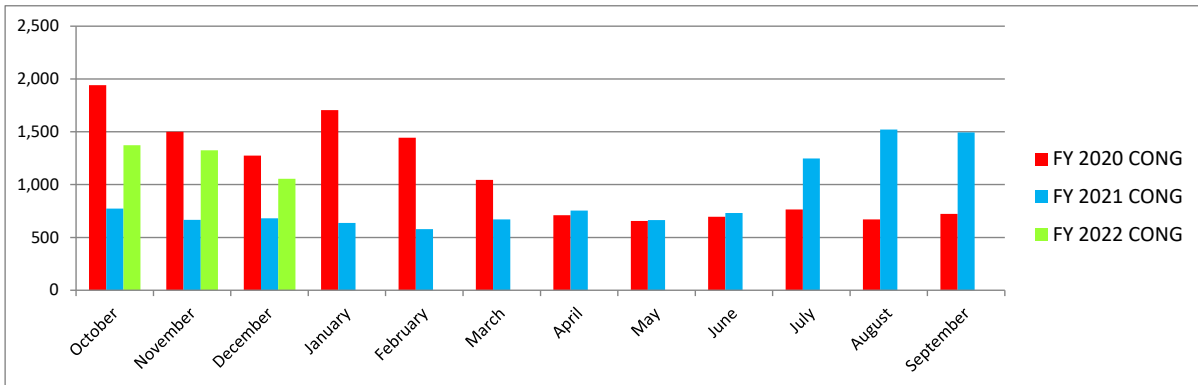
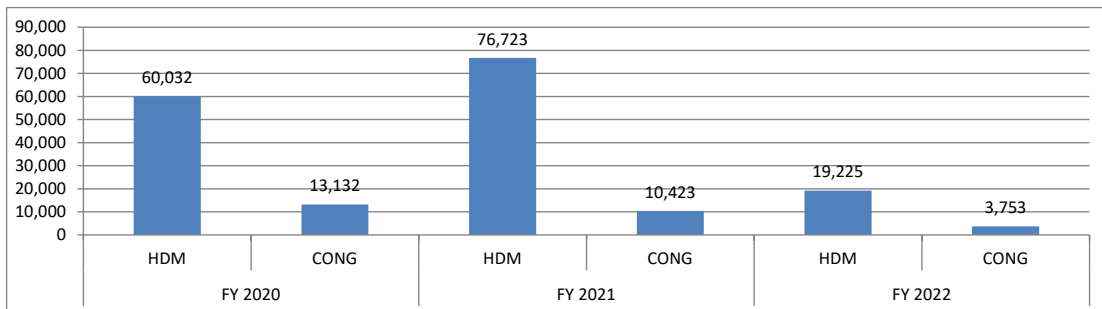
	Oct-Dec 2021	Budget	\$ Change	
ORDINARY INCOME/EXPENSE				
INCOME				
519.03 · TITLE III C2 INCOME	25,833.00	26,745.00	(912.00)	24.1%
519.05 MIPPA (MMAF)	150.00	400.00	(250.00)	5.0%
519.06 WAIVER-SNOW REMOVAL	42.00	240.00	(198.00)	2.9%
540 · GRANTS	25,000.00	28,745.00	(3,745.00)	22%
561 - HDM WAIVER	2,239.00	1,970.00	269.00	21.7%
642 · CHARGES FOR SERVICES/CONT	635.69	780.00	(144.31)	20.2%
642.01 · FEE FOR SERVICE/CHORE	522.00	700.00	(178.00)	3.7%
642.02 · FEE FOR SERVICE/HOMEMAKER	5,012.00	7,500.00	(2,488.00)	14.9%
642.03 - FEE FOR SERV/SNOW REMOVAL	12,345.00	13,500.00	(1,155.00)	63%
642.1 - FEE FOR SLIDING SCALE CLIENTS	11,240.25	11,200.00	40.25	16%
642.05 - FEE FOR PRIVATE PAY & INS	353.75	160.00	193.75	9.3%
670 - CLIENT INCOME	16,542.43	16,000.00	542.43	15.3%
671 - PACE NORTH Client Income	2,065.50	2,400.00	(334.50)	21.5%
673 · NEWSLETTER SUB	110.00	90.00	20.00	27.5%
675 · DONATIONS	37,209.65	34,400.00	2,809.65	27%
676 · MILLAGE	289,359.99	294,586.00	(5,226.01)	24.6%
677· FUNDRAISING INCOME	41,796.55	37,000.00	4,796.55	52.2%
680 · VOLUNTEER WAGES (IN-KIND).	17,855.00	18,960.00	(1,105.00)	23.5%
681 - IN-KIND (non-volunteer)	5,723.25	6,000.00	(276.75)	63.6%
TOTAL INCOME	494,035.06	501,376.00	(7,340.94)	24.1%
GROSS PROFIT	494,035.06	501,376.00	(7,340.94)	
EXPENSE				
705 · SALARY AND WAGES	221,715.40	222,000.00	(284.60)	23.7%
708 · PAYROLL TAX EXPENSE	12,944.46	18,000.00	(5,055.54)	17.7%
709 · EDUCATION/TRAINING	363.95	1,000.00	(636.05)	5.4%
710 · EVENTS	349.11	675.00	(325.89)	12.9%
711 · TGPSC ACTIVITIES	615.01	675.00	(59.99)	22.8%
715 · CLOTHING ALLOWANCE	257.64	0.00	257.64	0
717 · DUES/SUBSCRIPTIONS	1,994.00	1,800.00	194.00	41.5%
721 · COMPUTER EXPENSES	4,328.82	6,176.00	(1,847.18)	17.5%
725 · FRINGE BENEFITS	(8,413.04)	(2,540.00)	(5,873.04)	0
726 - FUNDRAISING/MARKETING EXP	1,704.83	3,300.00	(1,595.17)	29.9%
727 · SUPPLIES	10,221.16	8,250.00	1,971.16	31%
727.2 · OFFICE EXP	4,032.15	3,122.00	910.15	32.2%

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
October - December 2021

	Oct-Dec 2021	Budget	\$ Change	
727.3 - POSTAGE	1,974.69	1,000.00	974.69	49.3%
727.4 - ADVERTISING	5,244.39	2,400.00	2,844.39	97%
740 - FOOD	63,881.36	54,000.00	9,881.36	32.2%
819 - CONTRACTUAL	48,426.89	38,775.00	9,651.89	20.5%
820 - VOLUNTEER WAGES (IN-KIND)	17,855.00	18,960.00	(1,105.00)	23.5%
825 - VOLUNTEER EXPENSES	4,007.13	3,320.00	687.13	26.8%
850 - TELEPHONE	1,154.99	1,440.00	(285.01)	20%
861 - TRAVEL/MILEAGE/GAS	8,237.60	9,800.00	(1,562.40)	23.5%
900 - INTEREST EXPENSE	832.51	865.00	(32.49)	25.7%
910 - INSURANCE	12,650.66	11,400.00	1,250.66	24.9%
915 - PROJECTS	14,859.53	8,860.00	5,999.53	85%
920 - UTILITIES	8,094.25	6,300.00	1,794.25	30%
940 - DEPRECIATION EXPENSE	8,397.88	11,005.00	(2,607.12)	19.1%
980 - EQUIPMENT/REPAIRS	16,912.95	4,650.00	12,262.95	91%
980.1 - OUTDOOR MAINTENANCE	1,889.59	640.00	1,249.59	28.6%
980.2 - INDOOR MAINTENANCE	124.96	545.00	(420.04)	5.6%
981-HDM FLEET MAINTENANCE/GAS	8,116.44	3,750.00	4,366.44	54%
			0.00	0
TOTAL EXPENSE	472,774.31	440,168.00	32,606.31	23%
NET ORDINARY INCOME	21,260.75	61,208.00	(39,947.25)	
OTHER INCOME/EXPENSES				
OTHER INCOME				
990 - INTEREST/DIVIDEND INCOME	235.19	360.00	(124.81)	
999 - OTHER INCOME	140.20	750.00	(609.80)	
TOTAL OTHER INCOME	375.39	1,110.00	(734.61)	
OTHER EXPENSE				
999.1 - OTHER EXPENSE	0.00	250.00	(250.00)	
99999 - LEGAL EXPENSE	3,301.76	870.00	2,431.76	
TOTAL OTHER EXPENSE	3,301.76	1,120.00	2,181.76	
NET OTHER INCOME	(2,926.37)	(10.00)	(2,916.37)	
NET INCOME	18,334.38	61,198.00	(42,863.62)	

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

	FY 2020		FY 2021		FY 2022	
	HDM	CONG	HDM	CONG	HDM	CONG
October	4,814	1,942	5,451	774	5,827	1,374
November	4,711	1,500	6,644	666	6,124	1,324
December	4,404	1,275	6,490	682	7,274	1,055
January	4,812	1,706	5,658	638		
February	3,903	1,445	5,616	579		
March	4,416	1,044	6,212	671		
April	5,582	710	6,695	754		
May	5,711	657	6,495	664		
June	5,281	696	7,079	731		
July	5,735	765	6,853	1,247		
August	5,403	670	6,786	1,522		
September	5,260	722	6,744	1,495		
total meals	60,032	13,132	76,723	10,423	19,225	3,753



December 2021 Journal Entry Summary

- 939. JE to record donation of credit by client family
- 940. JE to record monthly depreciation expense (non-cash transaction) *
- 941. JE to record donations to Christmas gift bag program
- 942. JE to adjust monthly inventory to actual after physical inventory done at TGP *
- 943. JE to record payroll wages/taxes across all programs – original payroll entry posts to one class *
- 944. JE to reclass payroll health insurance deductions from “uncategorized” to appropriate class, i.e. Home Health and Admin *
- 945. JE to record 401K payroll deferrals across all programs - original payroll entry posts to one class *
- 946. JE to reclass payroll reimbursements for TGP craft/activities
- 947. JE to reclass payroll mileage reimbursements from “uncategorized” to appropriate class, i.e. Home Health and Admin *
- 948. JE to reverse JE 905 – voided check cleared bank
- 949. JE to reverse JE 909 – voided check cleared bank
- 950. JE to record volunteer hours in-kind wages *

* **Monthly recurring Journal Entries.**

BENZIE SENIOR RESOURCES

Monthly Journal Entries

December 2021

Trans #	Type	Date	Num	Memo	Debit	Credit
120556	General Journal	12/01/2021	939	DONATION OF CREDIT BY CLIENT FAMILY DONATION OF CREDIT BY CLIENT FAMILY	49.50	49.50
					49.50	49.50
121017	General Journal	12/31/2021	940	TO RECORD DEPRECIATION TO RECORD DEPRECIATION	3,398.88	3,398.88
					3,398.88	3,398.88
121255	General Journal	12/31/2021	941	donations to Christmas gift bag program donations to Christmas gift bag program	5,723.25	5,723.25
					5,723.25	5,723.25
121257	General Journal	12/31/2021	942	adjust Inventory to actual adjust Inventory to actual adjust Inventory to actual adjust Inventory to actual adjust Inventory to actual	344.45 358.50 234.32 234.32	1,171.59
					1,171.59	1,171.59
121258	General Journal	12/31/2021	943	TO RECORD PAYROLL SPREAD BY PROGRAM TO RECORD PAYROLL SPREAD BY PROGRAM	12,489.72 113.71 1,196.00 6,311.31 8,864.35 1,381.91 1,186.64 1,164.03 7,004.23 3,240.04 4,449.87 977.29 6.98 86.68 432.20 690.65 104.53 86.68 84.89 559.81 203.51 372.30	47,401.83
						3,605.50
					51,007.33	51,007.33

BENZIE SENIOR RESOURCES
Monthly Journal Entries
December 2021

Trans #	Type	Date	Num	Memo	Debit	Credit
121259	General Journal	12/31/2021	944	TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY PROG...		1,039.88
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY PROG...		298.17
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY PROG...		3.72
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY PROG...		37.22
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY PROG...		131.18
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY PROG...		49.16
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY PROG...		29.54
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY PROG...		37.22
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY PROG...		23.95
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY PROG...		289.38
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY PROG...		21.85
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY PROG...		64.65
				TO RECORD PAYROLL INSURANCE DEDUCTION SPREAD BY PROG...	2,025.92	
					2,025.92	2,025.92
121260	General Journal	12/31/2021	945	reclass ER MATCH 401k		1,813.63
				reclass ER MATCH 401k	286.64	
				reclass ER MATCH 401k	195.42	
				reclass ER MATCH 401k	2.85	
				reclass ER MATCH 401k	28.50	
				reclass ER MATCH 401k	128.86	
				reclass ER MATCH 401k	191.06	
				reclass ER MATCH 401k	28.65	
				reclass ER MATCH 401k	28.50	
				reclass ER MATCH 401k	26.57	
				reclass ER MATCH 401k	76.54	
				reclass ER MATCH 401k	678.40	
				reclass ER MATCH 401k	141.64	
					1,813.63	1,813.63
121261	General Journal	12/02/2021	946	reclass payroll rembursements		35.00
				reclass payroll rembursements - crafts/activities	35.00	
					35.00	35.00
121262	General Journal	12/31/2021	947	reclass mileage - ADMIN	64.50	
				reclass mileage - SR. CENTER	82.00	
				reclass mileage - HH	2,916.00	
				reclass mileage		3,062.50
					3,062.50	3,062.50
121266	General Journal	12/31/2021	948	reverse JE 905 - voided check cleared bank		44.00
				reverse JE 905 - voided check cleared bank	44.00	
					44.00	44.00

BENZIE SENIOR RESOURCES
Monthly Journal Entries
December 2021

Trans #	Type	Date	Num	Memo	Debit	Credit
121267	General Journal	12/31/2021	949	reverse JE 909 - voided check cleared bank reverse JE 909 - voided check cleared bank	7.00	7.00
					7.00	7.00
121274	General Journal	12/31/2021	950	TO RECORD INKIND WAGES	5,552.50	5,552.50
				TO RECORD INKIND WAGES		
				TO RECORD INKIND WAGES	214.20	214.20
				TO RECORD INKIND WAGES		
					5,766.70	5,766.70
TOTAL					74,105.30	74,105.30

**BCEMS update for BOC
January 25, 2022**

I. 2022 EMS Advisory Committee: Chair-Mike Mead, Vice-Chair Tim Markey, Secretary Tom King

II. Old Business

Fleet Report

A21, Honor unit: going in for exhaust leak and blower issues to Fox

A22, Backup: Running good

A31, Frankfort: Running good

A32, Backup: running good

A33, Day Car: running good

Covid-19 Preparedness

EMS continues to respond to COVID patients daily.

Ambulance purchase

- Updated delivery of budgeted ambulance to be expected in March of 2022.

A32 Autoloader

As soon as we have a delivery date on the autoloader, we will schedule installation.

911/EMS Expansion

Nothing new to add at this time

Parking Lot Paving

Ron Brown will begin paving in spring/summer 2022

Treasurer Report

22% fund Balance

III. New Business

Active shooter training

EMS participated in active shooter training at Benzie Central and Frankfort High in December along with law enforcement and Fire services throughout the county.

Calvin Dennis is taking lead on working with EOC, Law enforcement, Fires services and EMS to continue training for active shooter scenarios and general multi agency responses to various emergency requests. Calvin is also working with HR on grant opportunities

Water Rescue Training

There will be cold water rescue training coming up in Frankfort involving fire, coast guard Federal park rangers and EMS.

Red Bull sponsored Snow cross race at Twisted Trails in February.

Thompsonville and BCEMS has been contacted by Twisted Trails to provide on site medical coverage for the Red Bull Snow Cross race on February 18-19. EMS will be compensated for services provided. Due to the lack of time, we will use the same rates as we did for Iron Man 2021.

Monthly EMS Stats												
	Jan-21	Feb-21	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec
Total EMS runs	174	179	140	152	156	184	223	192	229	186	182	187
Total 911 Calls	140	138	108	124	117	146	172	146	187	142	141	140
Transfers	19	32	26	21	29	28	39	30	29	37	30	31
Intercepts	2	2	6	3	4	6	3	8	5	5	5	8
Total BCEMS Transports	130	122	88	111	113	130	149	126	158	147	132	117
Total Non-Transports	45	57	46	40	43	48	71	28	66	39	45	62
Destination												
Cadillac	0	0	1	0	0	0	0	0	0	0	0	2
Grand Rapids	2	0	0	0	1	0	0	0	0	0	0	0
Grayling	0	0	0	0	0	0	0	0	0	0	1	0
Hospice House	0	0	0	0	0	0	0	0	1	0	0	0
Manistee	1	4	2	0	3	1	3	2	3	4	3	1
Maples	0	0	1	1	0	1	2	1			0	0
Munson	113	105	79	95	98	117	117	116	134	127	111	102
Other	6	0	5	0	1	0	6	0	6	3	2	0
POH	6	13	12	14	10	13	27	14	18	12	17	18
POH LTC	0	0	0	1	0	0	0	0	0	0	0	1
Assisted Living in GT	0	0	0	0	0	1	0	0	0	0	0	1
Chief Complaint												
Chest Pain	12	6	16	10	20	21	24	14	13	6	9	8
Deaths	5	0	2	1	1	1	1	0	2	5	4	6
Stroke	10	7	6	4	2	3	5	5	6	6	6	4
Substance abuse	5	7	3	2	4	9	7	6	4	5	3	2
Peds	14	11	8	10	3	7	14			5	na	na
Psych	4	6	8	5	5	4	6	4	3	4	4	5
Calls per County												
Benzie	163	172	129	143	148	173	210	180	218	174	169	180
Grand Traverse	9	0	6	7	7	9	9	9	8	9	11	6
Manistee	1	0	3	1	1	1	2	2	3	1	2	1
Leelanau	0	3	0	1	0	1	2	0	0	1	0	0
na	0	0	1	0	0	0	0	1	0	1	0	0
Wexford	1	0	0	0	0	0	0	0	0	0	0	0
Calls per day of week												
Sunday	22	18	16	17	17	25	27	21	38	26	26	20
Monday	25	16	21	16	33	20	26	31	25	34	30	23
Tuesday	27	30	21	28	28	29	28	33	33	24	27	17
Wednesday	24	35	28	14	24	29	31	17	32	21	22	27
Thursday	18	32	13	27	14	27	24	35	44	25	24	34
Friday	29	24	25	30	23	25	46	21	34	28	22	34
Saturday	29	24	16	20	17	29	41	34	23	28	31	32
Average Response time								10.22	9.67	9.91	9.98	10.23
Average Shoot Time								2.65		3.64	5.19	6.09

ACTION ITEMS

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: January 18, 2022

Subject: **Extension of use of CARES Act Funding for COVID sick time**

As briefly mentioned at the January 11 Board meeting, I was working with our Treasurer and Auditors to clean up the accounting related to funding held as CARES Act Funding. We have done so and are comfortable recommending an extension of the use of these dollars to cover sick time for employees who test positive for COVID for an additional 60 days, with the added benefit to sunset after that. Please keep in mind that the quarantine time has been shortened to five days by both CDC guidance and our local health department and that our staff receive many hours of paid time off as part of their benefit packages; many of these banks refilled in January. I also want to note that these funds now have had their spending limitations lifted.

The CARES grant was originally managed by our prior Administration team and when the turnover occurred, the documents were given to the Treasurer. With the Treasurer being short-handed, files were given back to me to work through and finalize. In my review, I discovered that these dollars were reimbursement for COVID related expenses in the 2019/2020 fiscal year. The funds have been accounted for at the State level, with all reporting being properly filed. The issue was that the funds were not allocated back to the general fund as reimbursement as intended; they stayed in the 282 CARES Act grant fund. What should have happened is that funds should have been accounted back to the general fund, freeing up other general fund dollars to cover shortfalls or other unbudgeted costs at that time which could have stopped any use of fund balance. This did not happen. On paper these funds were allocated as reimbursement to their respective funds, but in our accounting, they were not, and the cash is still sitting in the account. According to our Auditor, because these funds have been accounted for properly with the State of Michigan and were reimbursement for two fiscal years ago, they are now general fund dollars. Therefore, these funds could be utilized at the discretion of the Board of Commissioners.

The Board of Commissioners took action to allow employees to be paid regular time when they're off for COVID reasons, rather than requiring them to use their paid time off benefits. At the time this was approved, we were operating under the assumption that the CARES grant dollars had to be used for a purpose such as this; we now know this is not true. This added benefit did sunset on January 11th at which time I did not recommend an extension until I was able to answer some additional questions related to the funding. We now know that funds being used to pay for this time are truly general fund dollars.

While I know that this information may come as a surprise to some as it did me and that my ultimate recommendation will be an unpopular one, I do believe it is my duty to give the Board all the information necessary to make an informed decision.

The Board will need to authorize letters of understanding with all bargaining groups agreeing to these added benefits above and beyond the negotiated contract and at the recommendation of our legal counsel, should adopted a related policy. I have attached a policy which has been reviewed by our legal counsel.

RECOMMENDATION:

That the Board of Commissioners approves the return of leave hours to employees or pay, if applicable, employees who have met one of the following conditions within the timeframe of January 11, 2022, through January 25, 2022:

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

Further that the Benzie County Board of Commissioners authorize the Benzie County Administrator in conjunction with the respective Department Head or Elected Official to approve pay to employees meeting the following conditions within the timeframe of January 26, 2022, through February 25, 2022:

- 1) Medical facility confirmed positive test for Covid 19 or it's variants, or 2) are required to quarantine by their respective department head; and further

that the Board of Commissioners adopts the Resolution Adopting a Health Advisory Leave Policy related to the COVID-19 pandemic and preauthorizes seven letters of understanding outlining the additional benefits with the respective bargaining units, with the policy and seven letters of understanding to sunset on February 25, 2022.



BENZIE COUNTY BOARD OF COMMISSIONERS

RESOLUTION ADOPTING A HEALTH ADVISORY LEAVE POLICY

RESOLUTION #22 - _____

WHEREAS, the COVID-19 virus pandemic emphasizes the need for policies and procedures in response to public health advisories; and

WHEREAS, in light of this need, a policy is warranted to govern paid leave for Benzie County employees unable to work due to illness and/or mandatory self-quarantine requirements issued by state, local or federal health officials related to COVID-19; and

WHEREAS, adoption of a Health Advisory Leave Policy is supported by County Labor Representatives to address this need; now, therefore be it

RESOLVED, that the Benzie County Board of Commissioners hereby adopts the attached Health Advisory Leave Policy, retroactive to July 1, 2021, in response to the COVID-19 outbreak; be it further

RESOLVED, that the Administrator in conjunction with respective Department Heads and Elected Officials are authorized to make any necessary leave approvals and budget adjustments until such policy sunsets on February 25, 2022.



Benzie County Health Advisory Leave Policy

Purpose and Applicability

The purpose of this policy is to provide the framework for interim and short-term action and response during a Health Advisory period and is applicable to all full-time County employees. In the event of a suspension of County operations, the provisions of this policy are superseded by any conflicting policy that may be adopted.

Authority and Responsibility

In the event of an outbreak or potential outbreak of disease determined and declared by Benzie County, in consultation with the Benzie-Leelanau District Health Department, to be a severe communicable disease, the Benzie County Board of Commissioners authorizes the County Administrator, Judges and Elected Officials, or their designees, to appropriately monitor and coordinate actions and implement measures to safeguard the welfare of its employees and residents while maintaining operations in an effective and efficient manner.

The Administrator is responsible for reviewing this policy and submitting recommended changes to the Board of Commissioners for approval. Recommended changes may include, but are not limited to, alteration in the maximum number of paid Health Advisory Leave hours authorized for use by full-time employees, expansion of the definition of family member, compliance and coordination with laws, regulations, executive or operative orders, etc.

Health Advisory Leave

Employees who are currently eligible for, or upon becoming eligible for, paid leave under the provisions of an Emergency Family and Medical Leave Act and/or the Emergency Paid Sick Leave Act or (any other special and temporary law or regulation to provide temporary or emergency paid leave during a pandemic) are not eligible for this temporary emergency Health Advisory Leave nor eligible for continuation Health Advisory Leave after becoming eligible under such laws or regulations.

If the County Administrator and Elected Official/ Department Head authorizes a full-time employee to take Health Advisory Leave, the employee:

1. Will be paid under the conditions of the Health Advisory Leave Policy to care for themselves. This paid leave is separate and distinct from any other category of paid leave, including but not limited to paid sick leave for care for a family member. "Care for a family member" includes care required due to closure of schools, day care facilities, or other care facilities.
2. Shall not use Health Advisory Leave for previously scheduled unrelated medical appointments/procedures, vacation or other leaves of absence unrelated to the Health Advisory.
3. Paid Health Advisory Leave hours are available for use to provide paid leave for hours an employee is regularly scheduled to work not to exceed five working days

as established by the Center for Disease Control (CDC).

4. Must follow established call-in/reporting procedures to notify supervision of their absence in the event Health Advisory leave is taken.

There shall be no duplication of benefits under this policy and applicable laws.

Return from Health Advisory Leave

Employees may report to work if the employee's symptoms are no longer occurring or are improving and if they are free of fever (100.4 degrees or greater) for at least the minimum period of time recommended by qualified health officials prior to the start of their shift, without the use of fever-reducing or other symptom altering medicines (cough suppressants). Supporting documentation from a health care provider may or may not be required (see Medical Documentation below).

Unscheduled Absence

Absences using an approved Health Advisory Leave will not be counted as an unscheduled or unexcused absence unless an employee does not follow established call-in/reporting procedures to notify supervision of their absence except under exigent circumstances or does not provide required medical documentation (see Medical Documentation below).

FLMA Leave of Absence

During a Health Advisory period, employees may or may not be required to submit documentation from a health care provider required during non-Health Advisory periods to support any need for leave due to a qualifying circumstance under the Family and Medical Leave Act (FMLA), Emergency Family and Medical Leave Act and/or the Emergency Paid Sick Leave Act (see Medical Documentation below). The Human Resources Department will issue Notice of FLMA Rights to employees where notice of a potential need for FMLA/EFMLA leave is identified and communicated to Human Resources personnel.

Medical Documentation

During a Health Advisory period, employees may or may not be required to submit supporting documentation from a health care provider customarily required during non-Health Advisory periods. Circumstances including, but not limited to, the nature of the health advisory, recommendations of qualified health officials and availability of health care resources will be some of the considerations used to determine whether to waive, grant a delay in providing, or not waive the customary documentation requirement.

Sunset of Policy

This policy shall remain in effect until its sunset of February 25, 2022 for full-time County employees.

I, Dawn Olney, duly elected Clerk for the County of Benzie, Michigan, do hereby certify that the above policy was adopted by the Benzie County Board of Commissioners at a regular Board meeting held on January 25, 2022.

Dawn Olney, Benzie County Clerk

Commissioner Reports

Art Jeannot
Commissioner Report
January 25, 2022

- Participated in 2 meetings on behalf of the County since our January 11th meeting.
- **1/14 - MAC Finance and General Governance –**
 - We discussed broadband and what resources may be available to rural communities. It appears that investing into broadband study will improve our chances to secure grants going forward. Katie Zeits joined the conversation.
 - Discussed contract limits for county administrators. I understood the presenter to say state statutes limit contracts to 3 years.
 - Personal property tax exemption increasing in 2022.
 - MAC opposes Shirkey bill related to community mental health.
- **1/20 – NMCA -**
 - I continue to serve on the agencies executive committee. Topics discussed represented day to day activities and an overview on the yearly audit that is in process.
- **Other –**
 - **1/12** – Commissioner Sauer and I met with the new Maples administrator, Nate Loop. This was an opportunity to discuss some of the history and relationship between the Maples and BOCs. This was a positive conversation and I believe will help develop a working relationship.
 - **1/19** – A Brownfield Seminar was presented by EGLE. Katie Zeits also joined the presentation. There was information about eligible projects and potential to access grants and loans for economic development. It was stressed about the need to have project ready opportunities.

County Administrator Report

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: January 19, 2022

Subject: **Administration Update**

Capital Budget

It was requested at the October 26th 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 January 5th, the Board has approved a total of \$195,864 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.

I do have approval of a proposal for generator onboarding on the Committee of the Whole in the not-to-exceed amount of \$10,000.

Technology

I will have an update at Tuesday's meeting as to internet/phone services and device replacement; I have a meeting with IT Right on Monday.

Broadband Survey

We have obtained over 1200 unique responses to the internet survey! I've requested additional help from the community for the southern areas of our county, responses are lacking there. If you know of anyone in those areas, please have them participate in the survey. Merit is working to finalize travel arrangements to present their final report to the Board; it's looking like closer to mid-March.

Please let me know if there are any questions.

Thank you!

Committee Of The Whole

**THE BENZIE COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE
January 11, 2022**

The Benzie County Board of Commissioners met as a Committee of the Whole on Tuesday, January 11, 2022, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chair Bob Roelofs at 1:30 p.m.

Present were: Commissioners Jeannot, Miller, Roelofs and Sauer

Excused: Commissioner Markey, Nye and Warsecke

The Pledge of Allegiance was recited.

Agenda:

Motion by Jeannot, seconded by Miller, to approve the agenda as amended, adding 11.c. 2021 Accomplishments. Ayes: Jeannot, Miller, Roelofs and Sauer Nays: None Exc: Markey, Nye and Warsecke Motion Carried.

Minutes:

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

1:32 p.m. Public Input – None

Human Resources Update: Kristine Bosley, HR Director, updated the board – it has been 45 days since she joined the county and has gotten a lot accomplished: every step of the payroll process has been memorialized into a document that anyone could do the process; working on W-2s; been working on recruitment with the Sheriff Dept and Kyle Maurer with Animal Control; we are preparing a shared folder that all employees can go to with payroll forms and information; timesheet software will be implemented in February.

Technology Update: Talked about at the board meeting this morning.

Buildings & Grounds Update: No update; Comm Jeannot inquired regarding the Space Needs study – will talk about that at a future meeting.

Finance:

- a. Jail Medical Services Contract: Motion by Sauer, seconded by Miller, to recommend to the Board of Commissioners to enter into a Professional Services Agreement with All Access Care, PLLC in the not-to-exceed amount of \$127,761, with funds available in the jail fund subject to approval by County legal counsel and that the Chair be authorized to sign. Ayes: Jeannot, Miller, Roelofs and Sauer Nays: None Exc: Markey, Nye and Warsecke Motion carried.

Topics for Continued Discussion:

- a. Goal Setting: Katie asks that we schedule a special meeting for a work session to brainstorm some goals for the Board of Commissioners and Committee of the Whole; some areas to target for the Administration to work toward.

Committee of the Whole

Page 2 of 3

January 11, 2022

- b. Headlee: Chair Roelofs stated that we need all seven members here for this discussion; Katie asks if you are thinking this election cycle or not? Administrator and clerk will work together to get a special meeting scheduled for this topic.
- c. 2021 Accomplishments: this list was compiled by Comm Jeannot; if any commissioners think of something to add, let us know.

2:38 p.m. Public Input – None

Motion by Miller, seconded by Jeannot, to adjourn at 2:39 p.m. Ayes: Jeannot, Miller, Roelofs and Sauer Nays: None Exc: Markey, Nye and Warsecke Motion carried.

Bob Roelofs, Chair (BOC)

Dawn Olney, Benzie County Clerk

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

1. To enter into a Professional Services Agreement with All Access Care, PLLC in the not-to-exceed amount of \$127,761, with funds available in the jail fund subject to approval by County legal counsel and that the Chair be authorized to sign.

DRAFT

Committee Appointments

Dawn Olney

From: Jeannette Feeheley <jeannettefeeheley@gmail.com>
Sent: Friday, January 14, 2022 12:38 PM
To: Dawn Olney
Subject: Request for Reappointment

Dear Dawn,

Per our phone conversation today, I am hereby submitting a request to the Benzie County Board of Commissioners for reappointment to the Benzie County Transportation Authority when my current term expires April 30, 2022. If I need to submit anything else, please let me know.

Thanks for your help,

Jeannette Feeheley

Home: 1917 Crystal Drive, Frankfort MI 49635

Mail: P O Box 1570, Frankfort MI 49635

Phone: 231.352.6295

RECEIVED

JAN 14 2022

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Correspondence

Dawn Olney

From: Jim Gribble <jim@jimgribble.com>
Sent: Tuesday, January 18, 2022 12:03 PM
To: media@betsievalleytrail.org
Subject: PRESS RELEASE: Friends of The Betsie Valley Trail Launch Fundraiser to Build New Storage Facility
Attachments: Joy2Ride Benzie.png; Friends BVT Storage Facility Location.jpg; Betsie Valley Trail check award.jpg

RECEIVED

JAN 18 2022

FOR IMMEDIATE RELEASE JANUARY 18, 2022

FRIENDS OF THE BETSIE VALLEY TRAIL LAUNCH FUNDRAISER TO BUILD NEW STORAGE FACILITY

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

BEULAH, MI Thanks to two grants already received, The Friends of the Betsie Valley Trail are well on their way to raising the \$20,000 needed to build a much-needed storage facility. The new facility, to be built at the River Road trailhead, will be a big help to the volunteers who keep the trail beautiful and safe. It will also house specially designed wheelchair bikes used by the non-profit Joy2Ride who provide those with mobility issues opportunities to enjoy the trail.

According to Friends President, Jed Maker, "The volunteer trail crew have long had a need for a storage facility along the trail. Currently, the Friends have several spread out, inconvenient, and costly storage sites, none of which are ideal for storage of motorized grooming equipment. Volunteers are expected to bring their own tools, which limits the ability to even get routine maintenance activities accomplished in a timely and efficient manner. The impact of this situation over the years has resulted in much wasted time, limited options, volunteer frustration, and expensive contracting of jobs which the Friends could otherwise handle."

"...an immediate as well as ongoing cost savings."

"Having a safe, convenient, trail-side, centralized storage will allow us to expand our inventory of trail care equipment, instead of relying on volunteers to bring their own," commented Charlie Gregory, Trail Care Coordinator. "Having a mower, blower, and tool chest along the trail will give us a far greater ability to perform regular clean-up and improvement projects for which we currently must contract – it'll be an immediate as well as ongoing cost savings."

"Game-changer" for Joy2Ride!

In addition to the benefits to trail volunteers, the dedicated storage will also become home to the 'bikes' used by the non-profit, Joy2Ride. www.joy2ridebenzie.org The popular Joy2Ride program allows individuals who are physically unable to pedal or ride a bike, the opportunity to enjoy the trail by using a specially designed wheelchair bike and volunteer "pilots".

"Having a 'home' for our equipment and supplies adjacent to the trail is a game-changer for Joy2Ride!" exclaimed Carol Kraak, the program's director. "This will make staging so much more accessible for our riders

and we could not be more excited about this project! I hope people will step-up and donate to help make this facility a reality."

Plans and Location are Set

In late fall, Fred Stransky (Project Manager), Jed Maker, Doug Barry (DNR), and Carol Kraak met to decide on a location for the new storage facility. After ruling out one proposed location, the group was unanimous in their choice of a spot at the River Road parking and trailhead site. Stransky commented, "The location will provide good access to parking needed for Joy2Ride staging, the site prep will be fairly simple, and it's centrally located between Beulah and Frankfort, the most heavily used portion of the trail."

"We decided on a prefabricated building that's 16'x32'," Stransky continued. "It should provide the Trail Crew volunteers and Joy2Ride the room needed. The total cost, including site prep and electrical work is expected to be approximately \$20,000."

Friends have Already Received Two Grant Awards

A few months ago, the Friends were notified that their grant request to the Seabury Foundation www.seaburyfoundation.org specifically earmarked for the storage facility project was approved. The Chicago-based foundation has since provided the grant funds totaling \$7,500.

[NEWSFLASH] Officially announced today, the Friends were also one of the winners of a \$5,000 grant from Mountain Dew's Outdoor Grants Program. www.mountaindew.com/world/outdoorgrants/ The Friends received the award because of their ongoing commitment to the outdoor experience.

The Friends are calling on their supporters to provide the remaining \$7,500 needed to build the facility and ask that contributions be made through their website at www.betsievalleytrail.org/donate

Provided images:

1. Illustration indicates the planned location of the storage facility at the River Road trailhead.
2. Another happy Joy2Ride user enjoys the Betsie Valley Trail.
3. Mountain Dew award check. In the photo from left to right:
Charlie Gregory, Trail Care Coordinator and Friends Board Member
Doug Barry of the Michigan Department of Natural Resources
Fred Stransky manager of the storage facility project and Friends Board Member

Media contact:

Jim Gribble, Friends Public Relations media@betsievalleytrail.org phone: (231) 227-1164

Individuals available for interviews:

Jed Maker, Friends Board President chairman@betsievalleytrail.org phone: (262) 492-5169

Carol Kraak, Joy2Ride joy2ridebenzie@yahoo.com phone: (231) 651-0434





Proposed 16' x 32'
Prefabricated
Storage Building

Existing Vault
Toilet

Accessible Drive Connection to
Proposed Storage Building
(Final Location TBD)

Existing Gravel
Turn-Around

Pave Existing
Path Connection

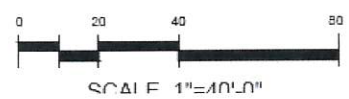
Existing Wood
Rail Fence

Existing Trial Kiosk

Existing Gravel
Parking Area

RIVER ROAD

Existing Trailhead/Boat
Launch Parking Lot Entrance



PROPOSED STORAGE BUILDING LOCATION
TRAILHEAD IMPROVEMENT PLAN



Mtn Dew OUTDOOR GRANTS

1001

Date: January 2022

Pay to the
order of:

Friends of the Betsie Valley Trail

\$5,000.00

Five Thousand Dollars and 00/100

Memo: **Congrats!**



⑆0123456789⑆ ⑆0123456789012⑆ 1001



FRIENDLY FACES



Manuel Lamarche AdviseMI College Advisor



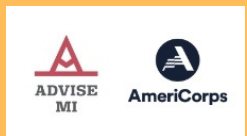
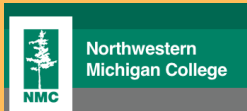
Emily Burrus
Benzie Central High School Counselor



Patty Roth
Frankfort High School Counselor



Erica Whiting
NMC College Completion Coach



BEST Benzie County Local College Access Network

To create and support a culture in Benzie County that reduces barriers and improves access to early childhood and post-secondary education for all residents including children, students and families, and adult learners.



IMPACT

The Benzie County AdviseMI College Advisor (Manuel LaMarche) worked, on a daily basis, with 140 (mostly) seniors on their college or career goals. This is the story of one of those students and his journey.

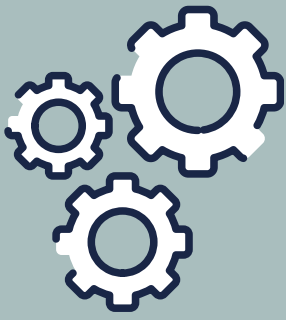
Over the course of 7 months, Manuel worked with this young man on his career goals. This student was POSITIVE no post secondary educational opportunities were in his future. While he had a strong interest in becoming proficient in a technical career, he was certain that was not attainable given his financial circumstances.

Manuel and the student took a deep dive into financial aid opportunities. Now, if you are a high school senior who cannot imagine yourself in a college setting, the idea of completing the FAFSA must seem like an exercise in futility. But, Manuel was gently persistent.

At the end of those 7 months, they found the student would be eligible for a Pell grant and was TIP eligible. Once the facts were laid out, this "I can't go to college" student was quoted as "huh, how about that, I really didn't think this was possible".

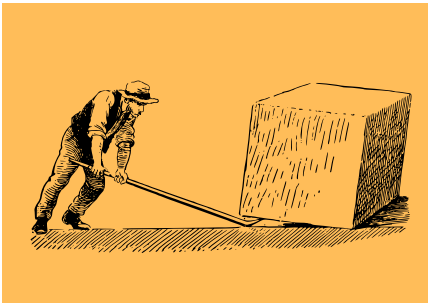
But, that is not the end of this story. The real story is the 25 minute conversation Manuel had with the student's guardian. The student went home and said to his guardian, I can go to Northwestern Community College! The very next day, that guardian called Manuel and said, "I don't have money for this child to go to college". Manuel replied, "There are several programs that can make this happen for this child. You just need to continue to love him; there are programs in place to help make it happen financially". Manuel has subsequently reached out to the College Completion Coach at NMC to make some early connections for the student and assisted with the funding arrangements.

These are the stories we want to share with our community. This is the impact an AdviseMI College Advisor offers our school systems. Spread the word.



Collective Impact

The BEST Benzie County Educational Network seeks to work with the community and school partners to remove the roadblocks to early childhood opportunities, high school opportunities or after high school opportunities for students - of all ages - living in Benzie County. With each story, we want to share a bit about those roadblocks and the role our partners play in removing them.



Students face several barriers to post-secondary success. These barriers include: the challenge of paying for those “after high school” certifications and, if desired, traditional college, lack of information about the post-secondary system (college AND skilled trades), a belief system that says, “you are not college material”, and a lack of life skills preparation for what “post-secondary” work will be.

Overcoming the Barriers:

The partnerships between the school counselors, the AdviseMI college advisor, the college completion coach, the local community college and the Benzie County community was instrumental in making this story possible.

- Encouraging a change the belief system: from "I can't do this" to "I can!"
- Focus and support of the school and county community on completing the FAFSA to reduce financial barriers to educational opportunities beyond high school.
- A community college offering skilled trades courses and certifications
- A community college with a college completion coach to level the playing field.

Sustainability and Alignment

Sustainability and Alignment with BEST Benzie County Cradle to Career Educational Network goals - ensuring this story can be **the** story for every student - requires:

- A community and a the school system that supports school counselors and college advisors,
- A focused awareness (community wide) of the importance of FAFSA completion - its for so much more than "college",
- A community college that offers students skilled trade certification as well as traditional college,
- A community college values the role of a college completion coach and,
- A community that sees the value and support after high school education for all of its residents.



In 2018, a group of CEO-level champions within the Benzie County community gathered to discuss the need for the Benzie County community to collaborate, support and promote a culture of continuing education, increased educational attainment and life-long learning that results in thriving and healthy community with long-term economic viability.

By 2019, those leaders had formed a cradle to career educational network, BEST (Building Educational Success and Training) Benzie County. While K-12 and higher education partners play a critical role in our educational network, the involvement of CEO-level leaders of local non-profits, philanthropic organizations, the business community and government are essential for **creating a culture that promotes of post-secondary attainment in the county**. It is those leaders in the community who are responsible for aligning systems within the educational space as well as leveraging their own organization or sector in support of the BEST Benzie County Common Agenda.

How we define “college”

- **College is postsecondary education**
 - We use the term college to refer to attainment of education beyond high school, including postsecondary certificates, apprenticeship, trade school as well as academic degrees.
- **College is a necessity**
 - Postsecondary attainment (getting additional education after high school) dramatically increases an individual’s economic independence in a knowledge-based economy
- **College is for everyone**
 - We work toward changing systems the perpetuate inequities in postsecondary attainment.
- **College is a public good**
 - Postsecondary attainment is critical to a just and equitable society, strong economy, thriving democracy, and healthy communities.







The BEST Benzie County Cradle to Career Educational Network seeks to

- ❖ Foster a college-going culture (in our county schools and throughout the local community).
- ❖ Identify multiple after high school pathways and facilitating smooth transitions.
- ❖ Improve affordability of post high school training and education.
- ❖ Support credential completion.

Our Goals: BEST Benzie County is committed to involve families and the community to:

1. **Increase access to high quality preschool for all 3- & 4-year old's in Benzie County.** BEST Benzie County has initiated the goal to *increase the percentage of Benzie County 3- & 4-year old's enrolled in a high quality preschool to 60% by 2030.*
2. **Increase college and career readiness, participation and completion by all county students and adult learners.** BEST Benzie County has adopted the National and State goal to *increase the percentage of Benzie County residents with a post-secondary degree or credential to 60% by 2030.*

Our Work: Alignment

-  **Foster a college-going culture (in schools and throughout the community).**
 - BEST Benzie County convenes agents of change across government, education and business to make an impact on the lives of Benzie County residents with regard to the advantages of seeking “after high school” educational opportunities.
-  **Identify multiple after high school pathways and facilitating smooth transition from high school to college or career.**
 - **Our Action Teams** participate in collaborative events. In addition, our teams plan and execute focused events in Benzie County to highlight the career options open to Benzie County residents (for graduating seniors and those adult students who may wish to seek new career opportunities).
-  **Improve affordability and availability of pre-school.**
 - **Increase attendance for high-quality prekindergarten programs** for 3- and 4-year-olds. Attendance in high quality pre-school opportunities can improve school readiness, with the greatest gains accruing to the highest-risk children. Support local efforts to create sustainable scholarship opportunities for families of pre-school aged children.
-  **Improve affordability and availability of post high school training and education.**
 - **Promote reduced tuition options** for recent graduates as well as adult learners to attend college. We are leveraging programs supported by the State of Michigan (Future for Frontliners and Michigan Reconnect).
 - BEST Benzie County will continue to explore sustainable tuition support that includes supporting two local educational foundations to increase college scholarship opportunities.
-  **Increase Free Application for Federal Student Aid (FAFSA) completion rate for County residents.**
 - In 2021, 63.4% of Benzie County students completed the Free Application for Student Financial Aid (FAFSA). Filling out the FAFSA is a critical step in the college financing process since schools use it to determine eligibility for federal, state and institutional aid, including grants and scholarships.
-  **Supporting Cradle to Career County Initiatives**
 - Participate in 0-6 early childhood initiatives and child abuse prevention
 - Promote of [Going PRO Workforce Development](#) program through the Michigan Department of Labor and Economic Opportunity.
 - Host and support FAFSA Completion Activities for high school and adult learners and parents.
 - Host and support Career Exploration for high school and adult learners.