

BENZIE COUNTY BOARD OF COMMISSIONERS

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

MEETING AGENDA

June 14, 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/81470368457>

Or One tap mobile :

US: 13126266799

Webinar ID: 814 7036 8457

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 – 5/24/2022
PUBLIC COMMENT
PUBLIC HEARING – Truth in Taxation Resolution 2022-017
FINANCE –
 A) Approval of Bills
ELECTED OFFICIALS & DEPT HEAD COMMENTS
ACTION ITEMS –
 A) Budget Amendment – BRA Fishbeck
 B) Budget Amendment – CDGB Housing
 C) Budget Amendment – Contracted Services
 D) Budget Amendment – MMRMA bill
 E) Canteen Food Service Amendment 2
 F) Resolution 2022-018 Area Agency on Aging
COMMISSIONER REPORTS –
COUNTY ADMINISTRATOR'S REPORT – Katie Zeits
COMMITTEE OF THE WHOLE – 5/24/22 Consent Calendar
COMMITTEE APPOINTMENTS –
UNFINISHED BUSINESS –
NEW BUSINESS –
10:00 Lauren Harris - Advantage Benefits Group – Benefit presentation, recommended action
10:30 Frankfort Area Land Trust presentation
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 Tammy Bowers, 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

January 11, 2022

THE BENZIE COUNTY BOARD OF COMMISSIONERS
May 24, 2022

The Benzie County Board of Commissioners met in a regular session on Tuesday, May 24, 2022 in the Frank Walterhouse Board Room, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chair Bob Roelofs.

Present were: Commissioners Jeannot, Markey, Miller, Nye, Roelofs and Warsecke
Excused: Commissioner Sauer

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

Agenda:

Motion by Warsecke, seconded by Markey, to approve the agenda as amended, adding item 10A – COVID Gant from COTW. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

Minutes:

Motion by Nye, seconded by Miller, to approve the regular session minutes of May 10, 2022 as corrected on page 3 Comm Nye's report. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

9:03 a.m. Public Input

Jim Dulzo, 56 Case Road, spoke regarding the broadband survey; thank you to the subcommittee for their work over the past three years; right now cable companies going door to door trying to get more subscriptions – won't talk about speed and price, that is not the approach we should use; Benzie County needs to be sure everyone gets affordable access and speed; we need very strict standards for speed and access; this is really a utility.

Ingemar Johanssen, 13162 Goose Road, reported that where he lives, he has no access to broadband; you need a project manager or nothing will get done unless you have a champion for the project – use someone that is neutral.

Karen Cunningham, 915 Elm Street, thanks the board for serving; she spoke regarding broadband – we need speed, dependability, affordable, be sure it will grow with us; broadband will determine Benzie County's success.

Mike Ross, Moss Road, stated that he has very spotty internet service where he lives, speed really matters; thank you for looking into this.

Marcia Curran, 940 E Crystal Downs Drive, stated that she is encouraged by the comments here today and the importance of broadband is for our community; everyone needs this, it is essential; hope you take the time to develop a smart intelligent plan; thank you for working on this.

Tom Reichart, 1565 Lamerson Lane, stated that he lives on a private road with only a DSL line – we don't want to be left behind here; we need hi-speed fiber for the entire county, not just down the main roads; would like to know the steps MERIT is suggesting – don't keep it secret. Thank you for representing all of us.

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Shawna Leno, 4070 Johnson Road, stated that she relies on the internet for her business; hi-speed broadband is a necessity and needs to be fast, dependable, affordable internet service; quality internet is needed. Please work hard to bring us forward and keep us competitive.

9:23 a.m. Public Comment Closed

FINANCE

Bills: Motion by Miller, seconded by Warsecke, to approve payment of the bills from May 10, 2022 thru May 23, 2022 in the amount of \$245,646.72, as presented. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS

Dawn Bousamra, Benzie Senior Resources, Gathering Place closed today due to well repairs – extra meals sent out and calls were made to them; written report provided; June 12 Golf Outing at Crystal Lake Golf Course 8 a.m. – 2 p.m.

Kyle Maurer, ACO, started working on the dog walking trail yesterday – about ¼ way through; livestock have all been adopted except three goats; still working to figure out the dog yard, we have options.

Sheriff Rosa reported that they will be kicking off summer with a busy holiday weekend; summer contracts start this weekend too.

Rebecca Hubers, Emergency Management/911 Central Dispatch, EM side – email received from Matt Ansorge from Leelanau County thanking Almira and Inland Fire Departments for going to Gaylord to assist with the tornado event; 911- RFP and on website for expansion of the 911 to lower level of the Sheriff Office.

ACTION ITEMS

Rebecca Hubers, HMEP Agreement FY 21-22: Motion by Markey, seconded by Nye, to approve the FY 2021-2022 Hazardous Materials Emergency Preparedness Planning Program Grant Agreement with the State of Michigan, authorizing the chair to sign. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

2% Grant Application – Benzie Senior Resources: Motion by Markey, seconded by Miller, to approve the 2% Grant Application to the Grand Traverse Band of Ottawa and Chippewa Indians on behalf of the Benzie Senior Resources as presented, authorizing the Chair to sign. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

Letter of Support – True North Project: Motion by Jeannot, seconded by Nye, to approve the Letter of Support for the True North Project to the Michigan Department of Environment, Great Lakes, and Energy as presented, authorizing the Chair to sign. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

Sheriff introduces newest deputy Suzanne Maul.

MERS Sick Buy Out Correction: Motion by Warsecke, seconded by Miller, to approve the updated Benzie County Defined Benefit Plan Adoption Agreements for existing divisions as presented and

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authorize the Chair to sign such agreements. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

LOU – Corrections Division: Motion by Miller, seconded by Markey, to approve Letter of Understanding between the County of Benzie and the Police Officers Association of Michigan regarding seniority for employees who transfer back into the position of Corrections Officer and authorizes the Chair to sign such agreement. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

ACO Budget Amendment for VET Services: Motion by Markey, seconded by Miller, to approve the budget amendments up to \$10,000 from the CARES Act Grant Funding for VET services on an as needed basis for the 2021/2022 fiscal year as presented. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

COVID Grant – Jail: Motion by Jeannot, seconded by Warsecke, to accept the “County Jail’s COVID-19 Testing Reimbursement” grant from MDHHS in the amount of \$85,500 specifically for reimbursement of jail related expenses as outlined in the grant documentation and authorizes the Chair to sign. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

10:13 a.m. Break

10:20 a.m. Reconvene

MERIT Presentation of Broadband Survey

Program presented by Katie Jensen, Keason Sandermaker, Pierrette Dagg, Alexis Schrubbe and Ben Fineman. Presentation is attached to the Commissioner Packet for this meeting.

Motion by Miller, seconded by Jeannot, to direct the EDC to prepare or suggest a plan to keep this project moving forward. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

12:00 p.m. Break

12:13 p.m. Reconvene

COMMISSIONER REPORTS

Chair Roelofs attended and reported on 911, Village of Lake Ann, EMS, Agenda Review Committee

Comm Jeannot provided a written report – attached.

Comm Miller attended and reported on Friends of Point Betsie Lighthouse; Frankfort Housing Commission; Frankfort community Land Trust; Frankfort City Council; Crystal Lake Twp meeting was cancelled; Housing Forum.

Comm Nye attended and reported on Workforce Housing meeting; Benzonia Township, Centra Wellness Board meeting; Special Centra Wellness Planning & Finance meeting; EDC.

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Comm Markey attended and reported on Centra Wellness Board meeting; LEPC was cancelled; Benzie Senior Resources.

Comm Warsecke has no report.

COUNTY ADMINISTRATOR'S REPORT – Katie Zeits

Katie reported that Laura has left employment with Benzie County; RFP for the dispatch center has gone out; Employee Cook Out June 17; Young Professionals group is being reignited; have sent another email to the townships regarding ARPA funding projects – have only heard from Weldon Twp.

COMMITTEE OF THE WHOLE

Motion by Warsecke, seconded by Miller, to approve items 1 - 2 of the May 10, 2021, Committee of the Whole Consent Calendar as presented. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

COMMITTEE APPOINTMENTS

Parks & Rec: Resignation from Tad Peacock received.

UNFINISHED BUSINESS – None

NEW BUSINESS – None

PRESENTATION OF CORRESPONDENCE

- Kalamazoo resolution to Urge the State of Michigan to Amend the Michigan Auto Insurance Reform Act to Address a Reimbursement Cap for Auto Accident Victims received.
- Crystal Lake and Little Platte Lake lake elevation reports for April 2022 received.
- Tart Trail newsletter received.
- Benzie Bus letter of appreciation addressed to Bill Kennis for his years as the Authority's Executive Director.

12:39 p.m. Public Input – None

Motion by Markey, seconded by Miller, to adjourn at 12:40 p.m. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

Bob Roelofs, Chair

Dawn Olney, Benzie County Clerk

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1. Approved the agenda as amended, adding item 10A – COVID Gant from Committee of the Whole.
2. Approved the regular session minutes of May 10, 2022 as corrected on page 3 Comm Nye's report.

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3. Approved payment of the bills in the amount of \$245,646.72, as presented.
4. Approved the FY 2021-2022 Hazardous Materials Emergency Preparedness Planning Program Grant Agreement with the State of Michigan, authorizing the chair to sign.
5. Approved the 2% Grant Application to the Grand Traverse Band of Ottawa and Chippewa Indians on behalf of the Benzie Senior Resources as presented, authorizing the Chair to sign.
6. Approved the Letter of Support for the True North Project to the Michigan Department of Environment, Great Lakes, and Energy as presented, authorizing the Chair to sign.
7. Approved the updated Benzie County Defined Benefit Plan Adoption Agreements for existing divisions as presented and authorize the Chair to sign such agreements.
8. Approved Letter of Understanding between the County of Benzie and the Police Officers Association of Michigan regarding seniority for employees who transfer back into the position of Corrections Officer and authorizes the Chair to sign such agreement.
9. Approved the budget amendments up to \$10,000 from the CARES Act Grant Funding for VET services on an as needed basis for the 2021/2022 fiscal year as presented.
10. Accepted the "County Jail's COVID-19 Testing Reimbursement" grant from MDHHS in the amount of \$85,500 specifically for reimbursement of jail related expenses as outlined in the grant documentation and authorizes the Chair to sign.
11. MERIT Presentation of Broadband Survey
12. Directed the EDC to prepare or suggest a plan to keep the Broadband project moving forward.
13. Approved items 1 - 2 of the May 10, 2021, Committee of the Whole Consent Calendar as presented.

Committee of the Whole

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May 10, 2022

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

1. To accept the proposal from Revise for a website redesign and upgrade in that not to exceed amount of \$9,052 and authorized Board Chair to sign.
2. To direct Administration to coordinate with County Offices to evaluate current fees, develop new fees for new services and prepare a directory of charges for adoption by the Board of Commissioners.

Art Jeannot
Commissioner Report
May 24, 2022

- Participated in 4 meeting on behalf of the County since our May 10th meeting.
- **5/13 – NMCAA Housing Committee –**
 - Recommended funding for housing projects in Leelanau County. The developer/owners are New Waves Church and Homestretch.
- **5/19 – Platte Township –** Business as usual. We did discuss election day operations.
- **5/18 – NMCAA Meeting –** Housing projects were approved.
- **5/20 – EDC/BRA –**
 - Presentation by Merit regarding broadband survey.
 - Approved work plan for the project in Honor at the “old Bud’s” location for True North LLC or their subsidiary. This included a brownfield grant from the State of Michigan in the amount of approximately \$650k. This will reduce the TIF from local tax dollars from approximately \$839k to \$189k.
 - Agreed to send a letter to Senator VanderWall and Senator Bumstead asking for \$250k to fund EDC activity for the next 3 years.
- **Other –**
 - **5/23 –** I plan to attend a discussion hosted by Yarrow Brown, Executive Director of Housing North regarding housing solutions for Benzie County.

Truth in Taxation only applies to the General Operating Millage, not the Maples, Jail, ALS, etc.

The operating millage the county levied last year will be the same or less this year, due to Headlee millage reduction.

The state limits each taxing authority to the revenue that was generated in the prior year, without a public hearing.

For the County, convention and cigarette tax revenue must be deducted from the tax revenue collected the year before.

Because the County levies more than one mill, The Adjusted Revenue is the maximum allowable without a tax hearing.

The purpose of this meeting is to notify the public of the County's intent to levy the maximum allowable under Headlee.

2021 Tax Value (T.V.)	1,422,610,214
2022 Losses	4,931,821
2022 Additions	34,335,923
2022 Taxable Value (T.V.)	1,517,581,461

Prev Yr Tax Rate	T.V.		Mills		Tax	Revenue Limit without tax hearing
County (TV-LOSSES+ADDS)	1,452,014,316	x	3.3808	=	\$4,908,970.00	\$4,908,970.00
Property Owner	50,000	x	3.3808	=	\$169.04	2021 Property Tax

Base Tax Rate	T.V.		Mills		Tax	2022 Tax Bill Decrease
County	1,517,581,461	x	3.2313	=	\$4,903,760.97	
Property Owner	50,000	x	3.2313	=	\$161.57	-\$7.47

Adj Base Tax Rate	T.V.		Mills		Tax	2022 Tax Bill Decrease
County	1,517,581,461	x	3.1639	=	\$4,801,475.98	
					Convention Facilities Tax Revenue: \$102,398.00	
					Cigarette Tax Revenue: \$0.00	
					<u>\$4,903,873.98</u>	
Property Owner	50,000	x	3.1639	=	\$158.20	-\$10.85

Headlee Tax Rate	T.V.		Mills		Tax	2022 Tax Bill
County	1,517,581,461	x	3.3378	=	\$5,065,383.40	
					Convention Facilities Tax Revenue: \$102,398.00	
					Cigarette Tax Revenue: \$0.00	
					<u>\$5,167,781.40</u>	
Property Owner	50,000	x	3.3378	=	\$166.89	-\$2.15

Revenue from Adj Base Tax Rate:	\$4,903,873.98
Revenue from Headlee Tax Rate:	\$5,167,781.40
Lost Revenue:	<u>-\$263,907.42</u>

Prev Yr Tax Rate Revenue Adjusted for Losses & Additions:	\$4,908,970.00
Base Tax Rate Revenue:	\$4,903,760.97
	<u>-\$5,209.02</u>

Prev Yr Revenue	1,422,610,214	x	3.3808	=	\$4,809,560.61
Current Yr Revenue	1,517,581,461	x	3.3378	=	\$5,065,383.40
					<u>Taxable Value Revenue: \$255,822.79</u>
					Convention Facilities Tax Revenue: \$102,398.00
					Cigarette Tax Revenue: \$0.00
					<u>Net increase in revenue: \$358,220.79</u>

Summer Levy**Base Tax Rate adjusted for Convention & Cigarette Revenue**

Counties BTR

$$3.3808 \times 0.9558 = 3.2313$$

- Convention Facilities Tax Revenue / current year Taxable Value x 1000

$$\$102,398 / 1,517,581,461 = 0.0674$$

- cigarette tax revenue / current year Taxable Value x 1000

$$\$0 / 1,517,581,461 = 0.0000$$

$$\text{Adjusted BTR} = 3.1639$$

102398

Section 1.)

Millage the Unit Proposs to Levy in 2022	3.3378	\$5,065,383.40	
- Adjusted Base Tax Rate	<u>3.1639</u>	\$4,801,475.98	1.05496381

Proposed Increase 0.1739 Millage

Section 2.)

Proposed Increase in Millage	<u>0.1739</u>	x	100	=	5.50%	% increase in Millage Rate
Adjusted Base Tax Rate	3.1639					

Section 3.)

Adjusted BTR x Current Years TV	3.1639	x	1,517,581,461	=	\$4,801,475.98
Prior Yr Op Millage x Prior Yr TV	3.3808	x	1,422,610,214	=	<u>\$4,809,560.61</u>
					-\$8,084.63

Difference	<u>-\$8,084.63</u>	=	-0.17%	% increase/decrease
Prior Yr Revenue	\$4,809,560.61			in operating revenue

Current Yr Rev Est. \$5,065,383 5.32%

Estimate of 2022 & 2023 Distributions Under the State Convention Facility Development Act And Health & Safety Fund Act

COUNTY	(1)		(2)		(3)	(4)		(5)	(6)*		(7)*		(8)	(9)*		(10)	(11)		(12)		(13)
	EST. 2021 CONVENTION FACILITY TAX (CFT) DISTRIBUTION	ACTUAL 2021 CONVENTION FACILITY TAX (CFT) DISTRIBUTION	Automatic DIFFER- ENCE (2-1)	Automatic EST. 2022 CONVENTION FACILITY TAX (CFT) DISTRIBUTION	CFT \$ USED TO CUT BASE TAX RATE, 2022 TRUTH- IN TAXATION (3+4)	Updated EST. 2021 CIGARETTE TAX DIS- TRIBUTION	Updated ACTUAL 2021 CIG. TAX PAYMENT	Automatic DIFFER- ENCE (7-6)	Updated EST. 2022 CIGARETTE TAX DIS- TRIBUTION	Automatic ESTIMATED CIGARETTE TAX PAYMENTS USED TO CUT 2022 BAS TAX RATE (8+9)	Automatic TOTAL PAY- MENTS USED TO CUT 2022 BASE TAX RATE (5+10)	Automatic EST. 2023 CONVENTION FACILITY TAX (CFT) DISTRIBUTION	Automatic EST. 2023 CIGARETTE TAX DIS- TRIBUTION								
ALCONA	38,626	38,626	0	38,670	38,670	0	0	0	0	0	38,670	40,778	0								
ALGER	38,073	38,073	0	35,785	35,785	0	0	0	0	0	35,785	44,197	0								
ALLEGAN	372,089	372,089	0	376,840	376,840	0	0	0	0	0	376,840	383,852	0								
ALPENA	132,161	132,161	0	130,979	130,979	0	0	0	0	0	130,979	138,079	0								
ANTRIM	107,185	107,185	0	110,413	110,413	0	0	0	0	0	110,413	119,457	0								
ARENAC	67,401	67,401	0	71,967	71,967	0	0	0	0	0	71,967	69,883	0								
BARAGA	25,861	25,861	0	26,322	26,322	0	0	0	0	0	26,322	25,028	0								
BARRY	159,402	159,402	0	160,207	160,207	0	0	0	0	0	160,207	150,934	0								
BAY	395,194	395,194	0	384,414	384,414	0	0	0	0	0	384,414	395,897	0								
BENZIE	99,607	99,607	0	102,398	102,398	0	0	0	0	0	102,398	105,845	0								
BERRIEN	718,272	718,272	0	733,622	733,622	0	0	0	0	0	733,622	736,182	0								
BRANCH	128,401	128,401	0	131,059	131,059	0	0	0	0	0	131,059	129,965	0								
CALHOUN	688,539	688,539	0	688,715	688,715	0	0	0	0	0	688,715	672,141	0								
CASS	127,924	127,924	0	139,203	139,203	0	0	0	0	0	139,203	150,610	0								
CHARLEVOIX	164,200	164,200	0	170,662	170,662	0	0	0	0	0	170,662	178,667	0								
CHEBOYGAN	137,557	137,557	0	144,376	144,376	0	0	0	0	0	144,376	149,907	0								
CHIPPewa	148,314	148,314	0	139,776	139,776	0	0	0	0	0	139,776	150,503	0								
CLARE	102,791	102,791	0	103,033	103,033	0	0	0	0	0	103,033	103,337	0								
CLINTON	252,100	252,100	0	246,734	246,734	0	0	0	0	0	246,734	250,831	0								
CRAWFORD	57,118	57,118	0	62,633	62,633	0	0	0	0	0	62,633	62,456	0								
DELTA	141,853	141,853	0	133,380	133,380	0	0	0	0	0	133,380	147,961	0								
DICKINSON	63,501	63,501	0	60,509	60,509	0	0	0	0	0	60,509	72,951	0								
EATON	461,380	461,380	0	441,266	441,266	0	0	0	0	0	441,266	426,616	0								
EMMET	290,505	290,506	0	315,579	315,579	0	0	0	0	0	315,579	310,489	0								
GENESEE	2,229,121	2,229,121	0	2,282,710	2,282,710	0	0	0	0	0	2,282,710	2,153,470	0								
GLADWIN	74,341	74,341	0	72,965	72,965	0	0	0	0	0	72,965	75,202	0								
GOGEbic	31,893	31,893	0	29,171	29,171	0	0	0	0	0	29,171	35,116	0								
GRAND TRAVERSE	752,065	752,065	0	769,666	769,666	0	0	0	0	0	769,666	812,859	0								
GRATIOT	95,895	95,895	0	88,494	88,494	0	0	0	0	0	88,494	85,316	0								
HILLSDALE	102,359	102,359	0	100,104	100,104	0	0	0	0	0	100,104	101,021	0								
HOUGHTON	127,918	127,918	0	120,957	120,957	0	0	0	0	0	120,957	127,013	0								
HURON	128,325	128,325	0	129,511	129,511	0	0	0	0	0	129,511	137,090	0								
INGHAM	1,326,549	1,326,549	0	1,350,110	1,350,110	0	0	0	0	0	1,350,110	1,429,381	0								
IONIA	150,656	150,656	0	143,882	143,882	0	0	0	0	0	143,882	139,028	0								
IOSCO	140,548	140,548	0	140,051	140,051	0	0	0	0	0	140,051	141,730	0								
IRON	29,766	29,766	0	28,989	28,989	0	0	0	0	0	28,989	33,169	0								
ISABELLA	260,961	260,961	0	254,556	254,556	0	0	0	0	0	254,556	268,885	0								
JACKSON	654,100	654,100	0	659,302	659,302	0	0	0	0	0	659,302	636,078	0								
KALAMAZOO	1,353,299	1,353,299	0	1,353,195	1,353,195	0	0	0	0	0	1,353,195	1,330,114	0								
KALKASKA	66,046	66,046	0	67,473	67,473	0	0	0	0	0	67,473	63,399	0								

2022-017
TRUTH IN TAXATION
RESOLUTION TO ADOPT MILLAGE RATE

A meeting of the Benzie County Board of Commissioners was held in the Commissioners Room, Government Center, in said Benzie County on the 14th day of June, 2022, at 9:00 a.m.

The meeting was called to order by Chairman Bob Roelofs.

Present: Commissioners Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke

The following preamble and resolution were offered by Warsecke, supported by Miller.

WHEREAS, The Benzie County Board of Commissioners, by resolution of June 14, 2022, propose a total authored levy of 3.3378 mills within Benzie County for operating purposes for fiscal year 2022, which included an additional rate of 0.1739 mills; and

WHEREAS, the Benzie County Board of Commissioners has carefully examined the financial circumstances of Benzie County for the 2022 fiscal year, including estimated expenditures, estimated revenues, and state equalized valuation of property located within the County, and determined that the levy of an additional millage rate will be necessary for the sound management and operation of Benzie County; and

WHEREAS, the Benzie County Board of Commissioners has complete authority to establish that a maximum of 3.3378 mills be levied for operating purposes in fiscal year 2022 from within its authorized millage rate; and

WHEREAS, a public hearing has been held, and, under said Act 5, the Benzie County Board of Commissioners may now authorize a maximum total levy of 3.3378 mills for operating purposes for fiscal year 2022, within its present authorized millage rate.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. For Fiscal Year 2022 the total millage rate of 3.3378 mills, which includes an additional rate of 0.1739 mills, shall be levied upon property located within Benzie County.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Roll Call.

Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke

Nays: None

Dated: June 14, 2022



Bob Roelofs, Chairman

I, Tammy Bowers, Clerk to the Benzie County Board of Commissioners, hereby do certify that the above resolution was adopted by the Benzie County Board of Commissioners on the 14th day of June, 2022.



Tammy Bowers, Benzie County Clerk

Finance Report

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Fund 101 GENERAL FUND					
Dept 101 BOARD OF COMMISSIONERS					
101-101-860.00	TRAVEL	JEANNOT, ART	MAY 2022 TRAVEL VOUCHER	11.70	85446
101-101-860.00	TRAVEL	SAUER, GARY	MAY 2022 MILEAGE VOUCHER	108.81	85469
Total For Dept 101 BOARD OF COMMISSIONERS				120.51	
Dept 136 DISTRICT COURT					
101-136-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, I	CHARGER/SUPPLIES	17.93	85424
101-136-727.00	OFFICE SUPPLIES	MCCARDEL WATER CONDITIONING	89210TL / 89752TL / 1015139	104.50	85456
101-136-727.00	OFFICE SUPPLIES	VISA=KIM NOWAK	OFFICE SUPPLIES	24.86	85478
101-136-802.00	TRANSCRIPTS	AMANDA O'BRIEN	TRANSCRIPT: SOM V PACKHAM III	284.95	85423
101-136-805.10	PROBATE CT APPOINTED ATTORNEY	NEWHOUSE, KRISTAN A	MARSHA M DRIVER	105.00	85461
101-136-970.00	EQUIPMENT	AMAZON CAPITAL SERVICES, I	CHARGER/SUPPLIES	14.99	85424
Total For Dept 136 DISTRICT COURT				552.23	
Dept 215 COUNTY CLERK					
101-215-727.00	OFFICE SUPPLIES	CDM MOBLIE SHREDDING LLC	SHREDDING	85.00	85432
101-215-963.00	COMPUTER SUPPORT	CHERRY LAN SYSTEMS, INC	QUARTERLY MAINTENANCE	600.00	85435
Total For Dept 215 COUNTY CLERK				685.00	
Dept 253 COUNTY TREASURER					
101-253-860.00	TRAVEL	THOMPSON, MICHELLE	MILEAGE	23.81	85476
Total For Dept 253 COUNTY TREASURER				23.81	
Dept 265 BUILDING & GROUNDS					
101-265-800.00	CONTRACTED SERVICES	KATHY HELINE CLEANING	CLEANING SERVICES FOR MAY 2022	4,100.00	85448
101-265-800.00	CONTRACTED SERVICES	SIGNATURE SERVICES, BENZO	MAY 2022 CLEANING FEE	1,650.00	85470
101-265-930.00	EQUIPMENT REPAIR	CUMMINS BRIDGEWAY, LLC	SIGNED AGREEMENT THAT WASNT PAYED IN JF	515.65	85439
Total For Dept 265 BUILDING & GROUNDS				6,265.65	
Dept 268 REGISTER OF DEEDS					
101-268-727.00	OFFICE SUPPLIES	GOVERNMENTAL PRODUCTS LLC	LAND CORNER BINDERS	204.31	85443
101-268-800.00	CONTRACTED SERVICES - LAREDO	FIDLAR TECHNOLOGIES INC	APRIL 2022 LAREDO USAGE	1,414.00	85440
101-268-900.00	PRINTING & PUBLISHING	GOVERNMENTAL PRODUCTS LLC	LAND CORNER BINDERS	291.13	85443
Total For Dept 268 REGISTER OF DEEDS				1,909.44	
Dept 285 CENTRAL SERVICES					
101-285-730.00	POSTAGE	AUTOMATED BUSINESS EQUIPMENT	POSTAGE USED DURING PSD TRANSFER	1,187.41	85426
101-285-730.00	POSTAGE	CMRS-FP	METER #106000933130	2,500.00	85437
101-285-800.00	CONTRACTED SERVICES	FP FINANCE PROGRAM	POSTAGE METER RENTAL	175.00	85441
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP, INC.	CONTRACT PAYMENT	189.93	85474
Total For Dept 285 CENTRAL SERVICES				4,052.34	
Dept 301 SHERIFF					
101-301-749.00	VEHICLE REPAIRS	NAPA AUTO SUPPLY, INC.	21-1 BATTERY	203.12	85460
101-301-749.00	VEHICLE REPAIRS	THIRLBY AUTOMOTIVE - SHERIFF	ROTORS/WHEEL BEARING	387.16	85475
101-301-850.00	TELEPHONE	CHARTER COMMUNICATIONS	JAIL/SHERIFF OFFICE	17.98	85434
101-301-961.00	TRAINING & SCHOOLS	BENZIE COUNTY SHERIFF OFFICE	PETTY CASH - MAY 2022 T&S, TRANSPORTS,	30.00	
Total For Dept 301 SHERIFF				638.26	
Dept 333 SECONDARY ROAD PATROL					
101-333-725.00	FRINGE BENEFITS	44 NORTH	COBRA, HRA, FSA	22.90	85420
Total For Dept 333 SECONDARY ROAD PATROL				22.90	
Dept 426 EMERGENCY MANAGEMENT					
101-426-725.00	FRINGE BENEFITS	44 NORTH	COBRA, HRA, FSA	9.20	85420

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Fund 101 GENERAL FUND					
Dept 426 EMERGENCY MANAGEMENT					
101-426-967.00	PROJECT EXPENSES	IDSI INTERNATIONAL	TIER II MANAGER LICENSES - BENZIE	1,050.00	85445
Total For Dept 426 EMERGENCY MANAGEMENT				1,059.20	
Dept 648 MEDICAL EXAMINER					
101-648-835.00	LAB FEES	RGS REMOVALS	AUTOPSY FOR MILLER, M. 05.23.22	54.00	85465
Total For Dept 648 MEDICAL EXAMINER				54.00	
Dept 851 INSURANCE & BONDS					
101-851-828.10	LIABILITY & BUILDING INSURANCE	MICHIGAN MUNICIPAL RISK M/BLDG & LIABILITY		790.00	85458
101-851-828.10	LIABILITY & BUILDING INSURANCE	MICHIGAN MUNICIPAL RISK M/BLDG & LIABILITY		29,968.85	85458
Total For Dept 851 INSURANCE & BONDS				30,758.85	
Dept 852 MEDICAL INSURANCE					
101-852-800.00	CONTRACTED SERVICES - CADILLACE	44 NORTH	COBRA, HRA, FSA	936.55	85420
Total For Dept 852 MEDICAL INSURANCE				936.55	
Total For Fund 101 GENERAL FUND				47,078.74	
Fund 205 TNT OFFICER MILLAGE FUND					
Dept 000					
205-000-725.00	FRINGE BENEFITS	44 NORTH	COBRA, HRA, FSA	18.40	85420
Total For Dept 000				18.40	
Dept 851 INSURANCE & BONDS					
205-851-828.10	LIABILITY & BUILDING INS- TNT OF	MICHIGAN MUNICIPAL RISK M/BLDG & LIABILITY		30.00	85458
205-851-828.10	LIABILITY & BUILDING INS- TNT OF	MICHIGAN MUNICIPAL RISK M/BLDG & LIABILITY		1,138.06	85458
Total For Dept 851 INSURANCE & BONDS				1,168.06	
Total For Fund 205 TNT OFFICER MILLAGE FUND				1,186.46	
Fund 209 SCHOOL RESOURCE OFFICER					
Dept 851 INSURANCE & BONDS					
209-851-828.10	LIABILITY & BUILDING INSURANCE	MICHIGAN MUNICIPAL RISK M/BLDG & LIABILITY		31.00	85458
209-851-828.10	LIABILITY & BUILDING INSURANCE	MICHIGAN MUNICIPAL RISK M/BLDG & LIABILITY		1,175.99	85458
Total For Dept 851 INSURANCE & BONDS				1,206.99	
Total For Fund 209 SCHOOL RESOURCE OFFICER				1,206.99	
Fund 213 JAIL OPERATIONS FUND					
Dept 265 BUILDING & GROUNDS					
213-265-783.00	EQUIP. SERVICES & SUPPLIES	KSS ENTERPRISES	PT/TP LINERS	543.55	85451
213-265-783.00	EQUIP. SERVICES & SUPPLIES	NUGENT ACE HARDWARE	JAIL REPAIRS/JAIL MAINT SUPPLIES	64.90	85462
213-265-935.00	JAIL REPAIRS	NUGENT ACE HARDWARE	JAIL REPAIRS/JAIL MAINT SUPPLIES	239.54	85462
Total For Dept 265 BUILDING & GROUNDS				847.99	
Dept 351 JAIL - CORRECTIONS					
213-351-727.00	OFFICE SUPPLIES	CDM MOBLIE SHREDDING LLC	JAIL SHREDDING 05252022	30.00	85432
213-351-740.00	FOOD SUPPLIES	BENZIE COUNTY SHERIFF OFF	PETTY CASH - MAY 2022 T&S, TRANSPORTS,	11.96	
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPPLIES WEEK OF 05152022 TO 05212	1,822.22	85430
213-351-834.00	PRISONER MEDICAL - BENZIE CO	CORRECTIONAL RECOVERY	CLAIMS BALANCE, CR FEE, AND JAIL MEDIC	5,192.37	85438
213-351-865.00	PRISONER TRANSFER	BENZIE COUNTY SHERIFF OFF	PETTY CASH - MAY 2022 T&S, TRANSPORTS,	50.00	
213-351-956.00	EMPLOYEE PHYSICALS	MUNSON WALK IN CLINC	PRE EMPLOY PHYSICAL - MS	75.00	85459
213-351-961.00	TRAINING & SCHOOLS	BENZIE COUNTY SHERIFF OFF	PETTY CASH - MAY 2022 T&S, TRANSPORTS,	45.00	

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Fund 213 JAIL OPERATIONS FUND					
Dept 351 JAIL - CORRECTIONS					
		Total For Dept 351 JAIL - CORRECTIONS		7,226.55	
Dept 851 INSURANCE & BONDS					
213-851-828.10	LIABILITY & BUILDING INSURANCE	MICHIGAN MUNICIPAL RISK M ^F BLDG & LIABILITY		50.00	85458
213-851-828.10	LIABILITY & BUILDING INSURANCE	MICHIGAN MUNICIPAL RISK M ^F BLDG & LIABILITY		1,896.76	85458
		Total For Dept 851 INSURANCE & BONDS		1,946.76	
Dept 852 MEDICAL INSURANCE					
213-852-800.00	CONTRACTED SERVICES - CADILLAC I 44 NORTH	COBRA, HRA, FSA		288.55	85420
		Total For Dept 852 MEDICAL INSURANCE		288.55	
		Total For Fund 213 JAIL OPERATIONS FUND		10,309.85	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND					
Dept 265 BUILDING & GROUNDS					
214-265-850.01	INTERNET SERVICE	CENTURYLINK	PHONE FOR MAY 2022	306.59	85433
214-265-935.00	BUILDING REPAIRS	NYE PLUMBING & HEATING	ST 2 FURNACE IGNITERS	280.11	85463
214-265-935.00	BUILDING REPAIRS	RON BROWN & SONS ASPHALT I	ST 2 PAVING	20,548.00	85467
		Total For Dept 265 BUILDING & GROUNDS		21,134.70	
Dept 655 ADVANCED LIFE SUPPORT (ALS)					
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	13.80	85429
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	31.49	85429
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	13.80	85429
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	900.08	85429
214-655-955.10	DUES & REGISTRATIONS	VISA=THOMAS KING	EXPO, AMBULANCE LICENSE, PALS	25.00	85480
214-655-961.00	TRAINING & SCHOOLS	VISA=THOMAS KING	EXPO, AMBULANCE LICENSE, PALS	929.00	85480
		Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)		1,913.17	
Dept 851 INSURANCE & BONDS					
214-851-828.10	LIABILITY & BUILDING INSURANCE	MICHIGAN MUNICIPAL RISK M ^F BLDG & LIABILITY		70.00	85458
214-851-828.10	LIABILITY & BUILDING INSURANCE	MICHIGAN MUNICIPAL RISK M ^F BLDG & LIABILITY		2,655.47	85458
		Total For Dept 851 INSURANCE & BONDS		2,725.47	
Dept 852 MEDICAL INSURANCE					
214-852-800.00	CONTRACTED SERVICES - CADILLAC I 44 NORTH	COBRA, HRA, FSA		289.50	85420
		Total For Dept 852 MEDICAL INSURANCE		289.50	
		Total For Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND		26,062.84	
Fund 228 SOLID WASTE/RECYCLING FUND					
Dept 000					
228-000-821.50	HAZARDOUS WASTE	ERECYCLE TC	ELECTRONICS RECYCLING	40.00	
228-000-934.00	OTHER REPAIRS/ MAINTENANCE - SIT	HCC	TRAILER STEPS	490.00	
		Total For Dept 000		530.00	
Dept 851 INSURANCE & BONDS					
228-851-828.10	LIABILITY & BUILDING INSURANCE	MICHIGAN MUNICIPAL RISK M ^F BLDG & LIABILITY		8.00	85458
228-851-828.10	LIABILITY & BUILDING INSURANCE	MICHIGAN MUNICIPAL RISK M ^F BLDG & LIABILITY		303.48	85458
		Total For Dept 851 INSURANCE & BONDS		311.48	
Dept 852 MEDICAL INSURANCE					
228-852-800.00	CONTRACTED SRVS - CADILLAC INS	44 NORTH	COBRA, HRA, FSA	22.90	85420
		Total For Dept 852 MEDICAL INSURANCE		22.90	

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Fund 228 SOLID WASTE/RECYCLING FUND					
Total For Fund 228 SOLID WASTE/RECYCLING FUND				864.38	
Fund 247 ANIMAL CONTROL FUND					
Dept 265 BUILDING & GROUNDS					
247-265-782.00	MAINTENANCE SUPPLIES	GLEN LAKE ELECTRIC IN	GENERATOR PREVENITIVE MAINTENANCE	205.00	85442
Total For Dept 265 BUILDING & GROUNDS				205.00	
Dept 430 ANIMAL CONTROL					
247-430-727.00	OFFICE SUPPLIES	NUGENT ACE HARDWARE	TOOLS FOR OFFICE	70.46	85462
247-430-727.00	OFFICE SUPPLIES	VISA=KYLE MAURER	ADOBE ACROBAT/SHELTERLUV	25.77	85479
247-430-835.30	LIVESTOCK EXPENSES	KNAPP, REBECCA	BOARDING/ FEED FOR SMITH CASE ANIMALS	2,070.96	85449
Total For Dept 430 ANIMAL CONTROL				2,167.19	
Dept 851 INSURANCE & BONDS					
247-851-828.10	LIABILITY & BUILDING INSURANCE	MICHIGAN MUNICIPAL RISK M/BLDG & LIABILITY		10.00	85458
247-851-828.10	LIABILITY & BUILDING INSURANCE	MICHIGAN MUNICIPAL RISK M/BLDG & LIABILITY		379.35	85458
Total For Dept 851 INSURANCE & BONDS				389.35	
Dept 852 MEDICAL INSURANCE					
247-852-800.00	CONTRACTED SERVICES - CADILLAC I 44 NORTH		COBRA, HRA, FSA	36.80	85420
Total For Dept 852 MEDICAL INSURANCE				36.80	
Total For Fund 247 ANIMAL CONTROL FUND				2,798.34	
Fund 249 BUILDING DEPARTMENT FUND					
Dept 851 INSURANCE & BONDS					
249-851-828.10	LIABILITY & BUILDING INSURANCE	MICHIGAN MUNICIPAL RISK M/BLDG & LIABILITY		5.00	85458
249-851-828.10	LIABILITY & BUILDING INSURANCE	MICHIGAN MUNICIPAL RISK M/BLDG & LIABILITY		189.68	85458
Total For Dept 851 INSURANCE & BONDS				194.68	
Total For Fund 249 BUILDING DEPARTMENT FUND				194.68	
Fund 259 INDIGENT DEFENSE COUNSEL					
Dept 000					
259-000-720.00	COUNTY SHARE TO MANISTEE	MANISTEE COUNTY	MIDC QUARTERLY PAYMENT 3RD QTR JUNE 202	22,759.25	85453
Total For Dept 000				22,759.25	
Total For Fund 259 INDIGENT DEFENSE COUNSEL				22,759.25	
Fund 261 911 EMERGENCY SERVICE FUND					
Dept 325 DISPATCH/COMMUNICATION					
261-325-855.00	RADIO MAINTENANCE/EQUIPMENT	GRAND TRAVERSE MOBILE COMM	FRANKFORT REPEATER TUNING	356.00	85444
Total For Dept 325 DISPATCH/COMMUNICATION				356.00	
Dept 851 INSURANCE & BONDS					
261-851-828.10	LIABILITY & BUILDING INSURANCE	MICHIGAN MUNICIPAL RISK M/BLDG & LIABILITY		6.00	85458
261-851-828.10	LIABILITY & BUILDING INSURANCE	MICHIGAN MUNICIPAL RISK M/BLDG & LIABILITY		227.61	85458
Total For Dept 851 INSURANCE & BONDS				233.61	
Dept 852 MEDICAL INSURANCE					
261-852-800.00	CONTRACTED SERVICES - CADILLAC I 44 NORTH		COBRA, HRA, FSA	142.50	85420
Total For Dept 852 MEDICAL INSURANCE				142.50	
Total For Fund 261 911 EMERGENCY SERVICE FUND				732.11	

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Fund 285 POINT BETSIE LIGHTHOUSE FUND					
Dept 808 5.1 M STATE GRANT					
285-808-800.00	CONTRACTED SERVICES - ENGINEERIN	BARR ENGINEERING CO.	POINT BETSIE SHORELINE PROTECTION SYSTE	21,529.96	85427
Total For Dept 808 5.1 M STATE GRANT				21,529.96	
Total For Fund 285 POINT BETSIE LIGHTHOUSE FUND				21,529.96	
Fund 292 CHILD CARE FUND					
Dept 000					
292-000-850.00	TELEPHONE	ROBINSON, KELLIE	ROBINSON JUV. PROBATION -FAMILY COURT	50.00	85466
292-000-860.00	TRAVEL/GAS CARDS	ROBINSON, KELLIE	ROBINSON JUV. PROBATION -FAMILY COURT	114.07	85466
292-000-862.00	MENTORING/TUTORING	PATTY HIGGINS	TUTORING SERVICES FOR APRIL 2022	138.75	85464
292-000-862.01	INCENTIVES	ROBINSON, KELLIE	ROBINSON JUV. PROBATION -FAMILY COURT	22.39	85466
292-000-862.03	SUBSTANCE ABUSE COUNSELING	CATHOLIC HUMAN SERVICES,	14.30.2022 FAMILY DIVISION	36.00	85431
Total For Dept 000				361.21	
Total For Fund 292 CHILD CARE FUND				361.21	
Fund 293 VETERAN'S RELIEF FUND					
Dept 000					
293-000-748.00	GAS, OIL & GREASE	VISA= KAREN KOROLENKO	GAS FOR VA CAR	72.00	85477
293-000-748.00	GAS, OIL & GREASE	VISA= KAREN KOROLENKO	OIL CHANGE FOR VA CAR	84.28	85477
Total For Dept 000				156.28	
Total For Fund 293 VETERAN'S RELIEF FUND				156.28	
Fund 296 JUVENILE JUSTICE FUND					
Dept 000					
296-000-800.00	CONTRACTUAL SERVICES	KRISTINA MILLER	SOCIAL WORK SERVICES TO BENZIE COUNTY I	1,250.00	85450
Total For Dept 000				1,250.00	
Total For Fund 296 JUVENILE JUSTICE FUND				1,250.00	
Fund 535 CDBG HOUSING GRANT FUND					
Dept 000					
535-000-800.00	CONTRACTED SERVICES	NMCAA	REIMBURSE EXPENSES	19,254.14	
535-000-815.40	ADMINISTRATION FESS (NMHSA)	NMCAA	REIMBURSE EXPENSES	3,481.94	
Total For Dept 000				22,736.08	
Total For Fund 535 CDBG HOUSING GRANT FUND				22,736.08	
Fund 701 GENERAL AGENCY FUND					
Dept 136 DISTRICT COURT					
701-136-214.01	DUE TO SHERIFF'S DEPT - OWI REIM	BENZIE COUNTY SHERIFF OFFI	MAY 2022 OWI REIMBURSEMENT	417.00	85428
701-136-228.20	DUE STATE - DNR JUDGEMENT FEES	STATE OF MICHIGAN	MAY 2022 FEE TRANSMITTAL	310.00	85473
701-136-228.30	DUE STATE - D. L. REINSTATEMENT	STATE OF MICHIGAN	MAY 2022 FEE TRANSMITTAL	15.00	85473
701-136-228.37	DUE STATE - CRIME VICTIM RIGHTS	STATE OF MICHIGAN	MAY 2022 FEE TRANSMITTAL	1,359.90	85473
701-136-228.42	DUE STATE - STATE COURT - MOTION	STATE OF MICHIGAN	MAY 2022 FEE TRANSMITTAL	100.00	85473
701-136-228.56	DUE STATE - EFILING FEE DIST CO	STATE OF MICHIGAN	MAY 2022 FEE TRANSMITTAL	310.00	85473
701-136-228.57	DUE STATE - STATE JURY FEES	STATE OF MICHIGAN	MAY 2022 FEE TRANSMITTAL	15.00	85473
701-136-228.58	DUE STATE - CIVIL FILING FEES	STATE OF MICHIGAN	MAY 2022 FEE TRANSMITTAL	1,253.00	85473
701-136-228.59	DUE STATE - JUSTICE SYSTEM FUND	STATE OF MICHIGAN	MAY 2022 FEE TRANSMITTAL	2,635.00	85473
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED/COSTS	574.00	85421
701-136-265.00	CASH BONDS PAYABLE	SMITH, DANIEL RAY	BOND RETURNED	426.00	85471
701-136-271.00	RESTITUTIONS PAYABLE	RYKSE, BRAD	RESTITUTION PYMT FROM LARRY L BROWN	50.00	85468
701-136-271.00	RESTITUTIONS PAYABLE	ZAVALA, LOTTIE	RESTITUTION PYMT FROM KRAIG HUMSTAD	5.00	85481

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Fund 701 GENERAL AGENCY FUND					
Dept 136 DISTRICT COURT					
Total For Dept 136 DISTRICT COURT				7,469.90	
Dept 141 FRIEND OF THE COURT					
701-141-222.04	DUE MANISTEE - STATUTORY FEES	MANISTEE COUNTY TREASURER	FEE COLLECTIONS MAY 2022 FOR PROCESSING	559.33	85455
701-141-222.05	DUE MANISTEE - PROCESSING FEES	MANISTEE COUNTY TREASURER	FEE COLLECTIONS MAY 2022 FOR PROCESSING	72.98	85455
Total For Dept 141 FRIEND OF THE COURT				632.31	
Dept 148 PROBATE COURT					
701-148-228.06	DUE STATE - SHARED FEES	STATE OF MICHIGAN	MAY 2022 FEE TRANSMITTAL	447.81	85472
701-148-228.42	DUE STATE - GENERAL FEES	STATE OF MICHIGAN	MAY 2022 FEE TRANSMITTAL	235.00	85472
701-148-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	MAY 2022 FEE TRANSMITTAL	150.00	85472
701-148-228.58	DUE STATE - CIVIL FILING FEES	STATE OF MICHIGAN	MAY 2022 FEE TRANSMITTAL	900.00	85472
Total For Dept 148 PROBATE COURT				1,732.81	
Dept 215 COUNTY CLERK					
701-215-222.01	DUE COUNTY - CDBG CO ADMIN FEE (NMCAA		REIMBURSE EXPENSES	90.00	
701-215-271.00	RESTITUTIONS PAYABLE	ALAN GRAY	RESTITUTION BRANDON PIPER	12.50	85422
701-215-271.00	RESTITUTIONS PAYABLE	ANNIE BROWNING	RESTITUTION JOSHUA STREETER	25.00	85425
701-215-271.00	RESTITUTIONS PAYABLE	CHRISTINA GUNDERSON	RESTITUTION LUCAS BRIGHT	10.00	85436
701-215-271.00	RESTITUTIONS PAYABLE	JOHN LEONE	RESTITUTION THURSTON KEINONEN III	265.34	85447
701-215-299.03	CIRCUIT COURT MISCELLANEOUS	MDOC COURT ORDER UNIT	OVERPAYMENT OF COURT ASSESSMENTS	3.36	85457
Total For Dept 215 COUNTY CLERK				406.20	
Total For Fund 701 GENERAL AGENCY FUND				10,241.22	

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Fund Totals:

Fund 101 GENERAL FUND	47,078.74
Fund 205 TNT OFFICER MII	1,186.46
Fund 209 SCHOOL RESOURCE	1,206.99
Fund 213 JAIL OPERATIONS	10,309.85
Fund 214 EMERGENCY MEDIC	26,062.84
Fund 228 SOLID WASTE/REC	864.38
Fund 247 ANIMAL CONTROL	2,798.34
Fund 249 BUILDING DEPAR	194.68
Fund 259 INDIGENT DEFENS	22,759.25
Fund 261 911 EMERGENCY S	732.11
Fund 285 POINT BETSIE LI	21,529.96
Fund 292 CHILD CARE FUNI	361.21
Fund 293 VETERAN'S RELIE	156.28
Fund 296 JUVENILE JUSTIC	1,250.00
Fund 535 CDBG HOUSING GE	22,736.08
Fund 701 GENERAL AGENCY	10,241.22

Total For All Funds:	169,468.39
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Fund 101 GENERAL FUND					
Dept 101 BOARD OF COMMISSIONERS					
101-101-900.00	PRINTING & PUBLISHING	PIONEER GROUP	PUBLICATION OF CLERK VACANCY	31.25	85402
Total For Dept 101 BOARD OF COMMISSIONERS				31.25	
Dept 131 CIRCUIT COURT					
101-131-702.00	CIR CT JUDGE	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB	1,524.13	
101-131-702.03	CIR CT ADMIN SAL	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB	2,350.60	
101-131-704.00	WAGES-COURT REPORTER	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB	1,901.21	
101-131-704.01	WAGES - ADR CLERK	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB	1,660.56	
101-131-704.02	WAGES-CLERICAL ASSISTANT	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB	1,169.85	
101-131-712.00	WAGES - RESEARCH ATTORNEY	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB	1,804.15	
101-131-725.00	COST OF FRINGE BENEFITS - TO MAN	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB	5,773.46	
101-131-802.00	TRANSCRIPTS	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB	1,049.30	
101-131-860.00	TRAVEL	BRUNNER, THOMAS N	TRAVEL ON 4/15/2022 & 5/20/2022 TO BENZ	79.56	85376
101-131-962.00	JIS RELATED COSTS	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB	638.08	
Total For Dept 131 CIRCUIT COURT				17,950.90	
Dept 136 DISTRICT COURT					
101-136-727.00	OFFICE SUPPLIES	VISA=KIM NOWAK	OFFICE SUPPLIES	70.88	85415
101-136-805.10	PROBATE CT APPOINTED ATTORNEY	SMITH & JOHNSON	CYPHERS / ARCOS	430.00	85406
101-136-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCOUNT 842083652-00001 APRIL 13 - MAY	194.18	85412
101-136-962.20	JIS RELATED COSTS	STATE OF MICHIGAN	APRIL-MAY-JUNE 2022 USER FEES	1,685.18	85408
Total For Dept 136 DISTRICT COURT				2,380.24	
Dept 141 FRIEND OF THE COURT					
101-141-964.10	REIMBURSEMENT TO MANISTEE	MANISTEE COUNTY FOC	FOC REIMBURSEMENT FOR APRIL 2022	16,790.21	85392
Total For Dept 141 FRIEND OF THE COURT				16,790.21	
Dept 142 JUVENILE DIVISION					
101-142-727.00	OFFICE SUPPLIES	WELLS FARGO FINANCIAL LEAS	603-0236145-000 2022	79.90	85418
Total For Dept 142 JUVENILE DIVISION				79.90	
Dept 215 COUNTY CLERK					
101-215-727.00	OFFICE SUPPLIES	DES MOINES STAMP COMPANY	NEW CLERK STAMP	133.00	85379
101-215-860.00	TRAVEL	BOWERS, TAMMY	TRAVEL EXPENSES	68.24	85375
101-215-860.00	TRAVEL	OLNEY, DAWN	TRAVEL EXPENSES	43.96	85401
101-215-955.00	CONVENTIONS & MEETINGS	MI ASSOC. OF COUNTY CLERKS	CLERK CONFERENCE	280.00	85393
Total For Dept 215 COUNTY CLERK				525.20	
Dept 257 EQUALIZATION DEPARTMENT					
101-257-860.00	TRAVEL	LINDSAY, BRIANNE	MILEAGE FOR FIELDWORK 5/16/22 TO 5/19/22	81.91	85391
Total For Dept 257 EQUALIZATION DEPARTMENT				81.91	
Dept 261 MSU EXTENSION					
101-261-800.00	CONTRACTED SERVICES	MSU EXTENSION BUSINESS OFF	FIRST QUARTER 2022	10,772.00	85398
Total For Dept 261 MSU EXTENSION				10,772.00	
Dept 265 BUILDING & GROUNDS					
101-265-750.00	MAINTENANCE SUPPLIES	KSS ENTERPRISES	CLEANING SUPPLIES: MULTIFOLD TOWEL, TOI	427.28	85390
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	DRYWALL MOD, JNT CMPND LT WT AP 3.5QT	8.99	85400
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	ROUND UP/DRYWALL PATCH	39.98	85400
101-265-800.00	CONTRACTED SERVICES	SIGNATURE SERVICES, BENZO	SHERIFF'S OFFICE CLEANING	1,862.90	85404
101-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCOUNT 842083652-00001 APRIL 13 - MAY	86.15	85412
Total For Dept 265 BUILDING & GROUNDS				2,425.30	

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Fund 101 GENERAL FUND					
Dept 266 LEGAL & CONTRACTED SERVICES					
101-266-815.20	ADMINISTRATION FEES - MANISTEE	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB	1,166.67	
Total For Dept 266 LEGAL & CONTRACTED SERVICES				1,166.67	
Dept 267 PROSECUTING ATTORNEY					
101-267-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCOUNT 842083652-00001 APRIL 13 - MAY	86.15	85412
Total For Dept 267 PROSECUTING ATTORNEY				86.15	
Dept 268 REGISTER OF DEEDS					
101-268-727.00	OFFICE SUPPLIES	DES MOINES STAMP COMPANY	CERTIFICATION STAMP	82.05	85379
101-268-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CENTERS	DOCSTAMP LABELS; NAME PLATE; CORRECTION	94.57	85387
101-268-900.00	PRINTING & PUBLISHING	BAYSIDE PRINTING COMPANY	BUSINESS CARDS	138.87	85370
Total For Dept 268 REGISTER OF DEEDS				315.49	
Dept 285 CENTRAL SERVICES					
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP, INC.	40023293 CONTRACT PAYMENT	122.00	85409
Total For Dept 285 CENTRAL SERVICES				122.00	
Dept 301 SHERIFF					
101-301-727.00	OFFICE SUPPLIES	VISA=SHERIFF DEPT	OFF SUPP, UNIFORMS, T&S MARINE,	89.50	85417
101-301-751.00	UNIFORMS	VISA=ROSA KYLE	UNIFORMS - ROAD	126.00	85416
101-301-751.00	UNIFORMS	VISA=SHERIFF DEPT	OFF SUPP, UNIFORMS, T&S MARINE,	207.00	85417
101-301-853.00	CELLULAR PHONES-ROAD PATROL	VERIZON WIRELESS	ACCT 842083652-00007 BILL DATE 04.13.2	710.68	85412
Total For Dept 301 SHERIFF				1,133.18	
Dept 426 EMERGENCY MANAGEMENT					
101-426-957.00	MISCELLANEOUS	CHARTER COMMUNICATIONS	EMERGENCY MANAGEMENT CABLE 5/13/22 TO 6	66.01	85377
Total For Dept 426 EMERGENCY MANAGEMENT				66.01	
Dept 648 MEDICAL EXAMINER					
101-648-800.00	CONTRACTED SERVICES	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB	2,065.96	
101-648-959.00	FORENSIC AUTOPSIES	GOSLINOSKI, LOIS R. DO	AUTOPSY FEE M. MILLER	1,200.00	85383
Total For Dept 648 MEDICAL EXAMINER				3,265.96	
Dept 751 PARKS & RECREATION DEPARTMENT					
101-751-721.00	PER DIEM	BARB IKENS	PARKS AND RECREATION COMMITTEE PER DIEM	40.00	85368
101-751-721.00	PER DIEM	BARNARD, JASON	PARKS AND RECREATION COMMITTEE PER DIEM	40.00	85369
101-751-721.00	PER DIEM	DUPERRON, SEAN	PARKS AND RECREATION COMMITTEE PER DIEM	40.00	85381
101-751-721.00	PER DIEM	HOOGETERP, EDWARD	PARKS AND RECREATION COMMITTEE PER DIEM	40.00	85386
101-751-721.00	PER DIEM	JOHNSON, SHAUN	PARKS AND RECREATION COMMITTEE PER DIEM	40.00	85388
101-751-721.00	PER DIEM	KRAUS, CHARLES	PARKS AND RECREATION COMMITTEE PER DIEM	40.00	85389
101-751-721.00	PER DIEM	MICK, TED	PARKS AND RECREATION COMMITTEE PER DIEM	40.00	85397
101-751-721.00	PER DIEM	SKURDALL, BARBARA	PARKS AND RECREATION COMMITTEE PER DIEM	40.00	85405
101-751-860.00	TRAVEL	BARNARD, JASON	PARKS AND RECREATION COMMITTEE PER DIEM	5.85	85369
101-751-860.00	TRAVEL	DUPERRON, SEAN	PARKS AND RECREATION COMMITTEE PER DIEM	9.95	85381
101-751-860.00	TRAVEL	HOOGETERP, EDWARD	PARKS AND RECREATION COMMITTEE PER DIEM	1.76	85386
101-751-860.00	TRAVEL	JOHNSON, SHAUN	PARKS AND RECREATION COMMITTEE PER DIEM	2.93	85388
101-751-860.00	TRAVEL	KRAUS, CHARLES	PARKS AND RECREATION COMMITTEE PER DIEM	12.87	85389
101-751-860.00	TRAVEL	SKURDALL, BARBARA	PARKS AND RECREATION COMMITTEE PER DIEM	1.76	85405
Total For Dept 751 PARKS & RECREATION DEPARTMENT				355.12	
Dept 852 MEDICAL INSURANCE					
101-852-717.01	MEDICAL INSURANCE TO MANISTEE	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB	1,401.93	
101-852-717.02	HRA REIMBURSEMENT	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB	19.42	

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Fund 101 GENERAL FUND					
Dept 852 MEDICAL INSURANCE					
		Total For Dept 852 MEDICAL INSURANCE		1,421.35	
Dept 871 WORKERS COMPENSATION INSURANCE					
101-871-828.00	WORKERS COMP INSURANCE	MICHIGAN COUNTIES WORKERS 2021 AUDIT INVOICE - MCWCF 01/01/2011-1		1,390.47	85395
		Total For Dept 871 WORKERS COMPENSATION INSURANCE		1,390.47	
		Total For Fund 101 GENERAL FUND		60,359.31	
Fund 205 TNT OFFICER MILLAGE FUND					
Dept 000					
205-000-853.00	CELLULAR PHONES-TNT	VERIZON WIRELESS	ACCT 842083652-00007 BILL DATE 04.13.2	40.75	85412
		Total For Dept 000		40.75	
Dept 871 WORKERS COMPENSATION INSURANCE					
205-871-828.00	INSURANCE & BONDS	MICHIGAN COUNTIES WORKERS 2021 AUDIT INVOICE - MCWCF 01/01/2011-1		86.89	85395
		Total For Dept 871 WORKERS COMPENSATION INSURANCE		86.89	
		Total For Fund 205 TNT OFFICER MILLAGE FUND		127.64	
Fund 209 SCHOOL RESOURCE OFFICER					
Dept 871 WORKERS COMPENSATION INSURANCE					
209-871-828.00	INSURANCE & BONDS	MICHIGAN COUNTIES WORKERS 2021 AUDIT INVOICE - MCWCF 01/01/2011-1		68.45	85395
		Total For Dept 871 WORKERS COMPENSATION INSURANCE		68.45	
		Total For Fund 209 SCHOOL RESOURCE OFFICER		68.45	
Fund 213 JAIL OPERATIONS FUND					
Dept 265 BUILDING & GROUNDS					
213-265-783.00	EQUIP. SERVICES & SUPPLIES	BETSIE VALLEY SALES & SER\CHAIN SHARPENING		18.00	85373
213-265-783.00	EQUIP. SERVICES & SUPPLIES	KSS ENTERPRISES	WATER SOFTNER SALT	449.82	85390
213-265-783.00	EQUIP. SERVICES & SUPPLIES	VISA=GHUBERS 1098	MARINE UNIF/ JAIL SUPPLIES	22.49	85414
213-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT 842083652-00007 BILL DATE 04.13.2	92.26	85412
213-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCOUNT 842083652-00001 APRIL 13 - MAY	87.53	85412
213-265-935.00	JAIL REPAIRS	VISA=SHERIFF DEPT	OFF SUPP, UNIFORMS, T&S MARINE,	205.00	85417
		Total For Dept 265 BUILDING & GROUNDS		875.10	
Dept 351 JAIL - CORRECTIONS					
213-351-727.00	OFFICE SUPPLIES	VISA=SHERIFF DEPT	OFF SUPP, UNIFORMS, T&S MARINE,	89.50	85417
213-351-751.00	UNIFORMS	CMP DISTRIBUTORS	COOK NMAE TAG - VEST	21.95	85378
213-351-751.00	UNIFORMS	VISA=SHERIFF DEPT	OFF SUPP, UNIFORMS, T&S MARINE,	53.72	85417
213-351-940.20	EQUIPMENT LEASE - COPIER	TEAM FINANCIAL GROUP, INC.	JAIL COPIER LEASES JUNE 2022	307.00	85410
		Total For Dept 351 JAIL - CORRECTIONS		472.17	
Dept 871 WORKERS COMPENSATION INSURANCE					
213-871-828.00	WORKERS COMP INSURANCE	MICHIGAN COUNTIES WORKERS 2021 AUDIT INVOICE - MCWCF 01/01/2011-1		750.07	85395
		Total For Dept 871 WORKERS COMPENSATION INSURANCE		750.07	
		Total For Fund 213 JAIL OPERATIONS FUND		2,097.34	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND					
Dept 265 BUILDING & GROUNDS					
214-265-750.00	MAINTENANCE SUPPLIES	MI PEST	ST 3 PEST CONTROL	61.00	85394
214-265-923.00	FUEL - PROPANE GAS	DTE ENERGY	STATION 2 GAS ACCT 9200 059 5461 4 BILI	204.30	85380
		Total For Dept 265 BUILDING & GROUNDS		265.30	

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Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND					
Dept 655 ADVANCED LIFE SUPPORT (ALS)					
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	703.01	85374
214-655-748.00	GAS, OIL & GREASE	WEX BANK	FUEL	110.69	85419
Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)				813.70	
Dept 871 WORKERS COMPENSATION INSURANCE					
214-871-828.00	INSURANCE & BONDS	MICHIGAN COUNTIES WORKERS 2021 AUDIT INVOICE - MCWCF 01/01/2011-1		1,520.91	85395
Total For Dept 871 WORKERS COMPENSATION INSURANCE				1,520.91	
Total For Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND				2,599.91	
Fund 216 SEASONAL ROAD PATROL FUND					
Dept 871 WORKERS COMPENSATION INSURANCE					
216-871-828.00	INSURANCE & BONDS	MICHIGAN COUNTIES WORKERS 2021 AUDIT INVOICE - MCWCF 01/01/2011-1		18.34	85395
Total For Dept 871 WORKERS COMPENSATION INSURANCE				18.34	
Total For Fund 216 SEASONAL ROAD PATROL FUND				18.34	
Fund 217 SNOWMOBILE PATROL FUND					
Dept 871 WORKERS COMPENSATION INSURANCE					
217-871-828.00	INSURANCE & BONDS	MICHIGAN COUNTIES WORKERS 2021 AUDIT INVOICE - MCWCF 01/01/2011-1		16.60	85395
Total For Dept 871 WORKERS COMPENSATION INSURANCE				16.60	
Total For Fund 217 SNOWMOBILE PATROL FUND				16.60	
Fund 220 MARINE PATROL FUND					
Dept 000					
220-000-748.00	GAS, OIL & GREASE	VISA=SHERIFF DEPT	OFF SUPP, UNIFORMS, T&S MARINE,	98.17	85417
220-000-751.00	UNIFORMS	VISA=GHUBERS 1098	MARINE UNIF/ JAIL SUPPLIES	213.33	85414
220-000-930.00	EQUIPMENT REPAIR	GRAND TRAVERSE MOBILE COMM MARINE ANTENNA/RADIO UPDATES		573.29	85384
220-000-930.00	EQUIPMENT REPAIR	MICHIGAN DEPARTMENT OF STATE REGISTRATIONS - MARINE		15.00	85396
220-000-961.00	TRAINING & SCHOOLS	VISA=SHERIFF DEPT	OFF SUPP, UNIFORMS, T&S MARINE,	642.32	85417
Total For Dept 000				1,542.11	
Total For Fund 220 MARINE PATROL FUND				1,542.11	
Fund 228 SOLID WASTE/RECYCLING FUND					
Dept 000					
228-000-800.00	CONTRACTED SERVICES	GFL ENVIRONMENTAL	RECYCLING SERVICES FOR APRIL 2022	15,240.48	85382
228-000-850.00	TELEPHONE	VERIZON WIRELESS	ACCOUNT 842083652-00001 APRIL 13 - MAY	42.52	85412
Total For Dept 000				15,283.00	
Dept 871 WORKERS COMPENSATION INSURANCE					
228-871-828.00	WORKERS COMP INSURANCE	MICHIGAN COUNTIES WORKERS 2021 AUDIT INVOICE - MCWCF 01/01/2011-1		84.51	85395
Total For Dept 871 WORKERS COMPENSATION INSURANCE				84.51	
Total For Fund 228 SOLID WASTE/RECYCLING FUND				15,367.51	
Fund 247 ANIMAL CONTROL FUND					
Dept 265 BUILDING & GROUNDS					
247-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCOUNT 842083652-00001 APRIL 13 - MAY	47.52	85412
Total For Dept 265 BUILDING & GROUNDS				47.52	
Dept 871 WORKERS COMPENSATION INSURANCE					
247-871-828.00	WORKERS COMP INSURANCE	MICHIGAN COUNTIES WORKERS 2021 AUDIT INVOICE - MCWCF 01/01/2011-1		47.90	85395

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Fund 247 ANIMAL CONTROL FUND					
Dept 871 WORKERS COMPENSATION INSURANCE					
		Total For Dept 871 WORKERS COMPENSATION INSURANCE		47.90	
		Total For Fund 247 ANIMAL CONTROL FUND		95.42	
Fund 260 CPL CLERK TECHNOLOGY FUND					
Dept 000					
260-000-955.00	CONVENTIONS & MEETINGS	MI ASSOC. OF COUNTY CLERKS	CLERK CONFERENCE	70.00	85393
		Total For Dept 000		70.00	
		Total For Fund 260 CPL CLERK TECHNOLOGY FUND		70.00	
Fund 261 911 EMERGENCY SERVICE FUND					
Dept 325 DISPATCH/COMMUNICATION					
261-325-930.00	EQUIPMENT REPAIR	GRAND TRAVERSE MOBILE COMM	A23 FIRMWARE UPDATE FOR CAD	133.50	85384
		Total For Dept 325 DISPATCH/COMMUNICATION		133.50	
Dept 871 WORKERS COMPENSATION INSURANCE					
261-871-828.00	WORKERS COM INSURANCE	MICHIGAN COUNTIES WORKERS	2021 AUDIT INVOICE - MCWCF 01/01/2011-1	40.26	85395
		Total For Dept 871 WORKERS COMPENSATION INSURANCE		40.26	
		Total For Fund 261 911 EMERGENCY SERVICE FUND		173.76	
Fund 292 CHILD CARE FUND					
Dept 000					
292-000-704.02	SALARY - CASEWORKER	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB	4,816.50	
292-000-725.06	FRINGE BENEFITS - CASEWORKER	MANISTEE COUNTY - ADMINIS	MANISTEE COURT COST REIMB	2,332.05	
		Total For Dept 000		7,148.55	
		Total For Fund 292 CHILD CARE FUND		7,148.55	
Fund 293 VETERAN'S RELIEF FUND					
Dept 000					
293-000-748.00	GAS, OIL & GREASE	VISA= KAREN KOROLENKO	CAR WASH & GAS FOR VA CAR	82.11	85413
293-000-900.00	PRINTING & PUBLISHING	AMAZON CAPITAL SERVICES,	IVA MATERIAL FOR TRAINING	245.76	85367
		Total For Dept 000		327.87	
		Total For Fund 293 VETERAN'S RELIEF FUND		327.87	
Fund 401 CAPITAL IMPROVEMENT FUND					
Dept 000					
401-000-967.00	PROJECT EXPENSES	NORTHWEST COMMERCIAL DOOR	JAIL DOOR REPAIR/REPLACEMENT-APPROVED C	2,178.58	85399
		Total For Dept 000		2,178.58	
		Total For Fund 401 CAPITAL IMPROVEMENT FUND		2,178.58	
Fund 701 GENERAL AGENCY FUND					
Dept 136 DISTRICT COURT					
701-136-265.00	CASH BONDS PAYABLE	19TH CIRCUIT COURT - BENZIE	BOND TRANSFER	500.00	85365
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED/COSTS	4,984.28	85366
701-136-265.00	CASH BONDS PAYABLE	SMITH, CODY ADDISON	BOND RETURN	265.72	85407
701-136-271.00	RESTITUTIONS PAYABLE	RYKSE, BRAD	RESTITUTION PYMT FROM LARRY BROWN	50.00	85403
		Total For Dept 136 DISTRICT COURT		5,800.00	
Dept 215 COUNTY CLERK					
701-215-271.00	RESTITUTIONS PAYABLE	BENZIE COUNTY FIRE/EMS AS	RESTITUTION MICHAEL VINCENT	345.52	85371

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INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY

EXP CHECK RUN DATES 05/20/2022 - 05/26/2022

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund 701	GENERAL AGENCY FUND				
Dept 215	COUNTY CLERK				
701-215-271.00	RESTITUTIONS PAYABLE	BENZIE COUNTY SHERIFF OFF	RESTITUTION - OWI REIMBURSMENT	45.00	85372
701-215-271.00	RESTITUTIONS PAYABLE	HOMESTEAD TOWNSHIP FIRE DE	RESTITUTION FROM MICHEAL VINCENT	54.48	85385
701-215-271.00	RESTITUTIONS PAYABLE	THE HARTFORD CENTRAL RECO\	RESTITUTION JONATHAN DEGROOTE	100.00	85411
				<hr/>	
		Total For Dept 215 COUNTY CLERK		545.00	
				<hr/>	
		Total For Fund 701 GENERAL AGENCY FUND		6,345.00	
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Fund Totals:

Fund 101 GENERAL FUND	60,359.31
Fund 205 TNT OFFICER MII	127.64
Fund 209 SCHOOL RESOURCE	68.45
Fund 213 JAIL OPERATIONS	2,097.34
Fund 214 EMERGENCY MEDIC	2,599.91
Fund 216 SEASONAL ROAD I	18.34
Fund 217 SNOWMOBILE PATH	16.60
Fund 220 MARINE PATROL I	1,542.11
Fund 228 SOLID WASTE/REC	15,367.51
Fund 247 ANIMAL CONTROL	95.42
Fund 260 CPL CLERK TECH	70.00
Fund 261 911 EMERGENCY S	173.76
Fund 292 CHILD CARE FUNI	7,148.55
Fund 293 VETERAN'S RELIE	327.87
Fund 401 CAPITAL IMPROVI	2,178.58
Fund 701 GENERAL AGENCY	6,345.00

Total For All Funds:	98,536.39
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 131 CIRCUIT COURT					
101-131-802.00	TRANSCRIPTS	AMANDA O'BRIEN	CIRCUIT COURT TRANSCRIPTS	239.85	
101-131-810.00	LEGAL FEES	DAUGHERTY, JOHN	COURT APPOINTED ATTY VARIOUS CASES	447.10	85515
101-131-810.00	LEGAL FEES	DAVID G. GRUNST PC	MONTH OF APRIL CIRCUIT COURT CHARGES	1,237.50	85516
101-131-813.00	PROBATION EXPENSES	WELLS FARGO VENDOR FIN SEF	CUSTOMER NUMBER-3691931792 COVERAGE FRC	67.52	85601
101-131-860.00	TRAVEL	THOMPSON, DAVID	CIRCUIT COURT TRAVEL/MEALS	39.78	85590
Total For Dept 131 CIRCUIT COURT				2,031.75	
Dept 136 DISTRICT COURT					
101-136-727.00	OFFICE SUPPLIES	ODP BUSINESS SOLUTIONS, LI #24278172001 & #242709436001		101.17	85565
101-136-805.10	PROBATE CT APPOINTED ATTORNEY	KISH DYKSTRA & SCOTT	SHIELDS	37.50	85539
101-136-805.10	PROBATE CT APPOINTED ATTORNEY	MCCUTCHEON, BEVERLY A	VALERIY KONSTANTINO ALEKSEYKOV	100.00	85549
101-136-807.00	JURY FEES	ARCHER, KIMBERLY ANN	JURY DUTY	25.08	85489
101-136-807.00	JURY FEES	BALIUGA-HICKEY, CAATHERINE	JURY DUTY	17.80	85490
101-136-807.00	JURY FEES	BANKEY, DAWN YVONNE	JURY DUTY	44.12	85491
101-136-807.00	JURY FEES	BARNARD, MEGAN CHANDLER	JURY DUTY	20.60	85492
101-136-807.00	JURY FEES	BEALE, ABBY BURTON	JURY DUTY	41.20	85495
101-136-807.00	JURY FEES	BLOUGH, NICHOLAS JAMEWS	JURY DUTY	18.36	85500
101-136-807.00	JURY FEES	BRADFORD, MARY JO	JURY DUTY	20.60	85504
101-136-807.00	JURY FEES	CLINE, KIRSTEN ANNA	JURY DUTY	42.32	85510
101-136-807.00	JURY FEES	CONQUEST, CYNTHIA JEAN	JURY DUTY	37.40	85511
101-136-807.00	JURY FEES	COTE, PHILIP EDWARD	JURY DUTY	23.96	85512
101-136-807.00	JURY FEES	COX, JENNIFER MARIE	JURY DUTY	37.40	85513
101-136-807.00	JURY FEES	DEEREN, ALEXIS MICHELLE	JURY DUTY	34.04	85517
101-136-807.00	JURY FEES	FLEES, GWENDOLYN RACHELLE	JURY DUTY	53.52	85523
101-136-807.00	JURY FEES	GRAY, MICHAEL JOHN	JURY DUTY	37.40	85527
101-136-807.00	JURY FEES	GRAY, WILLIAM IRA	JURY DUTY	31.80	85528
101-136-807.00	JURY FEES	HOUSTON, KATHERINE MARY	JURY DUTY	26.20	85531
101-136-807.00	JURY FEES	HUETTEMAN, DAWN JANICE	JURY DUTY	23.96	85532
101-136-807.00	JURY FEES	KAMINSKI, BROOKE ASHLEY	JURY DUTY	28.44	85535
101-136-807.00	JURY FEES	KARKER III, FRANCIS EDWARD	JURY DUTY	22.84	85536
101-136-807.00	JURY FEES	LEE, ABRAHAM MICHAEL	JURY DUTY	38.52	85542
101-136-807.00	JURY FEES	LEMIEUX, DAVID JAMES	JURY DUTY	37.40	85543
101-136-807.00	JURY FEES	LONEY, LYNN MARIE	JURY DUTY	17.24	85544
101-136-807.00	JURY FEES	LORING, HOLLY	JURY DUTY	26.20	85545
101-136-807.00	JURY FEES	MIDDLETON, HEATHER LYNN	JURY DUTY	18.36	85558
101-136-807.00	JURY FEES	MOILANEN, JACOB ANDREW	JURY DUTY	17.80	85559
101-136-807.00	JURY FEES	NORTHWAY, DEBRA F	JURY DUTY	16.68	85562
101-136-807.00	JURY FEES	PATRZIK, AARON JAMES	JURY DUTY	31.80	85566
101-136-807.00	JURY FEES	REDICK, DUANE KEVIN	JURY DUTY	52.40	85571
101-136-807.00	JURY FEES	RUSHLOW, MICHAEL TODD	JURY DUTY	58.00	85574
101-136-807.00	JURY FEES	RYAN, JENNIFER MARY	JURY DUTY	17.80	85575
101-136-807.00	JURY FEES	SCHENDEL, KELLY CANNON	JURY DUTY	23.40	85578
101-136-807.00	JURY FEES	SCHNEIDER, CHARLES JOHN	JURY DUTY	46.80	85579
101-136-807.00	JURY FEES	SIMMONS, TIA MARIE	JURY DUTY	25.08	85581
101-136-807.00	JURY FEES	SMELTZER, HOPE ANN	JURY DUTY	59.80	85583
101-136-807.00	JURY FEES	STUART, MARK OWEN	JURY DUTY	23.40	85587
101-136-807.00	JURY FEES	VIEAU, ROSS TREVOR	JURY DUTY	17.80	85595
101-136-807.00	JURY FEES	VISA-KIM NOWAK	JURY EXPENSES	162.89	85597
101-136-807.00	JURY FEES	WATERS, MARY PATRICIA	JURY DUTY	38.40	85600
101-136-900.00	PRINTING & PUBLISHING	PIONEER GROUP	POSITION POSTING	41.75	85569
101-136-900.00	PRINTING & PUBLISHING	THOMSON REUTERS - WEST	MI PROBATE LAWS & RULES 2022	542.00	85592
101-136-956.20	EXAMINATIONS-DEV DISABLED	NORTHERN CLINICAL & DIAGN	JEFFREY WINIARSKI EVALUATION	300.00	85561

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Fund 101 GENERAL FUND					
Dept 136 DISTRICT COURT					
		Total For Dept 136 DISTRICT COURT		2,439.23	
Dept 215 COUNTY CLERK					
101-215-727.00	OFFICE SUPPLIES	BOWERS, TAMMY	DAWNS PARTY REIMBURSEMENT	56.14	85503
101-215-727.00	OFFICE SUPPLIES	DES MOINES STAMP COMPANY	CERTIFICATION STAMP	66.00	85518
101-215-727.00	OFFICE SUPPLIES	PIONEER GROUP	DEPUTY CLERK AD	34.75	85568
101-215-807.00	JURY BOARD FEES	BOWERS, JEAN	JURY BOARD	41.12	85502
101-215-807.00	JURY BOARD FEES	ELIZABETH SHRAKE	JURY BOARD	43.92	85520
101-215-807.00	JURY BOARD FEES	MICK, JANICE	JURY BOARD	43.36	85557
101-215-955.10	DUES & REGISTRATIONS	UCOA	UCOA MEMBERSHIP	140.00	85594
		Total For Dept 215 COUNTY CLERK		425.29	
Dept 265 BUILDING & GROUNDS					
101-265-750.00	MAINTENANCE SUPPLIES	KSS ENTERPRISES	CLEANING SUPPLIES FOR JUNE 2022	246.49	85541
		Total For Dept 265 BUILDING & GROUNDS		246.49	
Dept 266 LEGAL & CONTRACTED SERVICES					
101-266-810.00	LEGAL FEES	MARK J. GLAZER	ARBITRATION LEGAL MATTER	4,381.00	85548
		Total For Dept 266 LEGAL & CONTRACTED SERVICES		4,381.00	
Dept 275 DRAIN COMMISSION					
101-275-860.00	TRAVEL	DIXON, CRAIG	INVOICES FOR APRIL/MAY FOR MILEAGE INCI	77.25	85519
101-275-935.10	DAM REPAIRS	DIXON, CRAIG	REIMBURSEMENT FOR LOCK ON DAM	29.67	85519
		Total For Dept 275 DRAIN COMMISSION		106.92	
Dept 285 CENTRAL SERVICES					
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP, INC.	CONTRACT # 40023293-1 CONTRACT PAYMENT.	122.00	85588
		Total For Dept 285 CENTRAL SERVICES		122.00	
Dept 301 SHERIFF					
101-301-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD COMMISSION	MAY 2022 BCSO FUEL	6,598.58	85498
101-301-748.00	GAS, OIL & GREASE	XPRESS LUBE	21-2 OC/TR	84.77	85603
101-301-749.00	VEHICLE REPAIRS	BAYSHORE TIRE & AUTO	20-2 TIRE SWAP	64.00	85494
101-301-749.00	VEHICLE REPAIRS	PRECISION COLLISION OF FR	21-1 PPA BUMPER/FENDER FIX	646.80	85570
101-301-749.00	VEHICLE REPAIRS	THIRLBY AUTOMOTIVE - SHERI	17 RAM TRANS FLUID	11.85	85589
101-301-751.00	UNIFORMS	EMBROID ME OF TRAVERSE C	ROAD - SHIRTS	8.00	85521
101-301-751.00	UNIFORMS	NYE UNIFORM COMPANY	SS SHIRTS - SHERIFF AND JAIL	137.00	85564
101-301-752.10	DRY CLEANERS	ROBBIE'S DRY CLEANERS, INC	MAY 2022 DRY CLEANING	20.00	85572
101-301-800.00	CONTRACTED SERVICES	MICHIGAN STATE POLICE - C	SRMS 10012021 TO 09302022	3,200.00	85555
101-301-800.00	CONTRACTED SERVICES	MICHIGAN STATE POLICE - C	GTWY TO GTWY 04012022 TO 06302022	387.00	85556
101-301-970.00	EQUIPMENT	VISA-ROSA KYLE	MARINE UNIF/JAIL T&S/ROAD EQUIP	79.13	85599
		Total For Dept 301 SHERIFF		11,237.13	
Dept 426 EMERGENCY MANAGEMENT					
101-426-970.00	EQUIPMENT	AMAZON CAPITAL SERVICES, I	DATA CARDS AND PRINTING RIBBON FOR CER	187.80	85488
		Total For Dept 426 EMERGENCY MANAGEMENT		187.80	
Dept 649 MENTAL HEALTH					
101-649-836.00	APPROPRIATIONS	CENTRA WELLNESS NETWORK	MONTHLY APPROPRIATION FOR JUNE 2022	9,337.42	85508
		Total For Dept 649 MENTAL HEALTH		9,337.42	
Dept 670 DHHS BOARD					
101-670-721.00	PER DIEM - DHS BOARD	HARRISON, SCOTT	JUNE DHS BOARD MEETING	40.00	85529
101-670-721.00	PER DIEM - DHS BOARD	JOWETT, GAYLORD	JUNE DHS BOARD MEETING	40.00	85534

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Fund 101 GENERAL FUND					
Dept 670 DHHS BOARD					
101-670-721.00	PER DIEM - DHS BOARD	SCHAFFER, DONALD E.	JUNE DHS BOARD MEETING	40.00	85577
101-670-860.00	TRAVEL - DHS BOARD	SCHAFFER, DONALD E.	JUNE DHS BOARD MEETING	5.26	85577
Total For Dept 670 DHHS BOARD				125.26	
Total For Fund 101 GENERAL FUND				30,640.29	
Fund 205 TNT OFFICER MILLAGE FUND					
Dept 000					
205-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD COMMIS	MAY 2022 BCSO FUEL	343.20	85498
205-000-840.00	INTELL/INVESTIGATIONS	TRANSUNION RISK & ALTERNA	MAY 2022 INTELL	75.00	85593
Total For Dept 000				418.20	
Total For Fund 205 TNT OFFICER MILLAGE FUND				418.20	
Fund 209 SCHOOL RESOURCE OFFICER					
Dept 000					
209-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD COMMIS	MAY 2022 BCSO FUEL	190.22	85498
Total For Dept 000				190.22	
Total For Fund 209 SCHOOL RESOURCE OFFICER				190.22	
Fund 213 JAIL OPERATIONS FUND					
Dept 265 BUILDING & GROUNDS					
213-265-783.00	EQUIP. SERVICES & SUPPLIES	PH&S PRODUCTS LLC	GLOVES	816.00	85567
213-265-784.00	GARBAGE PICK-UP	GFL ENVIRONMENTAL	WASTE - JAIL PICK UP	128.71	85525
Total For Dept 265 BUILDING & GROUNDS				944.71	
Dept 351 JAIL - CORRECTIONS					
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPPLIES WEEK OF 05292022 TO 06042	1,707.45	85505
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPPLIES 05222022 TO 05282022	1,843.55	85506
213-351-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD COMMIS	MAY 2022 BCSO FUEL	223.54	85498
213-351-751.00	UNIFORMS	NYE UNIFORM COMPANY	SS SHIRTS - SHERIFF AND JAIL	74.94	85564
213-351-834.01	PRISONER MEDICAL - JAIL INS CONT	ALL ACCESS CARE PLLC	MAY 2022 JAIL MEDICAL	10,726.81	85487
213-351-956.00	EMPLOYEE PHYSICALS	MANAGEMENT & BEHAVIOR CONS	PRE EMPLOY PSYCH EVAL - MS	792.00	85547
213-351-961.00	TRAINING & SCHOOLS	SCHOOLCRAFT COLLEGE	PPCT INSTRUCTOR COURSE - ES	550.00	85580
213-351-961.00	TRAINING & SCHOOLS	VISA=ROSA KYLE	MARINE UNIF/JAIL T&S/ROAD EQUIP	613.11	85599
Total For Dept 351 JAIL - CORRECTIONS				16,531.40	
Total For Fund 213 JAIL OPERATIONS FUND				17,476.11	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND					
Dept 265 BUILDING & GROUNDS					
214-265-750.00	MAINTENANCE SUPPLIES	FRANKFORT HARDWARE	DRAYNO	6.99	85524
214-265-750.00	MAINTENANCE SUPPLIES	MI PEST	ST 2 PEST CONTROL	66.00	85550
214-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	TRASH BAGS, FASTENERS, BATTERIES	55.52	85563
214-265-850.01	INTERNET SERVICE	CHARTER COMMUNICATIONS	ST 3 CABLE,INTERNET, PHONE	289.09	85509
Total For Dept 265 BUILDING & GROUNDS				417.60	
Dept 655 ADVANCED LIFE SUPPORT (ALS)					
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	156.45	85501
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	119.50	85501
214-655-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD COMMIS	FUEL	4,338.59	85497
214-655-751.00	UNIFORMS	BAY SUPPLY & MARKETING, IN	EMBROIDERY ON TIM G. SWEATSHIRT	10.00	85493
214-655-820.00	QA ASSESSMENTS	MICHIGAN DEPARTMENT OF HE	QUARTERLY ASSESMENT	930.35	85551

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Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND					
Dept 655 ADVANCED LIFE SUPPORT (ALS)					
		Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)		5,554.89	
		Total For Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND		5,972.49	
Fund 220 MARINE PATROL FUND					
Dept 000					
220-000-751.00	UNIFORMS	VISA=ROSA KYLE	MARINE UNIF/JAIL T&S/ROAD EQUIP	66.94	85599
220-000-930.00	EQUIPMENT REPAIR	CRYSTAL LAKE MARINA	MAKO FUEL SUPPLY MODULE R&R	441.93	85514
220-000-930.00	EQUIPMENT REPAIR	CRYSTAL LAKE MARINA	SEA PRO / TRIUMPH SUMMERIZATION	191.00	85514
220-000-930.00	EQUIPMENT REPAIR	CRYSTAL LAKE MARINA	MAKO FUEL ISSUE / SLIP RENTAL	183.50	85514
220-000-954.10	RENT	CRYSTAL LAKE MARINA	MAKO FUEL ISSUE / SLIP RENTAL	550.00	85514
		Total For Dept 000		1,433.37	
		Total For Fund 220 MARINE PATROL FUND		1,433.37	
Fund 247 ANIMAL CONTROL FUND					
Dept 430 ANIMAL CONTROL					
247-430-835.30	LIVESTOCK EXPENSES	KNAPP, REBECCA	SMITH CASE ANIMALS BOARDING/FEED AND C	1,470.00	85540
247-430-860.00	TRAVEL	VISA=KYLE MAURER	FEES FOR CREDIT CARD-KYLE MAURER ACCT #	74.27	85598
		Total For Dept 430 ANIMAL CONTROL		1,544.27	
		Total For Fund 247 ANIMAL CONTROL FUND		1,544.27	
Fund 261 911 EMERGENCY SERVICE FUND					
Dept 325 DISPATCH/COMMUNICATION					
261-325-830.00	911 MAINTENANCE CONTRACT	WESTTEL INTERNATIONAL, LLC	911 MAINTENANCE JULY 2022	938.00	85602
		Total For Dept 325 DISPATCH/COMMUNICATION		938.00	
		Total For Fund 261 911 EMERGENCY SERVICE FUND		938.00	
Fund 269 LAW LIBRARY FUND					
Dept 000					
269-000-901.00	RESOURCE MATERIALS	THOMSON REUTERS - WEST	LIBRARY SUBSCRIPTION, MI OFFICIAL APPEA	1,354.88	85591
269-000-901.00	RESOURCE MATERIALS	THOMSON REUTERS - WEST	MAY ONLINE SOFTWARE CHARGES	248.94	85591
		Total For Dept 000		1,603.82	
		Total For Fund 269 LAW LIBRARY FUND		1,603.82	
Fund 292 CHILD CARE FUND					
Dept 000					
292-000-840.00	CONTRACTED SVCS - VOL COORDINATO	KATHERINE HOUSTON	VOLUNTEER COORDINATION OF YOUTH SERVICE	2,250.00	85537
292-000-840.95	IN HOME CARE MISC.	SMART START MICHIGAN	03/01/22 SMART TAG TETHER- INVOICE # 03	480.00	85582
292-000-840.95	IN HOME CARE MISC.	SMART START MICHIGAN	04/01/2022-SMART TAG TETHER- INVOICE #C	310.00	85582
292-000-840.95	IN HOME CARE MISC.	SMART START MICHIGAN	05/01/2022 SMART TAG TETHER -INVOICE #C	300.00	85582
292-000-840.95	IN HOME CARE MISC.	SMART START MICHIGAN	06/01/2022 SMART TAG TETHER-INVOICE #06	310.00	85582
292-000-850.00	TELEPHONE	ROBINSON, KELLIE	EXPENSE REIMBURSEMENT FOR JUV PROBATION	50.00	85573
292-000-860.00	TRAVEL/GAS CARDS	ROBINSON, KELLIE	EXPENSE REIMBURSEMENT FOR JUV PROBATION	356.08	85573
292-000-862.01	INCENTIVES	ROBINSON, KELLIE	EXPENSE REIMBURSEMENT FOR JUV PROBATION	8.50	85573
		Total For Dept 000		4,064.58	
		Total For Fund 292 CHILD CARE FUND		4,064.58	
Fund 293 VETERAN'S RELIEF FUND					
Dept 000					

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Fund 293 VETERAN'S RELIEF FUND					
Dept 000					
293-000-955.00	CONVENTIONS & MEETINGS	VISA= KAREN KOROLENKO	VA MEETING	158.38	85596
		Total For Dept 000		158.38	
		Total For Fund 293 VETERAN'S RELIEF FUND		158.38	
Fund 532 TAX FORECLOSURE FUND					
Dept 253 COUNTY TREASURER					
532-253-810.00	LEGAL FEES	LUCAS V. MIDDLETON	TAX FORCLOSURE SERVICES	250.00	85546
		Total For Dept 253 COUNTY TREASURER		250.00	
		Total For Fund 532 TAX FORECLOSURE FUND		250.00	
Fund 535 CDBG HOUSING GRANT FUND					
Dept 000					
535-000-815.30	ADMINISTRATION FEES	BOWERS, JEAN	HOUSING BOARD	41.16	85502
535-000-815.30	ADMINISTRATION FEES	CAROL DYE	HOUSING BOARD	50.09	85507
		Total For Dept 000		91.25	
		Total For Fund 535 CDBG HOUSING GRANT FUND		91.25	
Fund 701 GENERAL AGENCY FUND					
Dept 136 DISTRICT COURT					
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED	725.00	85483
701-136-271.00	RESTITUTIONS PAYABLE	ACE HARDWARE	RESTITUTION PYMT FROM JARED ARCHBOLD	25.00	85484
701-136-271.00	RESTITUTIONS PAYABLE	GLEN LAKE ELECTRIC INC	RESTITUTION PYMT FROM SAMUAL CIKITY	98.00	85526
701-136-271.00	RESTITUTIONS PAYABLE	KIDDER, KURT	RESTITUTION PYMT FROM LORIE PRIEST	10.00	85538
701-136-271.00	RESTITUTIONS PAYABLE	RYKSE, BRAD	RESTITUTION PYMT FROM LARRY BROWN	50.00	85576
701-136-271.00	RESTITUTIONS PAYABLE	STATE FARM INSURANCE	RESTITUTION PYMT FROM WILLIAM FORTINE	20.00	85584
		Total For Dept 136 DISTRICT COURT		928.00	
Dept 215 COUNTY CLERK					
701-215-228.05	DUE STATE - NOTARY FEES	MICHIGAN DEPARTMENT OF ST	MONTHLY NOTARY FEES	2.00	85552
701-215-228.16	DUE STATE - PISTOL PERMITS	STATE OF MICHIGAN (#38-60	CONCEALED PISTOL LICENSES	1,525.00	85586
701-215-228.37	DUE STATE - CRIME VICTIM RIGHTS	STATE OF MICHIGAN	END OF MONTH STATE FEES	424.09	85585
701-215-228.42	DUE STATE - STATE COURT - MOTION	STATE OF MICHIGAN	END OF MONTH STATE FEES	290.00	85585
701-215-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	END OF MONTH STATE FEES	275.00	85585
701-215-228.58	DUE STATE - CIVIL FILING FEES	STATE OF MICHIGAN	END OF MONTH STATE FEES	1,309.00	85585
701-215-228.59	DUE STATE - JUSTICE SYSTEM FUND	STATE OF MICHIGAN	END OF MONTH STATE FEES	494.18	85585
701-215-271.00	RESTITUTIONS PAYABLE	ALAN GRAY	RESTITUTION FROM BRANDON PIPER 17-2534-	12.50	85485
701-215-271.00	RESTITUTIONS PAYABLE	ALAN GRAY	RESTITUTION FROM BRANDON PIPER 17-2534-	12.50	85486
		Total For Dept 215 COUNTY CLERK		4,344.27	
Dept 253 COUNTY TREASURER					
701-253-225.01	BENZIE CENTRAL SCHOOLS	BENZIE CENTRAL SCHOOLS	CHARGEBACK DUE TO SCHOOLS	4,252.50	85496
701-253-226.08	DUE INLAND TOWNSHIP	INLAND TOWNSHIP TREASURER	CHARGEBACK DUE TO TOWNSHIP	95.05	85533
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	JEREMY JONES	TAXABLE VALUE CHG 2021	1,898.16	
		Total For Dept 253 COUNTY TREASURER		6,245.71	
Dept 301 SHERIFF					
701-301-228.16	DUE STATE - FINGER PRINT FEES	MICHIGAN STATE POLICE - C	MAY 2022 LIVESCAN FP	173.00	85554
701-301-228.63	DUE STATE - SEX OFFENDER'S REG.	MICHIGAN STATE POLICE - C	SEX OFF MAY 2022	60.00	85554
		Total For Dept 301 SHERIFF		233.00	

06/09/2022 01:16 PM
User: RLynn
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 06/03/2022 - 06/09/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 701 GENERAL AGENCY FUND					
Total For Fund 701 GENERAL AGENCY FUND				11,750.98	

06/09/2022 01:16 PM
User: RLynn
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 06/03/2022 - 06/09/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:					
Fund 101	GENERAL FUND			30,640.29	
Fund 205	TNT OFFICER MII			418.20	
Fund 209	SCHOOL RESOURCE			190.22	
Fund 213	JAIL OPERATION			17,476.11	
Fund 214	EMERGENCY MEDIC			5,972.49	
Fund 220	MARINE PATROL I			1,433.37	
Fund 247	ANIMAL CONTROL			1,544.27	
Fund 261	911 EMERGENCY S			938.00	
Fund 269	LAW LIBRARY FUN			1,603.82	
Fund 292	CHILD CARE FUNI			4,064.58	
Fund 293	VETERAN'S RELIE			158.38	
Fund 532	TAX FORECLOSURE			250.00	
Fund 535	CDBG HOUSING GI			91.25	
Fund 701	GENERAL AGENCY			11,750.98	
Total For All Funds:				76,531.96	

Payable May26-

DATE	FUND 101 GENERAL	FUND 213 JAIL	FUND 214 EMS	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
5/26/2022	\$ 37,833.99	\$ 2,097.34	\$ 2,599.91	\$ 17,140.65	\$ 95.42		\$ 173.76	\$ 70.00	\$ 2,506.45	\$ 6,345.00		\$ 68,862.52
6/2/2022	\$ 69,574.06	\$ 10,202.89	\$ 26,062.84	\$ 2,727.83	\$ 2,798.34	\$ 194.68	\$ 732.11	\$ 51,798.81	\$ 1,406.28	\$ 10,476.22		\$ 175,974.06
6/9/2022	\$ 30,440.44	\$ 17,583.07	\$ 5,972.49	\$ 2,571.79	\$ 1,544.27		\$ 938.00	\$ 5,668.40	\$ 23,235.71	\$ 9,942.82		\$ 97,896.99
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Totals	\$ 137,848.49	\$ 29,883.30	\$ 34,635.24	\$ 22,440.27	\$ 4,438.03	\$ 194.68	\$ 1,843.87	\$ 57,537.21	\$ 27,148.44	\$ 26,764.04	\$ -	\$ 342,733.57

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-Re monumentation
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

Elected Officials And Department Heads

9-1-1
Police
Fire / EMS

Benzie County Central Dispatch

505 S. Michigan Ave Beulah MI 49617
Non-emergency 231-882-4487 / Fax 231-882-5894



To: Benzie County Board of Commissioners
From: Rebecca Hubers – Director/EMC

Re: Recap of May 2022

Jeremy Breitner did not want to continue with dispatch training and returned to his Corrections Officer position with the Benzie County Sheriff's Office.

BCCD has two full time openings again.

The positions are posted on the Benzie County website including an updated job description and the newest online fillable "universal" application (arranged by HR).

RFP's for architecture and design of the new Emergency Communications Center are due June 17, 2022.

I met with the City of Frankfort, the Village of Elberta and Mr. Bayer from the Frankfort Dow Memorial Airport regarding locations for a Frankfort Emergency Communications tower to connect to the State 800 MHz radio system. Their suggested options were delivered to Motorola, the contractor for MPSCS tower projects. Motorola will be doing location studies to see what locations would provide the best coverage and what it would look like. This tower has been a communicated project for several years and is important to maintain quality responder response and safety in the Frankfort Area.

The next 911 Dispatch Advisory Board meeting is scheduled for **July 14, 2022.**

Sincerely – Rebecca Hubers

	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22
9-1-1 Calls	609	523	673	531	581	438	434	
Admin Inbound calls	1278	1341	1502	1139	1142	1179	1121	
Transferred 9-1-1 to another PSAP	23	37	44	25	25	28	29	22
Transfers within building	106	78	109	118	92	81	86	
Call for Service Nature types:								
Abandoned 9-1-1	74	60	64	92	63	47	31	56
Abandoned Vehicle	2	2	12	2	2	13	9	2
Accidental Dial	64	25	33	35	31	26	41	50
Aircraft Down								
Alarm - Commercial	7	13	9	8	13	20	8	12
Alarm - Medical	9	4	15	11	6	16	8	10
Alarm - Residential	15	19	11	13	7	9	15	22
Ambulance Request	180	156	152	162	162	164	119	158
Ambulance Transfer	45	37	39	37	29	29	33	30
Animal Control Complaint	12	18	11	13	7	15	16	14
Assault	8	6	7	2	1	4	10	5
Assist Other Dept / County	11	7	11	2	11	6	3	7
Be on the Lookout	1				1	1		
Boater in Distress								
Boating Complaint		1				1		1
Breaking and Entering	3	5		3	3	3	2	1
Breaking and Entering - In progress		2		1	2	1		
Breaking and Entering - Vehicle	4		1	3			1	2
Bullying						1		
Bus Lights Disregarded	3		1	1				
Car vs Bear - Property Damage Accident								
Car vs Deer - Property Damage Accident	33	38	25	24	15	22	16	14
Careless Use		2						
Child Neglect						1		
Child Abuse		2	2					1
Citizen Assist	4	5	5	9	18	10	12	8
Civil - Assist	2	3	2	3	2			1
Civil - Dispute	2	2		2	2		3	1
Civil - Standby	1	2	1		2	1	5	
Computer Crime							2	
Conservation Law Violations	2	3	2	1	1		2	2
Counterfeit Money / ID								1
Criminal Sexual Conduct (CSC)	1	2	2	1	1			2
Custody Dispute	1		4	2	2	2	1	2
Deer Permit Issued	2		2	2			1	
Disorderly Subject	2	1			1			3
Domestic Violence	10	7	4	4	2	6	8	6
Drowning								
Drug Activity	3	1	1	2	2	1	3	1
Embezzlement	1							
Family Trouble	6	2	6	11	17	7	7	6
Fight in Progress	2		1	1		1	2	1
Fire - Alarm	7	4	1	1	3	8	4	4
	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22
Fire - Brush	1	3	1		1		4	7
Fire - Chimney			1	1			1	1
Fire - Grass	1				1		1	2
Fire - Other	7	5	15	5	4	7	6	8
Fire - Structure	2	2	2	1	1	1	2	3
Fire - Vehicle			1	2				1
Fireworks Complaint								
Found Property	12	1	4	2	1	1	1	7

Fraud	10	10	9	4	4	6	6	9
Gas Drive Off						3	3	2
Gas Leak (Natural Gas)	2	2	1	4	2	2	6	3
Harassment	4	8	2		2	5	5	3
Harassing Telephone Calls / Text	1	1		1	2		2	2
Hazardous Material Spill / Leak								
Identity Theft	2	1	1	1	1	1		
Illegal Burn	2		1				2	
Illegal Dumping	3				1	1		2
Illegal Fireworks								
Incorrigible Youth	6		2	3	1		1	2
Injured Animal	6	3	7	6	1	6	3	4
Intoxicated Driver - Suspected		3	3			1		3
Intoxicated Subject	1	1	3	2	2	1	3	1
Landlord / Tenant Dispute	4		2			3		1
Larceny	14	8	8	4	4	5	9	18
Leaving the scene of accident	1	1		1	2			
Livestock in the roadway		2	1			1		2
School Lock down (including drills)				1				
Lost Property / Animal	4	3		1				2
Loud Party								1
Malicious Destruction of Property	4	5	4	2	5	4	6	4
Minor in possession of tobacco								1
Minor in posession of alcohol	1	1						2
Misdialed 9-1-1	5	2	9	12	6	14	6	5
Missing Person	1		6	1	4	4		6
Motorist Assist	8	1	3	10	7	5	10	11
Neighbor Dispute		2	5	1	1	1	5	7
Noise Complaint	5				1	1		2
Off Road Vehicle Complaint				1		1	1	1
Open Door			4	2	2			1
Open Intoxicant in a Motor Vehicle								
Other / Misc	28	35	28	23	15	22	18	35
Parking Complaint	1	5	2	1	2			2
Patient Transfer - EMS								
Peeping Tom		1						
Person in the Water		1	1					
Personal Injury Accident	5	10	4	2	3	2	2	3
Personal Protection Order - Entry	2	1	5	4		2	4	2
Personal Protection Order - Violation	1	1				1	5	1
Power Line - Down, Fire, Arcing	3	5	89	3	1	6	6	11
	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22
Private Property Accident	7	2	3	7	4	8	2	4
Probation Violation								
Property Check	1					1		
Property Damage Accident	17	21	19	31	14	17	13	13
Property Dispute	1		1	1	1	2		1
Prowler	1							
Reckless Driver	19	19	12	16	12	15	18	24
Road Hazard	5	11	21	10	16	10	11	4
Robbery - Armed								
Robbery - Unarmed								
Roll Over - Personal Injury Accident		3	1	1	5			2
Roll Over - Property Damage Accident	1	5	4	2	1			
Runaway	6	4	3	4	1	1	3	1
Sex Offender Violations								
Shoplifting					1	1	1	2
Shots fired complaint	3	5		1				
Stalking	2			2			1	

Suicidal Subject	4	7	7	4	7	6	5	1
Suspicious Mail / Package		2	1	1		2		1
Suspicious Person	2	6	5	3	6	8	12	17
Suspicious Telephone Call / Text		1						
Suspicious Situation	14	14	18	18	16	14	26	36
Suspicious Vehicle	9	8	6	4	5	9	4	5
Test Call	27	14	10	8	5	5	7	8
Threats	6	12	7	9	2	4	7	8
Traffic Stop	235	157	183	127	139	176	222	305
Tree Down in Road	6	25	86		5	3	12	13
Trespassing		6	2	1	3	9	8	7
Truancy		1	4		1			
Unauthorized Driving Away Automobile	1	1	5		1	2	2	
Uninitiated 9-1-1 call					1			1
Unknown Accident		6	6	10	2	2	2	3
Unwanted Person	6	8	3	2	6	6	4	5
Unwanted Telephone Calls / Texts		1						
Vandalism	1	1			1	1		
Vehicle in Ditch		5	6	24	19	8	1	
Verbal Dispute	2	2	1	2		2	1	
VIN Inspection		2	1		5	2	8	4
Warrant Attempt		1		1	1		2	1
Warrant Arrest	1				1			
Warrant Entry	14	14	6	7	12	14	11	17
Warrant TIP		1		1		1	1	
Water Rescue	1	1		1				
Welfare Check	25	24	18	14	23	14	15	24
TOTAL	1081	943	1125	861	799	865	904	1108
Smart911								
	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22
Total number of profiles as of =	837	840	842	846	849	850	850	
9-1-1 calls to Dispatch with profile	4	5	7	8	4	4	7	
Chat by text	4	5	8	12	12	2	5	
Chat with response	1	1	2	5	2	1	1	
Tickets with SOS Location	370	307	395	350	284	248	281	

ACTION ITEMS

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: June 7, 2022

Subject: **Budget Amendment – Brownfield Redevelopment Consultant**

The Economic Development and Brownfield Redevelopment Authority recently worked with Susan Wenzlick of Fishbeck to complete an application for a grant related to the True North project in Honor. Her work towards this project helped Benzie County receive a \$650,000 grant towards the project, lowering the TIF for this project to under five years. This is a huge accomplishment for Benzie County and great news for residents.

Her work of course comes with a cost. There are funds within the Brownfield budget, however there were none budgeted last fall because we did not anticipate having this project. Therefore, I am asking for a budget amendment to utilize those funds to pay for Ms. Wenzlick's services.

It's important to note, that the funds used to pay for the services are reimbursable through the brownfield plan and will be over the next three years.

Recommendation:

That the budget amendment in the not-to-exceed \$10,000 to increase revenues and expenditures in the Brownfield Redevelopment Authority fund, be approved.

BUDGET AMENDMENT REQUEST

This form is used when the below changes WILL increase or decrease the bottom line total of your budget.

This requires approval from the Board of Commissioners. Please fill out this form and present it to the County Administrator, with appropriate documentation supporting the amendment request.

DATE: 6/7/2022

Request to Amend the 2021/22 Budget for the following:

Account to be Increased:

Line Number	Account Name	Amount
243-000-691.00	Budgeted Use of Fund Balance	10,000.00

Total \$ 10,000.00

Account to be Increased:

Line Number	Account Name	Amount
243-000-967.00	Project Expenses	10,000.00

10,000.00

SIGNED: _____

Bobbie Jacobs 6/14/2022

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: June 8, 2022

Subject: **Budget Amendment – CDGB Housing**

Attached you will find a budget amendment request to budges existing funds for use in the CDBG Housing program. The County Clerk has requested this amendment as a result of the Housing Board.

Recommendation:

That the Board of Commissioners approves the budget amendment to increase the budgeted use of fund balance and increase the CDGB Contracted Services, CDGB Amin Expenses, and CDGB Admin Fee for the total amount of \$13,748.25.

BUDGET AMENDMENT REQUEST

This form is used when the below changes WILL increase or decrease the bottom line total of your budget.

This requires approval from the Board of Commissioners. Please fill out this form and present it to the County Administrator, with appropriate documentation supporting the amendment request.

DATE: 6/13/2022

Request to Amend the 2021/22 Budget for the following:

Account to be Increased:

Line Number	Account Name	Amount
535-000-691-00	Budgeted Use of Fund Balance	13,748.25

Total \$ 13,748.25

Account to be Increased:

Line Number	Account Name	Amount
535-000-800.00	CDBG Contracted Services	7,522.59
535-000-815.40	CDBG Admin Expenses	6,025.66
535-000-815.30	CDBG Admin Fee	200.00

Total \$ 13,748.25

SIGNED: Bob Garlop 6/14/2022

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: June 8, 2022

Subject: **Budget Amendment – Contracted Services**

Attached you will find a budget amendment to recognize revenue and increase expenditures. We are recognizing revenue as a result of a reimbursement grant and need to recognize the additional expense of cleaning services in the Sheriff's Office. The reimbursement grant was paid utilizing funds within contingency. It was expected that we would receive these funds back in a timely manner.

This amendment will cover expenses of cleaning both buildings through the end of the fiscal year.

Recommendation:

That the Board of Commissioners approves the budget amendment to increase the refunds/rebates as recognized revenue and increase the general fund buildings and grounds contracted services expenses in the amount of \$9,995.

BUDGET AMENDMENT REQUEST

This form is used when the below changes WILL increase or decrease the bottom line total of your budget.

This requires approval from the Board of Commissioners. Please fill out this form and present it to the County Administrator, with appropriate documentation supporting the amendment request.

DATE: 6/14/2022

Request to Amend the 2021/22 Budget for the following:

Account to be Increased:

Line Number	Account Name	Amount
101-253-687	Refunds/Rebates	9,995.00

Total \$ 9,995.00

Account to be Increased:

Line Number	Account Name	Amount
101-265-800	Contracted Services	9,995.00

9,995.00

SIGNED: _____

Baldpate

6/14/2022

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: June 7, 2022

Subject: **Budget Amendment – MMRMA Self Retention Fund**

Attached you will find a budget amendment request to provide additional funds to pay our latest MMRMA bill for our self-retention fund. This bill is a result of additional fees incurred related to legal matters. We split these costs between our various funds.

The total amount of these funds was not accounted for last year because the total amount due is dependent upon the activity; we have had an increase in activity as of late. Therefore, I am asking for a budget amendment to pay the MMRMA bill.

Recommendation:

That the Board of Commissioners approves the budget amendment to increase the budgeted use of fund balance and increase the general fund liability & building fund, jail operations departments fund for insurance and bonds, and the general Sheriff's fund for the total amount of \$30,240.00.

BUDGET AMENDMENT REQUEST

This form is used when the below changes WILL increase or decrease the bottom line total of your budget.

This requires approval from the Board of Commissioners. Please fill out this form and present it to the County Administrator, with appropriate documentation supporting the amendment request.

DATE: 6/13/2022

Request to Amend the 2021/22 Budget for the following:

Account to be Increased:

Line Number	Account Name	Amount
101-000-691.00	Budgeted Use of Fund Balance	30,240.00

Total \$ 30,240.00

Account to be Increased:

Line Number	Account Name	Amount
101-851-828.10	General-Liability & Building	9,000.00
101-966-999.10	Transfer to Jail	1,800.00
101-851-828.10	Sheriff-Insurance Bond	19,440.00

Total \$ 30,240.00

SIGNED: *Bale Raulofs* 6/14/2022

BUDGET AMENDMENT REQUEST

This form is used when the below changes WILL increase or decrease the bottom line total of your budget.

This requires approval from the Board of Commissioners. Please fill out this form and present it to the County Administrator, with appropriate documentation supporting the amendment request.

DATE: 6/13/2022

Request to Amend the 2021/22 Budget for the following:

Account to be Increased:

Line Number	Account Name	Amount
213-351-699.00	Transfer In	1,800.00

Total \$ 1,800.00

Account to be Increased:

Line Number	Account Name	Amount
213-851-828.10	Jail Insurance Bonds	1,800.00

Total \$ 1,800.00

SIGNED:

Bob Byrnes 6/14/2022

PAY TO: Michigan Municipal Risk Management
 14001 Merriman
 Livonia, MI 48154

DATE: 6/7/2022

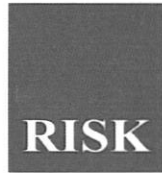
DATE	ITEMS	QTY	AMOUNT	TOTAL
	Policy # M0001121			
	Liability and Building Insurance			
	205-851-828.10	1	\$1,080.00	\$1,080.00
	101-851-828.10	1	\$9,000.00	\$9,000.00
	213-851-828.10	1	\$1,800.00	\$1,800.00
	214-851-828.10	1	\$2,520.00	\$2,520.00
	247-851-828.10	1	\$360.00	\$360.00
	249-851-828.10	1	\$180.00	\$180.00
	261-851-828.10	1	\$216.00	\$216.00
	101-851-828.10 (Sheriff)	1	\$19,440.00	\$19,440.00
	228-851-828.10	1	\$288.00	\$288.00
	209-851-828.10	1	\$1,116.00	\$1,116.00
	Maples			
	209-851-828.10			
	TOTAL			\$ 36,000.00

IT IS HEREBY CERTIFIED THAT THE ABOVE ACCOUNT IS
 TRUE AND CORRECT AND THAT NO PART OF THE
 SAME HAS BEEN PAID

Rose Lynn

SIGNED

Invoice Date
5/16/2022



MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

Dawn Onley
County of Benzie
448 Court Place
Beulah, MI 49617
Policy Number R0001121

14001 Merriman
Livonia, MI 48154
734.513.0300 / 800.243.1324

POLICY SUMMARY	
Policy Number	R0001121
Policy Term	22
Policy Period	1/1/2022 - 1/1/2023
Retention Fund Contribution	\$36,000.00

ACCOUNT SUMMARY		
Policy Period Annual Contribution	Payments	Balance Due for Policy Period
\$36,000.00	\$0.00	\$36,000.00

BILLING SUMMARY	
Installment Due 6/15/2022	Retention Fund \$36,000.00
TOTAL	\$36,000.00

MEMBER FINANCIAL RESPONSIBILITY POLICY - ADDITIONAL BILLING

REMITTANCE ADVICE
Please detach and return with your payment



MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

Invoice Date
5/16/2022

County of Benzie
448 Court Place
Beulah, MI 49617
Policy Number R0001121

	Amount	Due Date
Past Due	\$0.00	Due Now
Installment Due	\$36,000.00	6/15/22



MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

May 16, 2022

Dawn Onley
County of Benzie
448 Court Place
Beulah, MI 49617

Dear Ms. Onley:

The Member Financial Responsibilities Policy governing document requires that every Member's Retention Fund Balance equal, at a minimum, 50% of their Reported Reserves within the Member's Self-Insured Retention at all times. MMRMA's Finance Department performs a quarterly analysis to ensure member compliance with this policy.

As of April 25, 2022, the Member Retention Fund Balance for the County of Benzie is not in compliance with the Member Financial Responsibilities Policy by \$35,562.48. Therefore, in order to be compliant with the Member Financial Responsibilities Policy, we are invoicing you \$36,000.

Please find enclosed a copy of your most recent Statement of Changes in Member Retention Fund statement, a Deficit Calculation Worksheet, and an invoice in the amount of \$36,000. Please contact your Regional Risk Manager or myself if you require any additional information regarding this matter.

Sincerely,

Bryan J. Anderson, CPA, CGMA
Managing Director

enclosures

Michigan Municipal Risk Management Authority

Statement of Changes in Member Retention Fund

For 7/1/2021 to 4/25/2022

MEMBER: 01121-Benzie, County of

Receipts:

Member Contributions Received - Regular	\$2,000.00
Member Contributions Received - Additional	\$0.00
Net Asset Distribution Transfer	\$36,373.00
Miscellaneous Revenue Received	\$0.00
State Pool Deductible Receipts	\$0.00
Interest Income	\$1,735.61
Total Receipts	\$40,108.61

Claims & Related Payments:

Claim Losses Paid	(\$5,762.10)
Net Claims, Adjustment Expenses, Recoveries - 7/1-9/30/12	\$0.00
Claim Adjustment Expenses Paid	(\$75,372.01)
Reinsurance Recoveries	\$0.00
Stop Loss Recoveries	\$0.00
Subrogation Recoveries	\$0.00
Net Claims and Claim Adjustment Expenses	(\$81,134.11)

Other Payments:

Interest Expense for Negative Balance	\$0.00
Special Legal Services	(\$1,311.00)
Direct Meeting Expenses of Member	\$0.00
Member General Fund Contribution Transfer	\$0.00
Member Withdrawals	\$0.00
Total Other Payments	(\$1,311.00)

Net Contribution to Retention Fund during Period	(\$42,336.50)
Beginning of Period Member Retention Fund Balance	\$117,309.75
End of Period Member Retention Fund Balance	\$74,973.25

Reported Reserves within Member's Self-Insured Retention	\$221,071.45
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Member Funds on Deposit Deficit Calculation Worksheet

Member Financial Responsibilities Policy, effective 4/1/2013.

Benzie, County of

Members Reported Reserves @	4/25/2022	\$	221,071.45
50% of Reported Reserves			110,535.73
Current Balance of Funds on Deposit			74,973.25
+/Excess -/Deficit			\$
(50% of reported reserves less current balance)			(35,562.48)

Memorandum



To: Board of Commissioners

Copy: Kyle Rosa, Sheriff

From: Katie Zeits, County Administrator *Katie Zeits*

Date: June 8, 2022

Subject: **Canteen Food Services – Jail**

Attached you will find an amendment to the existing food services contract with Canteen Services. Benzie County entered into contract with Canteen in 2020 and has since had one amendment to adjust food costs. The second amendment presented by Canteen Services requested a 10% increase in costs, something that came as a bit of a shock. Administrative Assistant Suzi Mills worked diligently with Canteen Services to negotiate a lower increase. The amendment will result in an increase of \$.20-\$.30 per meal, depending upon the number of meals ordered. This increase is estimated to cause an increase in food services of roughly \$15,000 for fiscal year 22/23.

Recommendation:

That the Board of Commissioners approves the amendment to the agreement with Canteen Services for food supplies in the jail as detailed in the June 14, 2022 packet communications, and authorizes the Board Chair to sign.



CANTEEN SERVICES, INC.

AMENDMENT TWO

This Amendment to the Food Service Agreement ("Amendment Two") between the **County of Benzie**, a municipal corporation and political subdivision of the State of Michigan, acting on behalf of the **Benzie County Sheriff's Office** (hereinafter collectively referred to as 'Client') with offices located at 505 S. Michigan Avenue, Beulah, MI 49617, and **Canteen Services, Inc.** a Michigan corporation with principal offices at 353 S. Michigan Avenue, Coldwater, MI 49036 (hereinafter referred to as "Canteen") is **effective upon signature**.

The purpose for this amendment is to:

1. Revise pricing schedule, due to significant changes in the economy.

Amendment Revisions:

1. EXHIBIT A, ITEM I PRICING, Paragraph 1-A is revised to read:

EXHIBIT A

- A. Canteen will provide the facilities with food service at a set price per meal. Canteen will provide three (3) meals per day, each day of the year. Billing is based on meal counts from Sunday breakfast through Saturday dinner. All inmate, jail staff, and visitors' meals shall be charged the same price. The price per meal will be determined on a per meal serving basis (Breakfast, Lunch, Dinner) according to the following schedule:

<u>Meals served</u>	<u>Price</u>
41 – 45	\$2.875
36 – 40	\$3.075
31 – 35	\$3.375
26 – 30	\$3.675
23 – 25	\$3.875
20 – 22	\$4.175
17 – 19	\$4.675
14 – 16	\$5.275
Medical Snacks	\$1.55

The above pricing will remain in effect through September 30, 2023, thereafter; price review/revision(s) annually, within 30 days prior to anniversary date, and upon mutual agreement.

In the event Client requests to alter the agreed upon menu, or further significant changes in the economy occur, the per meal pricing may be renegotiated. If the meal count falls below 14 pricing shall be renegotiated.

All terms and conditions of the Agreement not amended by this Amendment Two remain the same.

CANTEEN SERVICES, INC.

Signature

Date

Title

Printed Name

COUNTY OF BENZIE

Signature

6/14/2022

Date

Board of Commissioner Chair

Title

Bob Roelofs

Printed Name



June 2, 2022

Dear County Board of Commissioners,

The Area Agency on Aging of Northwest Michigan (AAANM) is seeking approval of the Fiscal Year 2023-2025 Multi Year Plan (MYP), which, once approved by the State, will go into effect on October 1, 2022. As part of the preparation of this document, the State requires that all Area Agencies on Aging (AAA) request approval of the MYP from each County Board of Commissioners within their respective planning and service area. Enclosed is a summary of the FY 2023-2025 MYP for your review and comment.

Pursuant to State requirements and in order to respond to the Bureau of Aging, Community Living and Supports (ACLS) in a timely manner, AAANM requests your county's written or e-mail (gustineh@aaanm.org) response no later than August 1, 2022. For convenience, I have provided a copy of a resolution that may be used in responding to this request.

Thank you for taking the time to review the FY 2023-2025 MYP. AAANM welcomes your comments. If you or other members of the County Board of Commissioners have questions, please reach out to me.

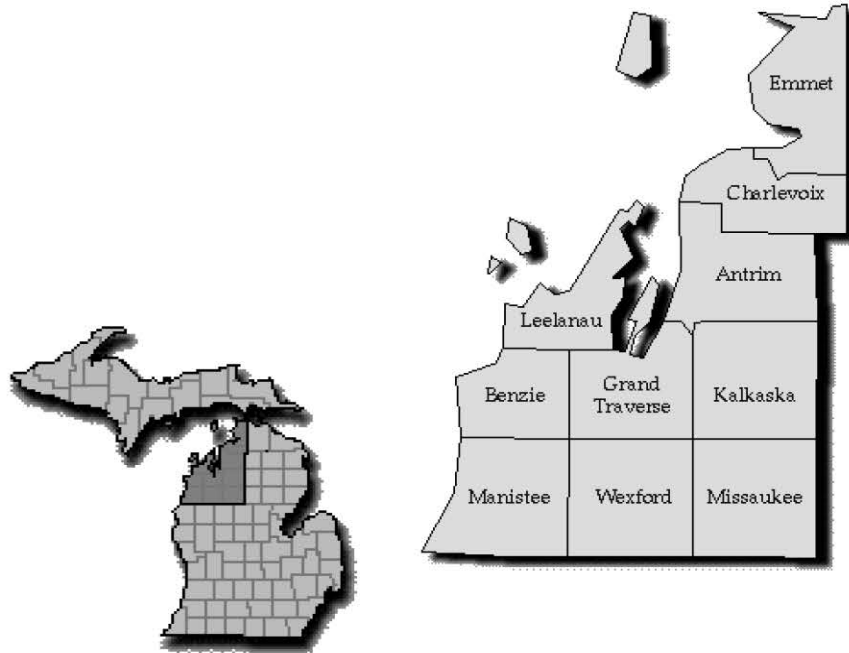
Sincerely,

Heidi Gustine

Heidi Gustine, Executive Director

FY 2023 ANNUAL IMPLEMENTATION PLAN

AREA AGENCY ON AGING OF NORTHWEST MICHIGAN, INC. 10



Planning and Service Area

Antrim, Benzie, Charlevoix, Emmet,
Grand Traverse, Kalkaska, Leelanau,
Manistee, Missaukee, Wexford

Area Agency on Aging of Northwest Michigan, Inc.

1609 Park Drive, P.O. Box 5946
Traverse City, MI 49696-5946
231-947-8920 (phone)
800-442-1713 (toll-free)
231-947-6401 (fax)
Heidi Gustine, Executive Director
www.aaanm.org

Field Representative Cindy Albrecht
albrechtc@michigan.gov
517-284-0162

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Executive Summary

The executive summary provides a succinct description of the priorities set by the area agency for the use of Older Americans Act (OAA) and state funding during FY 2023-2025. Please include a summary of your agency that touches on each of the items listed below.

1. A brief history of the area agency and respective PSA that provides a context for the MYP/AIP. It is appropriate to include the area agency's vision and/or mission statements and a brief description of the PSA. Include information on the service population, agency strengths, challenges, opportunities, and primary focus for the upcoming three-year period.
2. A description of planned special projects and partnerships.
3. A description of specific management initiatives the area agency plans to undertake to achieve increased efficiency in service delivery, including any relevant certifications or accreditations the area agency has received or is pursuing.
4. Address the agency's response to the COVID-19 pandemic emergency, including a description of the challenges and continuing needs due to this emergency.
5. Any significant new priorities, plans or objectives set by the area agency for the use of OAA and state funding during the MYP. If there are no new activities or changes, note that in your response.
6. A description of the area agency's assessment of the needs of their service population. See *Operating Standard for AAAs C-2, 4.*

History: The Area Agency on Aging of Northwest Michigan (AAANM) is a private, nonprofit agency designated as an Area Agency on Aging in 1974 by the Bureau of Aging, Community Living, and Supports (ACLS Bureau), formerly, Aging and Adult Services Agency (AASA) and Michigan Office of Services to the Aging (OSA), respectively. As part of the aging services network, AAANM works regionally to promote the development of a comprehensive, coordinated, and cost-effective system of home and community based long-term care that is responsive to the needs and preferences of older adults and their family caregivers.

Mission: The mission of AAANM is to serve and advocate for older persons, adults with disabilities and caregivers by supporting their independence, dignity, and quality of life.

Description of PSA: AAANM covers a planning and service area (PSA) of ten counties located in northwest lower Michigan: Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford counties (Region 10).

Service Population:

The Environmental Systems Research Institute (ESRI) determined that 315,339 individuals resided in the Region 10 service area in FY2021 and projected that this will increase 2% to 322,647 persons by FY2026.

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The 60+ population is projected to increase 10% during this period, from 100,585 to 110,832 and from 32% of the total population to 34% of the total population. One in three individuals in the Region 10 service area are 60+ years of age.

The net increase in the 60+ population from FY2022 to FY2025 is expected to be 10,247. While this growth is expected to occur throughout the 10-county region, the greatest growth in the 60+ population is projected within Grand Traverse (+3,727), then Wexford (+972) and Benzie (+748) counties.

Strengths, Challenges, Opportunities and Primary Focus for the Upcoming Three-Year Period

AAANM has four internal strategic priorities that are used for decision making and prioritization. These goals were derived from on-going strategic conversations and discussions of the organization's strengths, weaknesses, opportunities, and threats.

- 1.1. Strong culture grounded in our organizational values and mission*
- 2. Right people in right roles with right workflows, well supported and trained*
- 3. Strong quality across the organization*
- 4. Strong financial position now and in the future*

In addition to on-going, iterative strategic conversations as a leadership team, for the MYP2023-2025, AAANM also conducted a special SWOT session with leadership and staff who wished to participate. This SWOT is a combination of strategic conversations and the special SWOT session.

Strengths: *Region 10 has a strong aging network dedicated to providing quality Long-Term Services and Supports (LTSS). The changing landscape with a focus on health and social determinants of health, as well as evolving payment models is creating new or different relationships and efforts to impact the lives of older adults in northwest Michigan. The organization has a strong commitment to technology, increasing visibility, implementing process improvements, and using data to drive decisions. Achieving NCQA accreditation demonstrates AAANM's commitment to quality and excellence. AAANM's greatest assets are its experienced, talented employees, and strong partnerships with county aging units and other providers/agencies that support vulnerable populations.*

Weaknesses: *Sufficient and sustainable funding is a continued concern for AAANM and many other organizations in northwest Michigan that are heavily dependent upon governmental payment sources and grants. Additionally, the lack of sophisticated IT systems (and interoperability with other health and community service systems) has become an evident weakness of AAANM. This impacts AAANM's ability to maximize operational efficiency and clinical care quality. Staff have identified that existing workflows need to be analyzed and adapted to successfully position AAANM to manage the rapid growth in staff and service needs. The Direct Care Workers (DCWs) shortage is making it increasingly difficult for providers to staff in-home services, creating unfilled care plans. Constant changes in program standards, rules, regulations, and priorities make it challenging to keep pace with growing service needs. The lack of understanding of who AAANM is and what we do negatively impacts the amount of service provided and collaboration that could be achieved. Finally, there are numerous areas within the region that do not have internet access and many*

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that we serve cannot afford the service when it is available. This impacts access to services for older adults that are homebound or do not have transportation. Lack of internet access creates gaps in access to telemedicine, purchasing groceries for home delivery and socializing using social media.

Opportunities: *AAANM has an opportunity to strengthen its internal operations, to diversify funding streams, and to build upon its relationships and collaborations in the community to impact older adults while preparing for changes in the delivery/payment of LTSS. There are opportunities to build AAANM's branding and reputation, reduce wait times, increase referrals, services, participants, and revenue. Additionally, there are opportunities to maximize operational efficiencies, further leverage technology, and diversify funding streams. There is also room for AAANM to use the flexibilities and new ways of doing business learned throughout the pandemic that can help expand programs, strengthen relationships with providers and increase the morale of staff experiencing burn out. Importantly, there is also opportunity to build on the skills and knowledge learned through process mapping to refine key areas and practices internally.*

Threats: *There are significant factors that pose substantial risk for AAANM and the aging network in northwest Michigan. The aging Baby Boomers will have a dramatic effect on the increased need for supports and services this MYP cycle. There is a chronic and increasing shortage of workers, most significantly the direct care workforce but also including nurses, social workers, and other talent necessary for the successful delivery of AAANM programs and services. The ambiguous political climate and limited direction from the State of Michigan about plans to integrate physical, behavioral, and long-term care, changes that could have irreversible impacts to AAANM's scope and presence in Region 10 is a continued threat. Keeping pace with changing program requirements, market dynamics, and organizational best practices, is consuming and pressing. Staff burnout and risk of possible turnover is a threat to AAANM. Not keeping pace with IT interoperability advances is a threat during a time when the federal and state governments are calling for integration of services and care plans.*

Primary Focus 2023-2025:

AAANM has four programmatic goals for this MYP period:

- 1.1. Continue to identify on-going community needs resulting from COVID-19 that AAANM may help address.*
- 2. Continue to evaluate and implement programming to maximize ACLS Bureau and other funding streams for greatest community benefit and reduce wait lists.*
- 3. Maintain and strengthen regional capacity to support paid and unpaid caregivers of older adults and persons with disabilities.*
- 4. Improve the accessibility of services to Michigan's communities and people of color, immigrants, and LGBTQ+ individuals.*

A description of planned special projects and partnerships. *As part of AAANM's efforts to evaluate and implement programming to maximize funding streams, AAANM engaged TBD Solutions to assist with Revenue Cycle Management and Utilization Management analyses of the organization. From this, multiple*

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internal efficiency priorities to modernize the organization have been identified and work is underway. The intended result is to increase capacity to serve our communities while maximizing existing revenues and position the organization to pursue new funding opportunities in the future. Specific initiative areas are described in Question 3.

Additionally, AAANM looks forward to ongoing participation in leadership learning sessions and learning collaboratives established by the Area Agency on Aging Association of Michigan (4AM).

A description of specific management initiatives the area agency plans to undertake to achieve increased efficiency in service delivery, including any relevant certifications or accreditations the area agency has received or is pursuing.

AAANM is undertaking specific management initiatives related to Revenue Cycle Management and Utilization Management modernization described in Question 2.

- 1. Reduce cycle time from first contact with the agency to enrollment in the most appropriate care management program (Caregiver Respite, Case Coordination and Support, Care Management, Targeted Care Management, MI Choice Waiver).*
- 2. Reduce administrative tasks or barriers for staff through use of technology where possible.*
- 3. Ensure there are clear operating policies and procedures and productivity standards for all programmatic areas.*
- 4. Maximize the MI Choice Waiver program (currently operating at 50% capacity).*

Additionally, in 2021, AAANM successfully achieved National Committee for Quality Assurance (NCQA) accreditation. The accreditation process was very rigorous and set the stage for the level of work and commitment to quality AAANM will continue. AAANM will use NCQA standards as our guide for the ongoing demonstration of consistent delivery of high-quality programs and services. NCQA accreditation is a 3-year cycle. Renewal is granted upon successful completion of an audit conducted by NCQA staff. AAANM plans to maintain accreditation year over year.

Address the agency's response to the COVID-19 pandemic emergency, including a description of the challenges and continuing needs due to this emergency.

AAANM's response to the COVID-19 pandemic emergency was multi-faceted. In 2020, AAANM quickly mobilized an incident command structure using the Leadership team as primary points of contact for if/when emergency situations arose. We determined how to leverage technology for constant contact and communication exchange in real-time.

AAANM pivoted to a completely remote workforce, launched emergency management efforts to support older adults and partner agencies in the region, acquired and distributed Personal Protective Equipment (PPE), launched friendly reassurance, initiated new programs, distributed CARES Act and Families First Coronavirus Relief Act (FFCRA) funding, assisted with coordinating the vaccination of older adults in the region, and built many new partnerships to serve the needs of our region.

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The pandemic provided a new opportunity for the aging network to expand nutrition services to older adults, and to build new partnerships. Being flexible and resourceful was key to these many successes. Traditional congregate and home delivered meal programs adapted quickly to continue serving meals, allowing older adults to shelter in place. Increased flexibilities made this possible.

County Aging Units and senior nutrition programs also quickly implemented processes to receive and distribute a variety of food boxes. Through this experience, we learned our strengths, and how working together in new ways helps everyone be stronger together, for a common goal of serving those in need!

AAANM has seen a 30% increase in call volume of older adults and caregivers requesting information and assistance or options counseling. These calls are more acute and complex than the organization has previously experienced and at times, are crisis in nature (new territory for AAANM). Like many organizations, AAANM and our participants are impacted by the ongoing direct care workforce shortage that has been exacerbated by the pandemic. Program participant service plans are often incomplete from the shortage of workers that providers are experiencing. AAANM has also felt the impact of the workforce shortage; trying to secure nurse/social work and other qualified staff to fill vacancies has been difficult.

AAANM continues to evaluate the impact of COVID-19 and will maintain the Access service definition for Disaster Advocacy and Outreach in anticipation of future COVID-19 waves or other emergencies. Maintaining this definition will allow AAANM the flexibility to shift funding to disaster support if needed, whether it be for COVID-19 or other unanticipated disasters.

Any significant new priorities, plans or objectives set by the area agency for the use of OAA and state funding during the MYP. If there are no new activities or changes, note that in your response.

Please see responses to Questions 2 and 3. No significant new priorities, plans or objectives are set forth but rather a refocus on modernizing the organization.

Description of the area agency's assessment of the needs of their service population. See Operating Standard for AAAs C-2, 4.

As part of the MYP development process, AAANM evaluated demographic trends and gathered input about the preferences, characteristics, and needs of older adults, caregivers, and disabled persons. This information was used to identify funding priorities and program development objectives for the FY2023-2025 MYP.

For the FY2023-2025 MYP AAANM used a multi-source approach for its needs assessment:

1. Demographic analysis of population projections and forecasts from 2021 to 2026 sourced from ESRI. See Appendix 1: Region 10 Population Trend by Age Category

2. Review and validation of needs assessments completed for the MYP 2015-2019 and MYP 2020-2022.

Most of the themes identified have remained the same, if not intensified. See Appendix 2: Regional Needs

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Previously Identified for a comprehensive list.

3. *A review of community needs assessment data findings from 1) MI Thrive – a 10+ county regional needs assessment conducted by the Public Health Alliance and local health systems; 2) community needs assessment data (n=417 older adults) gathered by the Northwest Michigan Community Action Agency (NMCAA); and 3) community needs assessment data (n = 77 older adults) gathered by the Grand Traverse Band of Ottawa and Chippewa Indians.*
4. *A compilation of focus groups and interviews (n = 85) conducted by Avenue ISR. Focus group and interview participants included local Commissions and Councils on Aging, AAANM staff, and local human services leaders.*
5. *A survey of LGBTQI individuals (n = 15) living in northwest Michigan and subsequently a focus group of 4 LGBTQI participants.*

Research questions addressed:

1. *What major themes have changed since the last MYP, particularly in light of the COVID-19 pandemic?*
2. *What are the greatest unmet needs among the 60+ population, particularly those that are minorities, low socio-economic status, are caregivers, or have cognitive impairments?*
3. *What are the greatest benefits of AAANM's programs and services?*
4. *What are the greatest challenges or opportunities?*

Major Community Needs Identified / Intensified

Using primary and secondary data gathered, four major themes presented as priority issues for the 60+ population in northwest Michigan:

1. *There is increased demand for information, referral, and resource navigation. Older adults and caregivers are turning to the aging network for assistance navigating many systems including MDHHS, Social Security, Medicare, supportive housing options and local community resources. The expansion of systems to online portals and applications has left many older adults behind and unable to access needed support. In addition to other aging focal point organizations, AAANM has experienced this phenomenon with Information and Assistance / Options Counseling calls being up 30% per month compared to pre-pandemic levels, and the complexity and severity of calls has also significantly increased. Calls are more broad spectrum and can be crisis in nature.*
2. *There is increased need for access to in-home services. Informal caregivers are burnt out, increasing the demand for care, while simultaneously there is a reduction in care available due to the direct care workforce crisis. In AAANM's experience, the shortage pertains not just to direct care workers, but also a shortage of providers in the network – also largely due to the workforce shortage. It is noteworthy that within the last year in the AAANM provider network, two in-home providers sold/transferred ownership, one closed completely and three others significantly reduced operations due to lack of staffing. Additionally, two Adult Foster Care homes and one Assisted Living Facility have closed.*

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3. Mental health (prevalence, lack of access) was expressed as a crisis issue across most need assessments and within the focus groups/interviews. Social isolation and caregiver fatigue, intensified by the COVID-19 pandemic, has exacerbated the mental health crisis. In addition, focus groups and interviews articulated burnout and compassion fatigue in the human services industry.

4. Social determinants of health were identified as intensified needs at large and within the 60+ population, including access to housing, food and transportation. Inflation is a compounding factor.

a. Housing is a multi-faceted issue. Lack of affordable workforce housing is putting negative pressure on the social services workforce. Lack of capacity in skilled nursing and long-term care facilities is pushing some older adults back into private residences, where there is a severe lack of affordable options. This may be contributing to a rise in homelessness among older adults in the region. Even those with homes sometimes are dealing with an aging housing stock with needs for repairs and weatherization.

b. Food insecurity remains a widespread need among older adults, although a number of creative and collaborative programs have been implemented to meet this need. Of particular success has been the fresh produce boxes sponsored by the ACLS Bureau.

c. Transportation issues have become even more acute as public transit services have scaled back operations due to workforce shortages.

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County/Local Unit of Government Review

Area Agencies on Aging must send a letter, with delivery and signature confirmation, requesting approval of the final MYP/AIP by no later than June 24, 2022, to the chairperson of each County Board of Commissioners within the Planning and Service Area (PSA), requesting their approval by July 12, 2022. For a PSA comprised of a single county or portion of the county, approval of the MYP/AIP is to be requested from each local unit of government within the PSA. If the area agency does not receive a response from the county or local unit of government by July 14, 2022, the MYP/AIP is deemed passively approved. The area agency must notify their Bureau of Aging and Community Living Supports (ACLS Bureau) field representative by July 18, 2022, whether their counties or local units of government formally approved, passively approved, or disapproved the MYP/AIP. The area agency may use electronic communication, including email and website-based documents, as an option for acquiring local government review and approval of the MYP/AIP. To employ this option, the area agency must:

Send a letter through the US Mail with delivery and signature confirmation or an email requiring a response confirming receipt to the chief elected official of each appropriate local government advising them of the availability of the final draft MYP/AIP on the area agency's website. Instructions for how to view and print the document must be included. Offer to provide a printed copy of the MYP/AIP via US Mail or an electronic copy via email, if requested. Be available to discuss the MYP/AIP with local government officials, if requested. Request email notification from the local unit of government of their approval of the MYP/AIP, or their related concerns. Please describe the efforts, including the use of electronic communication, made to distribute the MYP/AIP and to gain support from the appropriate county and/or local units of government.

The Region 10 planning and service area (PSA) served by the Area Agency on Aging of Northwest Michigan (AAANM) is comprised of ten counties: Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford. Annually, AAANM sends a formal written request to each of the ten County Boards of Commissioners for their review and approval of the AAANM Annual Implementation Plan and/or Multi-Year Plan. The AAANM Executive Director attends County Board of Commissioners meetings to provide an overview of AAANM, including an Annual Report, and answers questions the Commissioners may have about the agency or the Plan, as requested.

This MYP/AIP will be e-mailed electronically, as well as mailed via certified US mail, on June 6, 2022, requesting a response from each County Board of Commissioners by July 12, 2022. Responses AAANM receives will be communicated with the ACLS Bureau field representative for Region 10 by July 18, 2022.

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Public Hearings

The area agency must employ a strategy for gaining MYP/AIP input directly from the planned service population of older adults, caregivers, and persons with disabilities, along with elected officials, partners, providers and the general public, throughout the PSA. The strategy should involve multiple methods and may include a series of input sessions, use of social media, on-line surveys, etc.

At least two public hearings on the FY 2023-2025 MYP/AIP must be held in the PSA. In-person hearings are preferred, but virtual hearings are acceptable if they follow Michigan's Open Meetings Act and the requirements of the area agency's governing authorities. The hearings must be accessible. When deciding between online and in-person meetings, consider limitations to internet access and other accessibility issues with the relevant populations in your region. In person, e-mail, and written testimony must also be accepted for at least thirty days beginning when the summary of the MYP/AIP is made available.

The area agency must post a notice of the public hearing(s) in a manner that can reasonably be expected to inform the public about the hearing(s). Acceptable posting methods include but are not limited to: paid notice in at least one newspaper or newsletter with broad circulation throughout the PSA, as well as news sources geared toward communities of color, people who are lesbian, gay, bisexual, transgender queer or other (LGBTQ+), immigrant communities and/or other underrepresented groups; presentation on the area agency's website, along with communication via email and social media referring to the notice; press releases and public service announcements; and a mailed notice to area agency partners, service provider agencies, Native American organizations, older adult organizations and local units of government. See *Operating Standards for Area Agencies on Aging*, Section B-2 #3. The public hearing notice should be available at least thirty days before the scheduled hearing. This notice must indicate the availability of a summary of the MYP/AIP at least fourteen days prior to the hearing, and information on how to obtain the summary. All components of the MYP/AIP should be available for the public hearings.

Complete the chart below regarding your public hearing(s). Include the date, time, number of attendees and the location and accessibility of each public hearing. Please scan any written testimony (including emails received) as a PDF and upload on this tab.

A narrative description of the hearings and the public input strategy is also required. Please describe the strategy/approach employed to encourage public attendance and testimony on the MYP/AIP. Tell us the strategy used specifically to inform communities of color, LGBTQ+, immigrant communities and/or other underrepresented groups. Describe all methods used to gain public input and the resultant impact on the MYP/AIP. Indicate whether the meeting(s) complied with the Michigan Open Meetings Act.

Date	Location	Time	Barrier Free?	No. of Attendees
04/07/2022	Virtual	11:15 AM	Yes	18

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04/11/2022	Kalkaska County Commission	12:15 PM	Yes	50
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AAANM conducted two public hearings, one on 4/7/2022 and a second on 4/11/2022. There were 18 attendees at the 4/7 public hearing and 50 attendees at the 4/11 public hearing. The public hearings were promoted via Facebook, AAANM website, press releases and local Commissions/Councils on Aging. Both hearings complied with the Michigan Open Meetings Act.

AAANM also sent notice of the MYP Public Hearing Input sessions directly to the Little Traverse Bay Band of Odawa Indians, the Grand Traverse Band of Ottawa and Chippewa Indians and the Little River Band of Ottawa Indians.

Virtual Session: Minimal discussion was had with one comment made agreeing with the regional needs outlined in the plan.

Kalkaska County Commission on Aging input and feedback: Very good discussion was had with comments on the following needs: direct care workers, caregiver support, initiatives to reduce social isolation, internet access and affordability, training opportunities for using technology, and the hardships that the Michigan Auto No-Fault Reform legislation is causing.

Public input opportunities to gather data for the MYP/AIP and identify needs:

For the FY2022-25 MYP, AAANM used focused groups with Commissions and Councils on Aging and local human service leaders (n=45) to validate previous needs assessments and to assess what has changed since those studies given the dynamic nature of the pandemic.

Additionally, AAANM received survey feedback from 15 LGBTQI individuals living in northwest lower Michigan (Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford counties) in February 2022. AAANM also hosted a focus group of 4 LGBTQI individuals living in northwest lower Michigan conducted March 2, 2022. The purpose and goal of the survey and focus group was to learn about unique needs and issues facing older adults who are LGBTQI.

AAANM then used the public hearings as opportunities to validate identified needs and to gather input about AAANM's 2023-2025 MYP priorities.

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Regional Service Definitions

If the area agency is proposing to fund a service category that is not included in the *Operating Standards for Service Programs*, then information about the proposed service category must be included under this section. Enter the service name, identify the service category and fund source, unit of service, minimum standards, and rationale for why activities cannot be funded under an existing service definition.

Service Name/Definition

Service Name: Community Gap Filling Services

Service Definition: The intention of this definition is to assist community organizations in addressing a temporary/emergent need for the identified population or system - i.e., older adults facing homelessness or elder abuse, mobilization of new food distribution opportunities to older adults, rapid response establishment of a new service to meet a previously unidentified need, organizational improvements to expand/adapt service provision to meet the changing environment, where no other funding source is available.

Rationale (Explain why activities cannot be funded under an existing service definition.)

Current ACLS Bureau service standards do not exist to support systems change activities that support the defined population.

Service Category	Fund Source			Unit of Service
<input checked="" type="checkbox"/> Access	<input checked="" type="checkbox"/> Title III PartB	<input type="checkbox"/> Title III PartD	<input checked="" type="checkbox"/> Title III PartE	Units determined based on desired
<input checked="" type="checkbox"/> In-Home	<input type="checkbox"/> Title VII	<input type="checkbox"/> State Alternative Care	<input type="checkbox"/> State Access	
<input checked="" type="checkbox"/> Community	<input type="checkbox"/> State In-home	<input type="checkbox"/> State Respite		
	<input type="checkbox"/> Other _____			

Minimum Standards

Minimum Standards:

Community gap filling assistance is to address a population/system need affecting adults aged 60 years or older, caregivers of adults 60 years of age or older (regardless of the age of the caregiver), and adults (or caregivers of adults) with Alzheimer's disease or dementia (regardless of the age of the caregiver or adult).

Population/system needs may be identified as a result of an emergent state or as a result of regional needs identified. Needs identified through the regional aging network, AAANM service provider network, and AAANM-designated focal points will take precedence, but other community organizations supporting older adults and caregivers are also eligible to receive assistance.

All requests must be approved by the Executive Director.

Request documentation must include the need to be addressed, rationale/support for addressing the need, other funding sources explored and the reason why each source would not fund part or all of the need;

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funding amount; and assurance that only eligible participants will benefit from the assistance.

After approval, documentation must be maintained that stipulates how funding will be used to support or serve older adults or caregivers, the funding amount allowed and any match funding that will be applied (if necessary), the time frame for the project, and how performance will be monitored to ensure community benefit of funding.

Community Gap Filling needs may include, but are not limited to:

1. Supporting organizations to adapt/modify/expand service delivery in a changing environment, in order to better meet the needs of older adults and caregivers in the community.
2. Training and technical assistance needs, service location modifications, technology improvements, supplies, and staff development/retention mechanisms.
3. Deploying rapid-response innovations to address emergency or pandemic-related challenges.
4. Working with non-traditional partners to deliver services.
5. Outreach activities, such as a social media post, radio, or automated call announcement that is shared with the broader community regarding availability of supportive services, activities, etc.

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Service Name/Definition Service Name: Nutrition Gap Filling Services Service Definition: Supplemental nutritional services provided to older adults 60 years and older for the following purposes under OAA Part C: (1) to reduce hunger, food insecurity, and malnutrition; (2) to promote socialization of older individuals; and (3) to promote the health and well-being of older individuals by assisting such individuals to gain access to nutrition and other disease prevention and health promotion services to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior. These services are used as a last resort when no other resources are available to meet the identified need.		
Rationale (Explain why activities cannot be funded under an existing service definition.) Current ACLS Bureau service standards do not address the ACL/OAA category of "other nutritional services" which allows for opportunity to meet nutrition needs of meal participants in unique ways (groceries, meal supplements, etc.)		
Service Category	Fund Source	Unit of Service
<input type="checkbox"/> Access <input checked="" type="checkbox"/> In-Home <input checked="" type="checkbox"/> Community	<input type="checkbox"/> Title III PartB <input type="checkbox"/> Title III PartD <input type="checkbox"/> Title III PartE <input type="checkbox"/> Title VII <input type="checkbox"/> State Alternative Care <input type="checkbox"/> State Access <input type="checkbox"/> State In-home <input type="checkbox"/> State Respite <input checked="" type="checkbox"/> Other Title III-C1, Title III-C2, State Congregate, State Home D	One unit of goods or services purchased

Minimum Standards

All requests must be approved by the Executive Director.

Other nutrition needs may include, but are not limited to:

1. Nutritional supplements when determined necessary by the AAANM Registered Dietitian, and following the AAANM Liquid Nutrition Supplement Policy
2. Groceries
3. Services to assist in identification of and providing support/resources to address food insecurity and access other community nutrition programs
4. Supplemental nutrition counseling/education offered in the community when no other resources are available
5. Innovative programming to expand or improve quality of existing Senior Nutrition Programs i.e. fresh produce boxes

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Service Name/Definition		
Service Name: Self-Determination Option (for Case Coordination & Support or Care Management) with Fiscal Intermediary		
Service Definition: Supports participants to directly acquire and control needed services and supports using funds allotted in an individual budget.		
Rationale (Explain why activities cannot be funded under an existing service definition.) ACLS Bureau currently does not have an existing service definition that supports participants to directly acquire and control needed services and supports using funds allotted in an individual budget.		
Service Category	Fund Source	Unit of Service
<input checked="" type="checkbox"/> Access <input type="checkbox"/> In-Home <input type="checkbox"/> Community	<input checked="" type="checkbox"/> Title III PartB <input type="checkbox"/> Title III PartD <input type="checkbox"/> Title III PartE <input type="checkbox"/> Title VII <input type="checkbox"/> State Alternative Care <input checked="" type="checkbox"/> State Access <input type="checkbox"/> State In-home <input type="checkbox"/> State Respite <input checked="" type="checkbox"/> Other <u>State Care Management and State Aging Network Serv</u>	CCS-SD or CM-SD: One unit per month

Minimum Standards

Minimum Standards:

1. Participants choosing the self-determination option may directly manage service providers for the following home- and community-based services; chore, community living supports, home injury control/home repair, fiscal intermediary, gap filling services, transportation, nursing services, and respite services.

2. Supervision of Direct-Care Workers
The participant, or designated representative, acts as the employer and provides direct supervision of the chosen workers for self-determined services in the participant's PCSP. The participant, or designated representative, directly recruits, hires, and manages employees.

3. Use of a Fiscal Intermediary
Participants choosing the self-determination option must use an approved fiscal intermediary agency. The fiscal intermediary agency will help the individual manage and distribute funds contained in the participant's budget. The participant uses the funds in the budget to purchase goods, supports, and services authorized in the participant's PCSP.

4. Reference and Criminal History Screening Checks
The participant, or fiscal intermediary chosen by the participant, must conduct reference checks and a criminal history screening through the Michigan State Police for each paid staff person who will be entering the participant's home. The participant or fiscal intermediary must conduct the criminal history screening before authorizing the employee to furnish services in the participant's home. AAANM must also check the Michigan Medicaid sanctioned provider list to determine if the provider is on the list; these providers must be excluded from providing any services.

5. Provider Qualifications
Providers of self-determined services must minimally:

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- a. Be 18 years old.
- b. Be able to communicate effectively both orally and in writing and follow instructions.
- c. Be trained in universal precautions and blood-borne pathogens. AAANM must maintain a copy of the employees' training record in the participant's case file.
- d. Providers of self-determined services cannot also be the participant's spouse, guardian, legally responsible decision maker, or designated representative.

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Service Name/Definition

Service Name: Community Living Support Services and Community Living Support Services—Respite Care

Service Definition: Community Living Support Services facilitate an individual's independence and promote participation in the community. Community Living Supports can be provided in the participant's residence or in community settings. Community Living Supports include assistance to enable program participants to accomplish tasks that they would normally do for themselves if able. The services may be provided on an episodic or a continuing basis.

When transportation incidental to the provision of community living supports is included, it must not also be authorized as a separate service for the participant.

Rationale (Explain why activities cannot be funded under an existing service definition.)

ACLS Bureau previously allowed use of Home Care Assistance service definition, but this is no longer active. Community Living Support Services has the same intent of the Home Care Assistance service definition (to allow service providers one service definition to provide a combination of homemaking/personal care tasks at one visit). This decreases administrative burden of tracking, reporting and billing these services separately and allows more flexibility to meet the needs of participants.

Service Category	Fund Source	Unit of Service
<input type="checkbox"/> Access <input checked="" type="checkbox"/> In-Home <input type="checkbox"/> Community	<input checked="" type="checkbox"/> Title III PartB <input type="checkbox"/> Title III PartD <input checked="" type="checkbox"/> Title III PartE <input type="checkbox"/> Title VII <input checked="" type="checkbox"/> State Alternative Care <input type="checkbox"/> State Access <input checked="" type="checkbox"/> State In-home <input checked="" type="checkbox"/> State Respite <input checked="" type="checkbox"/> Other <u>State Merit Award Trust Fund and State Caregiver Supp</u>	One hour spent performing allowable CLS services.

Minimum Standards

Minimum Standards:

1. Community Living Supports (CLS) include:
 - a. Assisting, reminding, cueing, observing, guiding and training in the following activities:
 - i. Meal preparation
 - ii. Laundry
 - iii. Routine, seasonal, and heavy household care and maintenance
 - iv. Activities of daily living such as bathing, eating, dressing, and personal hygiene
 - v. Shopping for food and other necessities of daily living
 - b. Assistance, support, and guidance with such activities as:
 - i. Money management
 - ii. Non-medical care (not requiring nursing or physician intervention)
 - iii. Social participation, relationship maintenance, and building community connections to reduce personal isolation
 - iv. Transportation from the participant's residence to community activities, among community activities, and from the community activities back to the participant's residence
 - v. Participation in regular community activities incidental to meeting the individual's community living

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preferences

- vi. Attendance at medical appointments
- vii. Acquiring or procuring goods and services necessary for home and community living
- c. Reminding, cueing, observing, and monitoring of medication administration
- d. Staff assistance with preserving the health and safety of the individual in order that he or she may reside and be supported in the most integrated independent community setting.
- e. Training or assistance on activities that promote community participation, such as using public transportation or libraries, or volunteering.
- f. Dementia support, including but not limited to redirection, reminding, modeling, socialization activities, and activities that assist the participant as identified in the individual's person-centered plan.
- g. Observing and reporting to the supports coordinator any changes in the participant's condition and the home environment.

2. When the CLS services provided to the participant include tasks specified in 1.a.i, 1.a.ii, 1.a.iii, 1.a.v, 1.b.i, 1.b.iii, 1.b.v, 1.b.vi, 1.b.vii, 1.d, or 1g above, the individual furnishing CLS must have previous relevant experience or training and skills in housekeeping, household management, good health practices, observation, reporting, and recording information. Additionally, skills, knowledge, and experience with food preparation, safe food handling procedures, and reporting and identifying abuse and neglect are highly desirable.

3. When the CLS services provided to the participant include tasks specified in 1.a.iv, 1.b.ii, 1.c, 1.d, 1.e, 1.f, or 1.g above, the direct service providers furnishing CLS must also:

- a. Be supervised by a registered nurse (RN) licensed to practice nursing in the State. At the State's discretion, other qualified individuals may supervise CLS providers. For licensed residential settings, persons employed as facility owners or managers qualify to provide this supervision. The direct care worker's supervisor must be available to the worker at all times the worker is furnishing CLS services.
- b. Develop in-service training plans and assure all workers providing CLS services are confident and competent in the following areas before delivering CLS services to participants, as applicable to the needs of that participant: safety, body mechanics, and food preparation including safe and sanitary food handling procedures.
- c. Provide an RN to individually train and supervise CLS workers who perform higher-level, noninvasive tasks such as maintenance of catheters and feeding tubes, minor dressing changes, and wound care for each participant who requires such care. The supervising RN must assure each workers confidence and competence in the performance of each task required.
- d. AAANM strongly recommends each worker delivering CLS services complete a certified nursing assistant training course, first aid, and CPR training.

4. When the CLS services provided to the participant include transportation described in 1.b. iv the ACLS Bureau Operating Standards for Transportation apply.

5. When medication management is provided, as described in 1.c above, the ACLS Bureau Operating Standards for Medication Management apply.

6. Additional Standards for Participants Who Reside in Licensed Settings

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- a. CLS provided in a licensed setting includes only those services and supports that are in addition to and must not replace usual and customary supports and services furnished to residents in the licensed setting.
- b. Documentation in the participant's record must clearly identify the participant's need for additional supports and services not covered by licensure.
- c. The PCSP must clearly identify the portion of the participant's supports and services covered by CLS.
- d. Homemaking tasks incidental to the provision of assistance with activities of daily living may also be included in CLS but must not replace usual and customary homemaking tasks required by licensure.

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Service Name/Definition				
Service Name: Private Duty Nursing Services				
Service Definition: Nursing services may include, but are not limited to, tasks such as monitoring and evaluation, occasional blood draws, wound care, training of informal caregivers and other treatments consistent with physician orders.				
Rationale (Explain why activities cannot be funded under an existing service definition.)				
This service does not duplicate skilled nursing services and falls outside of current ACLS Bureau service standards.				
Service Category	Fund Source			Unit of Service
<input type="checkbox"/> Access <input checked="" type="checkbox"/> In-Home <input type="checkbox"/> Community	<input checked="" type="checkbox"/> Title III PartB <input type="checkbox"/> Title III PartD <input type="checkbox"/> Title III PartE <input type="checkbox"/> Title VII <input checked="" type="checkbox"/> State Alternative Care <input type="checkbox"/> State Access <input checked="" type="checkbox"/> State In-home <input type="checkbox"/> State Respite <input type="checkbox"/> Other _____			One hour spent performing allowable nursing serv.

Minimum Standards

Minimum Standards:

1. Nursing services must be provided by a registered nurse (RN) or a licensed practical nurse (LPN) under the supervision of an RN. All nurses must meet licensure requirements and maintain a current State of Michigan nursing license.
2. Service providers are expected to maintain close communication with the participant's health care professional and the AAANM supports coordinator in order to assure the nursing needs of the participant are being met and that changes in condition are being reported.
3. Nursing services shall not duplicate any skilled nursing services available through other payers (i.e., Medicare, Medicaid, etc.).

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Service Name/Definition Service Name: Critical/Emergent Unmet Needs Service Definition: Assistance provided to an eligible older adult or caregiver to address an emergent need for which other resources are not readily available. Purchase of essential goods or services to secure the health and safety of older adults and caregivers. These services are used as a last resort when no other community resources are available to meet the identified need.			
Rationale (Explain why activities cannot be funded under an existing service definition.) ACLS Bureau service standards do not currently include a service definition allowing the purchase of miscellaneous goods or services for an individual based on emergent situations where other resources are unavailable.			
Service Category	Fund Source		Unit of Service
<input checked="" type="checkbox"/> Access <input checked="" type="checkbox"/> In-Home <input checked="" type="checkbox"/> Community	<input checked="" type="checkbox"/> Title III PartB <input type="checkbox"/> Title III PartD <input checked="" type="checkbox"/> Title III PartE <input type="checkbox"/> Title VII <input checked="" type="checkbox"/> State Alternative Care <input checked="" type="checkbox"/> State Access <input checked="" type="checkbox"/> State In-home <input checked="" type="checkbox"/> State Respite <input checked="" type="checkbox"/> Other <u>State Merit Trust Fund and State Caregiver Support</u>		One unit of goods or services purchased

Minimum Standards

Minimum Standards:

Assistance can be provided to adults 60 years of age or older, caregivers of someone 60 years of age or older (regardless of the age of the caregiver), and individuals (or caregivers of individuals) with Alzheimer's disease or dementia (regardless of the age of the caregiver and individual).

All requests must be approved by the Executive Director.

Goods and services may include, but are not limited to:

1. Emergency services for elder abuse victims to ensure imminent safety including legal services, shelter, basic needs
2. Counseling services for crisis situations with a limited number of visits when insurance coverage is not available
3. Assistive transportation to medical appointments/services
4. Incontinence supplies
5. Durable medical equipment
6. Prescription assistance
7. Assistive devices and adaptive equipment that allows the individual to maintain or increase functioning or connection to needed services and supports (including tablet computers, cellphones, other technology)
8. Minor home repairs for the client to remain safely at home
9. Cleaning of the home or extermination of pests and rodents
10. Smoke detectors

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11. Glasses, dentures, and/or hearing aids (not covered by insurance) ordered by a physician
12. Utility assistance for the clients subject to disconnection when loss of service would affect the safety , health and well-being of the client
13. Assistance to avoid loss of housing (rent, moving expenses, etc.)
14. Consumable supplies: groceries, cleaning supplies, personal hygiene supplies (including soap, toothpaste, toilet paper, sanitary wipes, incontinence supplies), pet supplies, blankets, clothes, cell phone or internet access.
15. Goods or services to address social isolation
16. Short-term purchase of services such a community living supports services, chore, respite care
17. Emergency caregiver respite

Documentation must include other funding sources explored and the reason why each source would not fund part or all of the need; funding amount (which may be capped per individual per year); and assurance that payment is not made directly to the recipient.

Questions to ask before allocating funds for goods or services:

1. Has the client received gap filling funded goods or services in the past? If so, why does the client need them again?
2. Is this the most cost-effective approach for this client?
3. Are services/goods available through any other funding sources?
4. Is it necessary to maintain or increase the person's level of independence?
5. If the need will be long-term, is there a long-range plan for meeting the need?
6. What are the long-term benefits of the purchase?
7. Are there any cost sharing options - family, other service groups, etc.?
8. Does the service/equipment provided require assistance from others or training? If yes, is it available?
9. Will the client use it?

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Access Services

Access services may be provided to older adults directly by the area agency without a Direct Service Provision Request. Approved access services are Care Management, Case Coordination and Support, Options Counseling, Disaster Advocacy and Outreach Programs, Information and Assistance, Outreach, and Merit Award Trust Fund (MATF)/State-Caregiver-Support-Program-funded Transportation with specific attention to outreach with underserved populations. If the area agency is planning to provide any access services directly during FY 2023-2025, complete this section.

Select from the list of all access services the ones the area agency plans to provide directly during FY 2023-2025, and provide the information requested. Specify, in the appropriate text box for each service category, the planned goals and activities that will be undertaken to provide the service.

Direct service budget details for FY 2023 are to be included under the appropriate tab in the Area Plan Grant Budget. The funding identified in this tab should correspond to the funding (Federal OAA Title III or VII and State funds) identified in the Area Plan Grant Budget, Direct Service Budget details.

Care Management

<u>Starting Date</u>	10/01/2022	<u>Ending Date</u>	09/30/2023
Total of Federal Dollars	\$203,644.00	Total of State Dollars	\$411,125.00

Geographic area to be served

Region 10

Specify the planned goals and activities that will be undertaken to provide the service.

Goal 1: Provide supports coordination and home- and community-based services to adults over the age of 60 who are at high risk of institutionalization.

Activities:

- 1.1. Maintain strong partnerships with county aging units in order to provide a continuum of care as well as effective pairing of ACLS Bureau and millage funded service monies.*
- 2. Outreach to and actively participate in community collaboratives that include American Indian tribes and organizations that serve minorities, low income, and vulnerable older adults.*

Goal 2: Operate under a robust quality management plan, overseen by the Quality Assurance & Compliance committee.

Activities:

- 1.1. Maintain NCQA accreditation through continued commitment to quality and excellence.*
- 2. Program and service monitoring includes chart reviews, peer reviews, participant satisfaction surveys, staff training and monitoring of quality indicators such as hospitalizations and re-institutionalization rates and social isolation.*
- 3. Support a Consumer Quality Collaborative that provides feedback and has input into program operations*

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and initiatives.

Number of client pre-screenings:	Current Year:	500	Planned Next Year:	500
Number of initial client assessments:	Current Year:	150	Planned Next Year:	150
Number of initial client care plans:	Current Year:	140	Planned Next Year:	140
Total number of clients (carry over plus new):	Current Year:	400	Planned Next Year:	400
Staff to client ratio (Active and maintenance per Full time care	Current Year:	1:46	Planned Next Year:	1:46

Case Coordination and Support

<u>Starting Date</u>	10/01/2022	<u>Ending Date</u>	09/30/2023
Total of Federal Dollars	\$0.00	Total of State Dollars	\$65,000.00

Geographic area to be served
Region 10

Specify the planned goals and activities that will be undertaken to provide the service.

Goal 1: Implement Case Coordination and Support (CCS) as part of a multi-step effort to tier care management services provided by AAANM to serve more people at the most appropriate level of care.

Activities:

- 1.1. Transition existing Care Management clients who are more appropriate for care under CCS*
- 2. Open individuals on the Care Management wait list to CCS if more appropriate for CCS level of care*
- 3. Monitor and adjust as needed*

Disaster Advocacy & Outreach

<u>Starting Date</u>	10/01/2022	<u>Ending Date</u>	09/30/2023
Total of Federal Dollars	\$1.00	Total of State Dollars	\$0.00

Geographic area to be served
Region 10

Specify the planned goals and activities that will be undertaken to provide the service.

Goal 1: To maintain the Disaster Advocacy and Outreach service definition in anticipation of a natural disaster or other type of emergency as part of AAANM's emergency planning processes.

Activities:

- 1. Identify an emergency should one present*
- 2. Activate the definition and identify emergency response activities that fall within the service definition*
- 3. Respond to the emergency*
- 4. Shift funding as needed from other service definitions*

Information and Assistance

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<u>Starting Date</u>	10/01/2022	<u>Ending Date</u>	09/30/2023
Total of Federal Dollars	\$97,953.00	Total of State Dollars	\$0.00

Geographic area to be served

Region 10

Specify the planned goals and activities that will be undertaken to provide the service.

Goal 1: Provide high quality Information and Assistance to support older adults, family members, caregivers and healthcare or social service professionals seeking information about community resources for older adults, caregivers, and persons with disabilities.

Activities:

- 1.1. Ensure that staff receive on-going information and education about community resources and aging issues.*
- 2. Outreach to referral sources and the community through brochures, marketing, social media, public speaking, and expos to communicate that Information and Assistance for older adults is available through AAANM.*
- 3. Continue to serve as the "local contact agency" for those in nursing homes who are interested in exploring other options for long-term care.*

Options Counseling

<u>Starting Date</u>	10/01/2022	<u>Ending Date</u>	09/30/2023
Total of Federal Dollars	\$97,954.00	Total of State Dollars	\$28,408.00

Geographic area to be served

Region 10

Specify the planned goals and activities that will be undertaken to provide the service.

Goal 1: Provide unbiased, person-centered options counseling to older adults and caregivers who need assistance understanding and planning for their long-term care options.

Activities:

- 1.1. Ensure that staff receive on-going information and education about community resources and aging issues.*
- 2. Outreach to referral sources and the community through brochures, marketing, social media, public speaking, and expos to communicate that Options Counseling is available through AAANM.*

Goal 2: Maintain strong referral relationships with county aging units, nursing facilities, PACE and other long-term care options in Region 10.

Activities:

- 1.1. Regularly share information and updates between AAANM and other long-term care providers and entities in the region.*

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Direct Service Request

It is expected that in-home, community, and nutrition services will be provided under contracts with community-based service providers. However, when appropriate, area agencies may ask to provide these services directly. Direct Service Provision Requests must be approved by the Commission on Services to the Aging (CSA). Direct service provision by the area agency may be appropriate when, in the judgment of the ACLS Bureau: A) provision is necessary to ensure an adequate supply; B) the service is directly related to the area agency's administrative functions; or C) a service can be provided by the area agency more economically than any available contractor and with comparable quality. Area agencies requesting approval to provide an in-home, community, and/or a nutrition service must complete the section below for each service category.

Select the service from the list and enter the information requested pertaining to basis, justification, and public hearing discussion for any Direct Service Provision Request for FY 2023-2025. Specify in the appropriate text box for each service category the planned goals and activities that will be undertaken to provide the service.

Direct service budget details for FY 2023 are to be included under the Services Summary tab and Direct Service Budget tabs in the Area Plan Grant Budget. The funding identified should correspond to the funding (Federal OAA Title III or VII and state funds) identified in the Area Plan Grant Budget.

Skip this section if the area agency is not planning on providing any in-home, community, or nutrition services directly during FY 2023.

Disease Prevention/Health Promotion

Total of Federal Dollars \$9,680.00 Total of State Dollars \$0.00

Geographic Area Served Region 10

Planned goals, objectives, and activities that will be undertaken to provide the service in the appropriate text box for each service category.

Goal 1: Support opportunities for older adults and caregivers from Region 10 to participate in approved Disease Prevention/Health Promotion virtual programs including A Matter of Balance, Aging Mastery Program, Cancer: Thriving and Surviving, Chronic Disease/Chronic Pain/Diabetes Self-Management Program (PATH), Enhance Fitness, Powerful Tools for Caregivers, Tai Chi for Arthritis, Walk with Ease, Creating Confident Caregivers.

Activities:

- 1.1. Participate in monthly Statewide AAA Evidence Based Programs (EBPs) Collaborative meetings to stay current on statewide planning activities.*
- 2. Promote virtual programs offered by EBP Collaborative partners via AAANM website, Facebook, regular communications with aging network and community partners.*
- 3. Reimburse EBP Collaborative Partners that host workshops that participants from Region 10 attend*

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through purchase of service agreements.

4. RFP and contract out IIID funding for in-person EBPs.

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Provide a detailed justification for the direct service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.

EBPs: For many years AAANM has provided evidence-based programs allowed under Title III-D (PATH, Creating Confident Caregivers, A Matter of Balance) in Region 10 as a direct service (scheduling/promoting workshops, maintaining trainer certifications by utilizing a pool of leaders to conduct workshops, registering participants, and reporting). Prior to the pandemic, AAANM was re-evaluating its use of Title III-D funding (planning to focus on the Care Transitions Intervention to reduce unnecessary re-hospitalizations) and potentially focus on workshops specific to supporting informal caregivers. As a result of the pandemic, in-person programs were shifted to virtual offerings and the Statewide AAA EBP Collaborative was formed, resulting in a statewide coordinated calendar of classes that could be filled more efficiently and more widely across Michigan. This expanded the program offerings available to Region 10 older adults and caregivers, allowed more efficient use of staff time, and helped fill workshops for other AAAs (resulting in less cancelled workshops). AAANM feels its important to continue participation in the statewide coordinated efforts, focusing staff time on promoting workshops, and purchasing services on behalf of Region 10 participants that attend workshops offered by other AAAs. In-person workshops are still valuable. AAANM will seek to offer workshops through contracting and purchase of service arrangements. AAANM will provide coordination and marketing support for both online and in-person EBPs offered in Region 10.

Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).

EBPs: There was discussion regarding the importance of in-person caregiver training at the Kalkaska 2022 public hearing. AAANM will be reviewing opportunities for providing caregiver education, training, and

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support during the MYP period and hopes to expand in-person offerings in Region 10 to fill this need.

Long Term Care Ombudsman

Total of Federal Dollars \$37,448.00

Total of State Dollars \$32,691.00

Geographic Area Served Region 10

Planned goals, objectives, and activities that will be undertaken to provide the service in the appropriate text box for each service category.

Goal 1: Provide assistance and advocacy to residents of licensed long-term care facilities to resolve complaints through problem identification and definition, education regarding rights, provision of information on appropriate rules, and referrals to appropriate community resources.

Activities:

- 1.1. Visit each nursing facility at least quarterly to distribute Long-Term Care Ombudsman information and reinforce residents' understanding of their rights through one-on-one visits.*
- 2. Provide program presentations and regularly attend resident and family council meetings, as applicable.*
- 3. Distribute program materials to residents, family members, and other interested parties.*

Goal 2: Outreach to the community and referral sources on the Long-Term Care Ombudsman Program as well as to provide information and assistance about long-term care aspects and options.

Activities:

- 1.1. Actively participate in community collaboratives as a way to educate referral sources on the Long-Term Care Ombudsman role and program.*
- 2. Distribute program information via print and electronic media (AAANM website) as well as in person participation at community expos and events.*

Goal 3: Begin to build a Long-Term Care Ombudsman program in Region 10 comprised of a volunteer base.

Activities:

- 1. Create implementation plans with timelines for creation of a Long-Term Care Ombudsman volunteer program.*
- 2. Recruit and retain active volunteers.*
- 3. Oversee and ensure training of Long-Term Care Ombudsman volunteers.*

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AAANM issued an RFP in March 2019 for an entity to provide Long-Term Care Ombudsman services. There were no applicants proposing to offer this service in Region 10.

Since 2010, AAANM has provided Long-Term Care Ombudsman services directly after Citizens for Better Care withdrew from providing this service in our region. AAANM employs one Long-Term Care Ombudsman whose time is solely devoted to provision of Long-Term Care Ombudsman and Elder Abuse Prevention Services in Region 10.

AAANM has successfully demonstrated the organizational capacity to support the current established Long-Term Care Ombudsman services extensively with its resources. Current funding for the Long-Term Care Ombudsman Program is insufficient to maintain the level of presence that is needed for our 10-county region. AAANM subsidizes this program by providing additional funding through Title IIIB funds as well as in-kind support in terms of office space, phones, computers, and administrative back-up.

The costs, time, and criteria necessary for a new contractor to establish itself as the Long-Term Care Ombudsman in Region 10 alone would be an obstacle for a new entity. According to the Michigan Long-term Care Ombudsman policies, an entity would need to have staff certified by the State Long-Term Care Ombudsman (SLTCO) following successful completion of the certification training and examination requirements, within 6 months of hire. The transition of services to the new entity would most likely need support from AAANM minimally for the first several months of the fiscal year, which would drain resources from both entities. New relationships would need to be established with the long-term care facilities, awareness for referral purposes would need to be created with current community services agencies, reporting systems and data tracking would be a learning curve, and these foundation building activities

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would draw away from time that could be spent performing the Long-Term Care Ombudsman responsibilities. AAANM has successfully and efficiently provided a quality Long-Term Care Ombudsman program for many years. Prior to that, AAANM supported the Citizens for Better Care Long-Term Care Ombudsman staff person on site with resources.

Transitioning such a well-established program at this point does not seem to be an effective use of resources or time, could result in public confusion, and instead could create a lapse in service for long-term care residents or a diminished presence as compared to what already exists through AAANM.

Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).

There was no discussion of this request at the 2022 public hearings.

Prevention of Elder Abuse, Neglect and Exploitation

Total of Federal Dollars \$6,478.00 Total of State Dollars \$0.00

Geographic Area Served Region 10

Planned goals, objectives, and activities that will be undertaken to provide the service in the appropriate text box for each service category.

AAANM combines Elder Abuse Funding with the funding for the Long-Term Care Ombudsman.

Goal 1: Increase education and awareness of elder abuse, neglect, and exploitation in long-term care facilities and the community.

Activities:

- 1.1. Provide elder abuse, neglect, and exploitation presentations in long-term care facilities, senior centers, and other venues in the community/Region 10.*
- 2. Be an active participant in community collaboratives that are working to address elder abuse in our region such as the Michigan Vulnerable Populations work group.*
- 3. Provide education to increase awareness that Elder Abuse is an under recognized problem (identify who is at risk, potential warning signs how to report) by distributing information via print and electronic media (AAANM website) as well as in person participation at community expos and events.*

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AAANM has paired this very limited funding with the Long-Term Care Ombudsman funding to maximize these resources throughout Region 10, as well as nearly doubling the funding for the program with supplemental resources (Title IIIB and in-kind). This ensures that education and outreach on Elder Abuse is provided throughout our 10-county region as part of the outreach that is being conducted by the LTCO.

Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).

There was no discussion of this request at the 2022 public hearings.

Caregiver Education, Support and Training

Total of Federal Dollars \$1.00 Total of State Dollars \$0.00

Geographic Area Served Region 10

Planned goals, objectives, and activities that will be undertaken to provide the service in the appropriate text box for each service category.

Goal 1: Offer Caregiver Support, Training and Education for informal caregivers.

Activities:

- 1.1. Evaluate historical engagement of caregiver in support opportunities.*
- 2. Develop a marketing strategy to promote engagement in training and education opportunities.*
- 3. Implement a comprehensive approach to support informal caregivers through online tools (Active Daily Living and Trualta) and resources as well as collaborative partnerships.*

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4. Track and report outcomes.

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According to research and the community needs assessment, caregivers report their physical and emotional health is worse than non-caregivers. Typically, only one in five caregivers have been trained. Family caregivers are more technologically savvy than the general population, 84% of caregivers with Internet access use the Internet to research health topics compared to 64% of non-caregivers with Internet access (Family Caregiver Alliance). Providing informal caregivers support will increase their confidence in the care they provide, help their loved one continue to receive optimal care, reduce burn out and stress caregivers experience, helping to extend the length of time they commit to being a caregiver.

AAANM currently partners with AAAs across Michigan to promote, provide, and engage caregivers in onsite and web-based training and education opportunities. Additionally, AAANM holds a contract with Active Daily Living (ADL) through April 2023. ADL supports older adults and caregivers by providing free, personalized advice to enhance health, independence, and aging-in-place.

AAANM would like to offer informal caregivers a deeper level of support using Trualta, a premier partner of USAgings. Trualta is uniquely different from other support being offered by AAANM. The program uses a web-based training platform built for family and self-directed caregivers. Trualta originates from professional-level training adapted for the untrained audience with skills-based content across critical care competencies. Trualta is available on-demand, offers personalized educational intervention with social features that can be accessed 24/7 from any device: the intervention can be caregiver-led, or driven by case management. Programming incorporates behavior change theory methods into audio, video, and eLearning modules with PDFs available for print/download. Bite-sized modules that roll up into in-depth courses allow for continuous engagement and advanced learning. Trualta content is ADA compliant and

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follows health literacy, diversity, and inclusion guidelines.

Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).

The Kalkaska Public Hearing on 4/11/22 discussed the need for caregiver education, with particular emphasis on in-person trainings.

Nutrition Counseling

Total of Federal Dollars \$1.00 Total of State Dollars \$0.00

Geographic Area Served Region 10

Planned goals, objectives, and activities that will be undertaken to provide the service in the appropriate text box for each service category.

Goal 1: Develop and implement a self-sustaining Nutrition Counseling program.

Activities:

- 1.1. Evaluate community need and research best practices of effective nutrition counseling programs.*
- 2. Develop and pilot a nutrition screening process for current Care Management and Senior Nutrition Program participants.*
- 3. Plan to implement a Nutrition Counseling program in the MYP 2023-2025 cycle.*

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Older adults rarely access insurance benefits that support their nutritional health. Insurance coverage for

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medical nutrition therapy allows a very limited number of visits per year or per lifetime, if offered as a benefit. AAAs have a unique opportunity to provide nutrition counseling to older adults in the community, including Care Management and Senior Nutrition Program participants. The program will give participants the choice of where to have the visit, at home, the AAANM office or virtually. Having the option for a home visit with a Registered Dietitian fills a service gap for those that are homebound or lack transportation. Especially, since medical nutrition therapy is not typically provided in the home setting. AAANM does not currently have Providers that offer medical nutrition therapy but will explore this opportunity further as part of the needs assessment process. We will also consider leveraging the AAANM Registered Dietitian or a subcontractor to provide this service. AAANM will explore billing insurance for medical nutrition therapy services but will likely rely on ACLS Bureau funding for the majority of financial support to operate the program due to limited coverage and fractional reimbursement rates.

When income is limited, individuals often must prioritize their care needs. This forces individuals to prioritize medication and other treatments over their nutritional health. A nutrition counseling program provides a holistic approach for managing chronic conditions and removes financial barriers. The nutrition counseling program will center on helping participants understand how to use nutrition as one component of managing their chronic condition/s. Appropriate and timely nutrition support will have a positive impact on slowing disease progression, reducing negative health consequences such as high blood pressure, diabetes, pressure sores, and malnutrition. The program will support quality of life, reduce hospital readmissions, and increase access to nutrition interventions to promote overall health and well-being.

AAANM will use a thoughtful approach to program development. A needs assessment will be conducted, research and incorporation of evidenced-based best practices will be used. AAANM will develop protocols that outline the screening process, how to make referrals to the Registered Dietitian, privacy, documentation, data collection, funding, and billing.

Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).

There was no discussion of this request at the 2022 public hearings.

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Regional Direct Service Request

It is expected that regionally defined services will be provided under contracts with community-based service providers, but when appropriate, a provision to provide such regional services directly by the area agency may be approved by the CSA. Regional direct-service provision by the area agency may be appropriate when, in the judgment of the ACLS Bureau: A) provision is necessary to ensure an adequate supply; B) the service is directly related to the area agency's administrative functions; or C) a service can be provided by the area agency more economically than any available contractor, and with comparable quality.

Area agencies requesting permission to provide a regional service directly must complete this tab for each service category. Enter the regional service name in the box and click "Add." The regional service name will appear in the dialog box on the left after a screen refresh. Select the link for the newly added regional service and enter the requested information pertaining to basis, justification and public hearing discussion for any regional direct service request for FY 2023-2025. Also specify in the appropriate text box for each service category the planned goals and activities that will be undertaken to provide the service. Since regional service definitions expire with the end of each multi-year plan period, please include any previously approved regional services the agency expects to continue providing directly, including COVID-19 policy-waiver-approved services. Address any discussion at the public hearing related to each regional direct service provision request.

Regional Direct Service Budget details for FY 2023-2025 are to be included under the Direct Service Budget tab and the Support Services Detail tab in the Area Plan Grant Budget. The funding identified in this tab should correspond to the funding (Federal OAA Title III or VII and State funds) identified in the Area Plan Grant Budget.

Please skip this section if the area agency is not planning on providing any regional services directly as of now.

Critical/Emergent Unmet Needs

Total of Federal Dollars \$1.00

Total of State Dollars

Geographic Area Served Region 10

Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.

Goal 1: Assist with community gap filling needs as identified

Activities:

- 1.1. Follow consistent policies/procedures for reviewing/approving requests
2. Track requests for reporting purposes
3. Report expenditures and units of service and clients

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AAANM serves as a regional planning entity and is part of many community collaboratives to stay abreast of and advocate for older adults and caregiver needs/gaps in services and supports. AAANM has leveraged relationships with other complementary organizations that support needs of older adults, including those serving populations to whom services should be targeted. Through these relationships, it is anticipated that these types of community needs will most frequently be identified. It is also through these relationships that resources can be coupled to stretch state/federal funding and AAANM resources to support solutions to needs identified.

Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).

There was no discussion of this request at the 2022 public hearings.

Community Gap Filling Services

Total of Federal Dollars \$1.00

Total of State Dollars

Geographic Area Served Region 10

Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.

Community Gap Filling Services

Goal 1: Assist with community gap filling needs as identified

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Activities:

1. Follow consistent policies/procedures for reviewing/approving requests

Track requests for reporting purposes

Report expenditures and units of service and clients

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Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).

There was no discussion of this request at the 2022 public hearings.

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Nutrition Gap Filling Services

Total of Federal Dollars \$1.00

Total of State Dollars

Geographic Area Served Region 10

Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.

Goal 1: Assist with nutrition gap filling needs as identified

Activities:

- 1.1. Follow consistent policies/procedures for reviewing/approving requests*
- 2. Track requests for reporting purposes*
- 3. Report expenditures and units of service and clients*

Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the direct service provision request (more than one may be selected).

(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.

(B) Such services are directly related to the Area Agency's administrative functions.

(C) Such services can be provided more economically and with comparable quality by the Area Agency.

(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.

(C) Such services can be provided more economically and with comparable quality by the Area Agency.

Provide a detailed justification for the direct service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.

During the pandemic, AAANM served as the direct connection to statewide activities/programs that were quickly implemented to support nutrition needs of older adults (USDA food boxes, home delivered meals referral calls). AAANM was able to connect various organizations (Senior Nutrition providers, Community Action Agencies, Goodwill Food Rescue) to implement these programs locally. AAANM expects additional regional opportunities to develop Senior Nutrition Programs capacity to work with other community nutrition resources to optimize food and nutrition services for older adults.

Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).

There was no discussion of this request at the 2022 public hearings.

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Program Development Objectives

Please provide information for all program development goals and objectives that will be actively addressed for this multi-year period, including the diversity, equity and inclusion goal outlined here.

Diversity, Equity, and Inclusion Goal

Aging and Community Living Services Bureau (ACLS) *Operating Standards for Area Agencies on Aging* have long required that preference be given to serving older persons in greatest social or economic need with particular attention to low-income minority elderly. Please refer to *Operating Standards for Area Agencies on Aging* sections C-2 and C-4.

With increased awareness of the effects of racial and ethnic disparities on the health, well-being, and lifespans of individuals, the State Plan on Aging for FY 2023-2025 has implemented goals that relate to identifying and increasing services to black, indigenous and people of color as well as LGBTQ+ adults over age 60.

Please assess and summarize how well the area agency is currently addressing accessibility of services for the groups listed above and complete the objective(s), strategies and activities that are indicated for quality improvement in this area. Include planned efforts to:

1. Increase services provided to black, indigenous and people of color and the (LGBTQ+) communities.
2. Increase the number of area agency staff, providers and caregivers trained in implicit bias, cultural competencies, and root causes of racism.
3. Increase availability of linguistic translation services and communications based on the cultural needs in the region in which you serve.

Goal: Improve the Accessibility of Services to Michigan's Communities and People of Color, Immigrants and LGBTQ+ Individuals.

The area agency must enter each program development goal in the appropriate text box. It is acceptable, though not required, that some of the area agency's program development goals correspond to the ACLS Bureau's State Plan Goals (listed in the Documents Library). There is an entry box to identify which, if any, State Plan Goals correlate with the entered goal.

A narrative for each program development goal should be entered in the appropriate text box. Enter objectives related to each program development goal in the appropriate text box. There are also text boxes for the timeline, planned activities and expected outcomes for each objective. Additional instructions on completing the Program Development section can be found in the Documents Library.

Area Agency on Aging Goal

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A. Identification of on-going community needs

State Goal Match: 4

Narrative

Continue to identify on-going community needs resulting from COVID-19 that AAANM may help address.

Objectives

1. To meet (where possible) needs of those 60+ and caregivers impacted by the pandemic.
Timeline: 10/01/2022 to 09/30/2025

Activities

1. *Continue to monitor impacts of COVID-19 on 60+ population*
2. *Implement Goal 2 to support older adults and caregivers seeking Information and Assistance / Options Counseling or in-home services.*
3. *Implement Goal 3 to address direct care worker shortage and caregiver support.*

Expected Outcome

The needs, where possible, of older adults impacted by the pandemic will be met.

B. Maximize funding streams and reduce waitlists

State Goal Match: 4

Narrative

Continue to evaluate and implement programming to maximize ACLS Bureau and other funding streams for greatest community benefit and reduce wait times / wait lists.

Objectives

1. 1. Reduce the cycle time from when someone calls until enrolled in a care management program 2. Reduce wait lists for care management programs 3. Develop plan for use of IIID funding that maximizes impact for older adults and caregivers. 4. Evaluate Expansion of nutrition services to support the health and well being of older adults and caregivers.
Timeline: 10/01/2022 to 09/30/2025

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Activities

- 1. Restructure Access and Eligibility (Information & Assistance / Intake functions) to reduce call wait time and improve more timely access to services.*
- 2. Continue to implement “tiered” care management service levels to reduce wait lists and provide levels of care to meet people where they are.*
- 3. Expand the types of Evidence-Based Programs (EBPs) available in NWMI by participating in statewide EBP collaboratives.*
- 4. Continue to evaluate use of IIID funding including potential implementation of the Evidence-Based Care Transitions Intervention program to reduce unplanned facility transitions among AAANM care management and MI Choice Waiver participants.*
- 5. Implement Nutrition Counseling as a direct service*
- 6. Implement new Regional Service Definition – Other Nutrition Gap Filling Services, to address additional food and nutrition-related needs of older adults with opportunity to promote new and innovative solutions.*

Expected Outcome

ACLS Bureau and other funding sources will be maximized for greatest needs and services at AAANM.

C. Goal 3: Support paid and unpaid caregivers

State Goal Match: 3

Narrative

Maintain and strengthen regional capacity to support paid and unpaid caregivers of older adults and persons with disabilities.

Objectives

1. Objectives: 1. Promote self-determination as an option 2. Make it as easy as possible for providers to do business with AAANM 3. Support caregivers with a focus on caregivers of persons with dementia
- Timeline: 10/01/2022 to 09/30/2025

Activities

- 1. Continue to promote Self-Determination to help alleviate workforce shortage to provide in-home care.*
- 2. Evaluate internal business practices to make it as easy as possible for provider agencies to work with AAANM and thereby staff cases. This includes adding Community Living Supports as a RSD to reduce administrative burden.*
- 3. Continue to support the work of the Impart Alliance as requested (ongoing).*
- 4. Evaluate programming options like Trualta for unpaid caregiver support.*
- 5. Continue to ensure AAANM staff are certified to support caregivers of persons with dementia, particularly those caregivers needing support with difficult behaviors.*
- 6. Continue to offer dementia options counseling for caregivers of persons with dementia.*

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Expected Outcome

1. AAANM will address the paid caregiver shortage to the best of its ability.
2. Unpaid caregivers interacting with AAANM will feel supported.

D. Improve the Accessibility of Services to Michigan's Communities and People of Color, Immigrants and LGBTQ+ individuals.

State Goal Match: 4

Narrative

Improve the Accessibility of Services to Michigan's Communities and People of Color, Immigrants and LGBTQ+ individuals.

Objectives

1. 1. Increase services provided to black, indigenous and people of color and the (LGBTQ+) communities. 2. Increase the number of area agency staff, providers and caregivers trained in implicit bias, cultural competencies, and root causes of racism. 3. Increase availability of linguistic translation services and communications based on the cultural needs in the region in which you serve.

Timeline: 10/01/2022 to 09/30/2025

Activities

1. AAANM is working to determine the baseline of BIPOC and LGBTQ+ people currently served
2. AAANM is partnering with the local Pride organization(s) to develop outreach strategies to this population. With the addition of gender preference NAPIS questions, Region 10 will be able to establish a baseline of how we may already be serving this population.
3. AAA staff and subcontractors are trained in diversity, equity and inclusion.
4. All AAANM employees have completed implicit bias and cultural diversity training annually.
5. In addition to Spanish speaking staff, AAANM utilizes a translation service to meet the linguistic needs of those in Region 10. The primary second language spoken in Region 10 is Spanish. Continue to use these resources.

Expected Outcome

Those of BIPOC race/ethnicity and LGBTQ+ will find AAANM to be an organization that is inclusive of diversity.

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Scope of Services

The COVID pandemic has highlighted the importance of the aging service network. People over age 65 comprised 75 percent of COVID deaths in the US, or one in 100 people in that age group by the end of 2021. Fear of contracting the virus has caused long-term social isolation, resulting in serious physical and emotional health effects. The growing availability of supports delivered remotely has been of great assistance. Maintaining adequate services for those who are homebound and their caregivers will continue to be essential. Burdens on family caregivers have increased due to the closure of some in-person services because of the pandemic as well as because of the direct care worker shortage.

Most people with dementia live at home, supported by family and friends. Evidence-based interventions are effective methods for supporting both the person living with dementia and their caregivers. Aging service providers can provide services and support to maintain independence with referrals to healthcare professionals as appropriate.

Though we have long known that racial and ethnic minorities, the LGBTQ+ community and other disadvantaged groups have higher rates of disease and early death, the factors that lead to discrimination have not been fully explored. Growing determination to address diversity, equity and inclusion are leading us to look holistically at discrimination concerns with an eye toward eliminating disparities and micro-aggressions.

Constantly changing service demand challenges make it essential that the area agency carefully evaluate the potential, priority, targeted, and unmet needs of its service population(s) to form the basis for an effective PSA Scope of Services and Planned Services Array strategy. Provide a response to the following service population evaluation questions to document service population(s) needs as a basis for the area agency's strategy for its regional Scope of Services.

1. Describe key changes and current demographic trends since the last MYP to provide a picture of the potentially eligible service population using census, elder-economic indexes or other relevant sources of information.

Overall population trends

This MYP period (FY2023-2025) will be a significant time for aging services. The youngest of the Baby Boomer population will turn 60 in FY2025. And the oldest of the Baby Boomer population will turn 80 in FY2026. The Baby Boomer bubble has squarely landed upon the aging services network. AAANM knows from internal data that there is an increased need for services (on average) around the age of 75. This MYP will see the growth in the 70+ population at a previously unprecedented rate.

The Environmental Systems Research Institute (ESRI) determined that 315,339 individuals resided in the Region 10 service area in FY2021 and projected that this will increase 2% to 322,647 persons by FY2026. The 60+ population is projected to increase 10% during this period, from 100,585 to 110,832 and from 32% of the total population to 34% of the total population. One in three individuals in the Region 10 service area are 60+ years of age.

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The net increase in the 60+ population from FY2022 to FY2025 is expected to be 10,247. While this growth is expected to occur throughout the 10-county region, the greatest growth in the 60+ population is projected within Grand Traverse (+3,727), then Wexford (+972) and Benzie (+748) counties.

Workforce Issues Continue to Intensify

It is important to note that population forecasts, while there is fluctuation by county and by age cohort, continue to project a regional decline in the <60+ population, particularly the working age population (ages 20-59). For Region 10, the overall decline from FY2021 projected to FY2026 projected is -1% or -2,939 individuals. While this does not sound significant, it compounds an already exacerbated labor force shortage in all industries, and particularly the healthcare and direct care workforce sectors. The aging network is already experiencing a severe crisis with a shortage of direct care workers, and there is a shortage of qualified nurses and social workers with home and community-based experience or with interest in working in this sector. The projected population changes during this period will further challenge the network's ability to provide/sustain home and community-based services in Region 10. Focus groups conducted in preparation for this MYP stressed the direct care workforce crisis as one of the greatest issues facing the older adult population at this time.

Poverty and Economic Stability

2019 American Community Survey estimates, using a weighted average of seven counties, that 7% of the 60+ population lives at or below 100% of poverty. Using ALICE (Asset Limited, Income Constrained, Employed) data for the 65+ population, 2019 statistics indicate that an additional 37% of the 65+ population lives between poverty and 250% of poverty.

ESRI estimates indicate that by FY2026, 30% of households age 55+ in Region 10 will be living at or below \$34,999 annual household income. Households with those 75+ are projected to have the greatest decrease in income (compared to FY2021 projected).

Focus groups conducted during this MYP preparation period reinforced the challenges of the cost of living increasing (inflation) and the difficulty older adults are having affording necessities, particularly food, housing, and transportation.

Minority Population

Based on the 2019 American Community Survey, the Region 10 60+ population is comprised primarily of "white" older adults (98%). Minority populations include those of Native American origins especially in counties where Native American Tribes have sovereignty (1%) and "Hispanic or Latino" origin (1%). In reviewing NAPIS data, AAANM found that of the 6,837 individuals reported as served with aging programs in Region 10 (i.e. care management or meal programs), 2% are non-"White." AAANM's service demographics mirror regional demographics.

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Survey and focus group results of the LGBTQI population were informative. Key findings include:

- 1. There has been improvement over time in prevailing attitudes and behaviors toward LGBTQI people in Northwest Lower Michigan. Focus group participants mentioned the HIV/AIDS epidemic of the 80s as being a tragic and yet important time for bringing “gay life” and relationships into view and discussed in the mainstream in a significant way.
2. However, negative attitudes and lack of understanding still persist. And issues of bias and/or lack of understanding are most damaging when individuals are stressed out and in need of help, as is often the case when facing health or aging issues. Being older and LGBTQI compounds a fear of being dismissed or cancelled for being slower or having needs.
3. In addition, there is some lingering mistrust of institutions because of historical targeting and discrimination. “There were local laws that meant police could come into our bedrooms at any time” and arrest us.
4. Transgender health and rights represent a particular area of opportunity, as there is significant backlash against trans people right now. Trans people have unique health and mental health issues – different and less understood than issues faced by the general population.
5. Other issues related to aging in Northwest Lower Michigan include concerns about a lack of workforce among caregivers and a concern about lack of transportation. Although these issues are not specific to being LGBTQI, participants felt this would create fewer options in finding caregivers who would be supportive of their needs.

2. Describe identified eligible service population(s) characteristics in terms of identified needs, conditions, health care coverage, preferences, trends, etc. Include older persons as well as caregivers and persons with disabilities in your discussion.

Preferences, Community Conditions and Quality of Life

The following characteristics have been compiled from three MYP need assessments (FY2015-FY2025) as well as other community need assessments. Because AAANM is funded through the Older Americans Act, we consider anyone over the age of 60 or a caregiver to be eligible for services, particular Information & Assistance and Options Counseling. Other programs may have specific enrollment or targeting criteria applied.

The 60+ population encompasses three generations (the Greatest Generation, Silent Generation and Baby Boomers). Each generation has unique values, concerns and preferences for how they want to live. Some observations from community discussions suggest that younger seniors tend to be more tech savvy and seek active lifestyles. This influences how they engage with the community and the strategies they utilize to maintain their health. Older seniors are often reluctant to ask for help. They fear losing their independence and being placed in a nursing facility. They also prefer activities that are more social in nature and less physically intensive.

Observations and trends identified:

- 1.1. A community survey of older adults conducted across Region 10 during the summer of 2018 found distinct concerns by age segment. While most older adults are concerned about maintaining their health, younger seniors are also concerned with having enough money in retirement and obtaining or

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understanding benefits like Social Security and Medicare. Older seniors are concerned about memory loss or dementia, falling or the fear of falling, and being able to live independently at home as they grow older.

2. Individual rating of health varies in relation to income and living situation (living alone or with a partner/spouse). Those with lower incomes and/or living alone were generally less likely to have healthy lifestyle habits, more likely to have difficulty affording basic needs, and more likely to need assistance with Activities of Daily Living (ADLs) and Independent Activities of Daily Living (iADLs).

3. There is increasing awareness of healthy lifestyles and demand for fresh fruits and vegetables, venues for engagement in exercise, social activities, and education for lifelong learning. Maintaining health as long as possible is a priority concern. Barriers to maintaining health include existing health issues, financial resources, and taking care of others.

4. Older adults are staying in the workforce longer and are willing to work part-time. Conversely, older adults with expertise and experience in professional careers are retiring and creating a void in the workforce.

5. "Loss is an everyday thing" as one ages. Fear of losing independence is a primary concern for older adults and persons with disabilities. Individuals are often unprepared for the life changes that accompany the aging process or living long-term with chronic health conditions and disability. Older adults want to maintain control as long as possible.

6. Social isolation is a prevalent issue among older adults that is complicated by rural geography. Many older adults have moved to northwest Michigan to retire and do not have family in the area to support them. Transportation challenges are a contributing factor as well.

7. The nature of family structures is changing due to economic and social shifts in our country. Some older adults are finding themselves providing support to adult children with disabilities, grandchildren, or children with spouses and kids who have moved back home due to financial instability.

8. Elder abuse and exploitation are an increasing, under-reported issue in the region, including domestic abuse (financial, physical, psychological and sexual), as well as predatory unethical relationships (realtors having themselves declared guardian for older adults with valuable real estate), and financial scamming schemes deliberately targeted at seniors.

9. A culture of ageism and viewing seniors as a burden or having limited value influences the quality of life for older adults in our region.

10. Electronic communication has become a way of life - to connect with family, to complete applications and do banking, for safety monitoring, and to access telehealth. Landlines for telephone service are less

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prominent. Yet many areas of northwest Michigan do not have consistent cell phone coverage or high-speed broadband. This impacts quality of life for communities in general and for older adults and has become a greater issue over the last few years because of COVID. For example, many services moved to virtual or remote only limiting service provision to those without a way to communicate electronically.

Economics

Certain counties in northwest Michigan are attractive retirement locations. A proportion of well-off older adults have retired to particular counties in the region, investing in valuable real estate. This dynamic is an important component of the northwest Michigan economy. Many older adults, however, are facing increased financial insecurity - living longer, insufficient savings, increasing contributions to healthcare costs, increasing cost of living, and unexpected costs of long-term care needs. Many older adults live on a fixed income that does not stretch far enough.

Observations and trends identified:

1. Healthcare, dental and prescription drug costs continue to be a financial challenge for many older adults. Some older adults also struggle to pay for food, housing, and transportation.

1. Gaps in affordable programs and services to support older adults to maintain quality of life and live independently were consistently identified for 1) low-to- moderate income disabled individuals under the age of 60/65, and 2) older adults who are above low-income program thresholds yet do not have the financial resources to privately pay for supports and services.

Social Determinants of Health

It has been established that the Social Determinants of Health can account for up to 50% of our health - quality of life and longevity of life. And yet, residents of northern Michigan, above and below sixty years of age, struggle to have their basic needs met.

Observations and trends identified:

1. Affordable housing has become a crisis issue in northwest Michigan, and just as challenging is affordable, accessible housing.

2. Workforce and funding for home modifications and home maintenance to support older adults to live in their own homes is an on-going issue in the region.

3. Homelessness or near homelessness for older adults, especially with chronic conditions or mental health/behavioral challenges persists for some older adults.

4. There is increasing awareness of food insecurity among older adults in northwest Michigan but there has not been a systematic attempt to quantify the issue.

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5. Multiple studies and workgroups reaffirm that transportation challenges continue in northwest Michigan including non-emergency medical and quality of life (shopping, socialization) transportation needs. Strides have been made in some counties in the last three years to increase availability of transportation. Transportation is a complex issue. Among younger seniors the issue may be the financial costs associated with transportation while among older seniors the issue may be having a transportation option that does not involve driving oneself.

Accessing / Using Healthcare

There are an increasing number of older adults living with multiple chronic conditions. Analysis of Medicare claims data for Region 10 residents quantifies that chronic diseases include diabetes, arthritis, heart disease and depression are prevalent conditions. Analysis of publicly available hospitalization data also confirms that falls among the older adult population in northwest Michigan is a population health concern. Dementia and other cognitive impairments are increasing conditions where navigation of healthcare and community care resources is particularly challenging, especially when medical, financial, long-term care and advanced care planning has not taken place before the individual becomes incapacitated.

Observations and trends identified:

1. Access to medical care is determined by income, insurance, and geographic location with significant inequities across the region.
2. Medication management and access to / navigation of healthcare providers are cited frequently as challenges for older adults.
3. In northwest Michigan there is a need for more healthcare providers with expertise in geriatric medicine in general, a shortage of neuropsychologists, and a complete lack of geriatric psychiatric specialists.
4. Access to affordable mental health services is a gap.
5. Advances in medical care have created complex ethical issues for older adults, families, and healthcare providers. Older adults and families would benefit from proactive planning while healthy to articulate desired quality of life and end of life wishes.
6. Coordination of care among healthcare providers and with community organizations to support older adults is difficult and contributes to frustration and health complications for older adults.
7. Accessing and understanding healthcare (Medicare and Medicaid) and Social Security benefits can be challenging for seniors. In the community survey conducted in 2018, this was rated within the top three concerns of younger seniors.

Accessing / Using Long-Term Care Services and Supports

Societally there are many different and conflicting values (and misinformation) about funding long-term care for older adults. Often older adults believe Medicare will cover long-term care costs and are surprised to find there is no coverage for this care. There is often reluctance to spend retirement monies for long-term care (or families refuse to spend the money). Long-term care insurance policies have varied benefits and are not widely used. Availability of in-home support through senior millage varies from county to county and can provide foundational in-home support to meet the early service needs of individuals who are on the verge of

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losing their independence. This allows older adults to maintain or even improve health and delay their need to utilize more costly resources; but millage funded services do not meet the needs of individuals with higher acuity requiring additional or more frequent services. Those who need additional services are placed on the ACLS Bureau funded Care Management list and/or are forced to spend down their assets to qualify for long-term care Medicaid (home- and community- based services like MI Choice Waiver or nursing facility care) or privately pay for care. This conundrum of mixed systems and funding streams leave many older adults unprepared for their long-term care needs.

Observations and trends identified:

- 1. The rural nature of the region contributes to inconsistent availability of long-term supports and services for older adults. This contributes to situations of compromised health, accelerated decline and decreased quality of life, and use of expensive healthcare resources including Emergency Room visits and hospitalizations.*
- 2. Older adults, family members and caregivers are often unaware of resources available to support quality of life and living independently long-term. Navigating programs and services was cited as a concern, particularly services that have complicated application or qualification processes.*
- 3. Funding for long-term services and supports and other public programs that support older adults and persons with disabilities requires vigilant advocacy.*

Caregiving (paid and unpaid)

As older adults decline and need more support with activities of daily life, informal caregivers become emotionally and physically overwhelmed with caregiving responsibilities. Caregivers need more education and support. There is also a dire shortage of paid caregivers in the region to provide home- and community-based services. Reasons for this include shrinking workforce overall, low wages, lack of benefits, and difficult, unpredictable work that is not always respected.

Observations and trends identified:

- 1. A thoughtful strategy for increased Medicaid MI Choice Waiver reimbursement rates passed through to direct care wages is necessary to impact the direct care workforce crisis.*
- 2. The critical lack of childcare in the region also contributes to the dire shortage of paid caregivers. Parents are increasingly choosing between staying at home to care for children and working because of the childcare shortage.*
- 3. Caregiver education, for both informal and paid caregivers, has been consistently identified as a valuable support that improves quality of life for older adults and reduces stress and burden for caregivers.*

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3. Describe the area agency's Targeting Strategy (eligible persons with greatest social and/or economic need with particular attention to low-income minority individuals) for the MYP cycle including planned outreach efforts with underserved populations and indicate how specific targeting expectations are developed for service contracts.

AAANM regularly engages with the Department of Health and Human Services, Community Mental Health agencies, the Community Action Agency, county aging units, human service agencies, healthcare providers and Native American tribes to maintain a visible presence in the community and encourage referral to AAANM of individuals with greatest social or economic need and low-income minority populations in the planning and service area. This outreach will continue during the FY2023-2025 MYP cycle. AAANM has staff that routinely identify opportunities to reach underserved populations, either directly or through referral relationships.

Service providers awarded ACLS Bureau grant funding by AAANM are required to target those with greatest social or economic need and low-income minority populations. They do this through outreach and coordination as well. As participants seek and receive services from these service providers, the service providers ensure that funding supports those in highest need. Should demand exceed funding for these funded services, service providers have written criteria that allows them to prioritize their services and funding to those in highest need first. In general, service providers should be targeting to the same level of poverty, minority, and frailty (those in the oldest age category and those with the highest health care needs) as identified in the most recent census data.

4. Describe the agency's past practices, current activities and plans for addressing the needs of people living with dementia and their caregivers.

AAANM has invested significant organizational time to build dementia capability internally and to thoughtfully examine what are the most significant levers for systems change in northwest Michigan to support persons with dementia and their caregivers. Some of this work fits within ACL's definition of a dementia capable service system while other components more strongly relate to an aging friendly health system. The two must work hand in hand if we are to truly impact quality of life for this population.

AAANM conducted a population assessment of current persons being served through internal programs and identified nearly 20% of the population being served by AAANM has a formal diagnosis related to cognitive impairments. Further analysis identified nearly 75% of the population opened to a program at AAANM report some sort of cognitive impairment, new or declining, and not formally diagnosed. The data identified opportunities at AAANM to improve upon the resources and ability for staff to meet the needs of this population, and their caregivers, through focused training. All case management staff at AAANM are trained and certified in Dementia Capable Care through Crisis Prevention Institute. Additionally, AAANM has 3 certified instructors on staff to serve as a resource and support for staff to use the tools and skills learned through the program to impact the population served. The intent and purpose of the training is to enhance the knowledge base and skillset of staff in efforts to better serve and work with participants, and their caregivers, who are experiencing cognitive decline, including dementia related cognitive decline.

Current processes include the use of ACL's Dementia Capability Assessment Tool in the screening process

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for people reaching out to AAANM inquiring about resources and assistance in the area. AAANM has implemented regular screening and created more standardization in how staff work with this population - information, options counseling, dementia education and coaching on behaviors. AAANM's staff use the AD8 dementia assessment when screening and assessing potential participants. When the AD8 is completed on a person going on the waiting list or a current client, the AD8 is uploaded into their electronic medical record in Compass. AAANM has integrated this work into the organization, so it is standard practice rather than a special project or focus.

AAANM plans to expand resources and develop support and tools specific to caregivers who are caring for those with a dementia, in a form of Caregiver Options Counseling. If time and resources permit, AAANM will expand these efforts to work with interested service providers in the network to offer foundational dementia trainings and an introduction to how community organizations can partner to increase opportunities for dementia trainings throughout Region 10.

5. When a customer desires services not funded under the MYP or available where they live, describe the options the area agency offers.

In cases where an individual desires services not funded under the MYP, AAANM Access and Eligibility Specialists make referrals to other community resources that can meet these needs. Using a person-centered planning approach, Access and Eligibility Specialists may offer Options Counseling to help individuals identify their needs/goals and create a plan that taps a variety of community resources, including private pay options.

When no service is available, AAANM advocates for community initiatives that will help address these unmet needs.

6. Describe the area agency's priorities for addressing identified unmet needs within the PSA for FY 2020-2022 MYP.

AAANM's priorities to address unmet needs within the PSA for the FY2023-2025 MYP include:

1.1. Supporting advocacy efforts to preserve or increase funding for programs that benefit older adults, especially home delivered meals, care coordination and in-home support; and

1.2. Participating in community-based discussions and collaboratives seeking to address needs that impact older adults (i.e., transportation, access, and delivery of health care, improved inter-agency coordination).

7. Where program resources are insufficient to meet the demand for services, reference how your service system plans to prioritize clients waiting to receive services, based on social, functional and economic needs.

When program resources are insufficient to meet the need for services, particularly Care Management, a wait list is carefully maintained and regularly monitored.

Using a person-centered planning process, AAANM refers individuals to services available through millage

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funded county aging units or private pay options.

Those placed on the wait list have been assessed and prioritized based on frailty (those in the oldest age category and those with the highest health care needs), availability of support systems, income-level, and minority classification.

8. Summarize the area agency Advisory Council input or recommendations (if any) on service population priorities, unmet needs priorities and strategies to address service needs.

The Advisory Council had one comment agreeing with the identified service population priorities and needs assessment. This was gathered during a public hearing with the Advisory Council present. The Advisory Council voted to recommend the MYP as written to the Board of Directors for approval on May 5, 2022. During that discussion it was noted that the priorities feel on track, and that the MYP is thorough and ambitious.

9. Summarize how the area agency utilizes information, education, and prevention to help limit and delay penetration of eligible target populations into the service system and maximize judicious use of available funded resources.

AAANM diligently works to prevent or delay the use of publicly funded resources using a variety of strategies:

- 1.1. Staff receives ongoing information and education about resources, programs and supports in the community that may be accessed.*
- 2. Options Counseling is available to any individual to identify goals and create a plan for long-term care needs including identification of personal supports and private pay options.*
- 3. AAANM works to promote and create awareness about health education offerings provided by other organizations for example, Michigan State University Extension and Area Agencies on Aging across Michigan. Healthy aging programs like Matter of Balance: Managing Concerns About Falls, Personal Action Toward Health (PATH) and Creating Confident Caregivers (CCC) are offered virtually throughout the region to support healthy lifestyles and delay health complications if possible. AAANM also offers Active Daily Living online resources for older adults and caregivers to provide education and support on a variety of topics.*

10. Identify the five service categories receiving the most funds and the five service categories with the greatest number of anticipated participants.

Of the service array planned, Older Americans and Older Michiganians Act funding is most significant for the following programs:

- 1.1. Home Delivered Meals*
- 2. Congregate Meals*
- 3. Care Management*
- 4. Respite Care*

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5. Personal care

The following programs serve the greatest number of participants:

- 1.1. Home Delivered Meals*
- 2. Congregate Meals*
- 3. Information and Assistance and Options Counseling*
- 4. Care Management (including services purchased on behalf of Care Management participants – Respite Care, Personal Care and Homemaking)*
- 5. Legal Assistance*

11. Describe the area agency's efforts to ensure diversity, equity, and inclusion, including how the agency ensures that staff at their agency and subcontracting agencies is diverse, equitable, inclusive and knowledgeable of the harms of implicit bias?

AAANM staff have participated in several trainings including ageism, cultural competency, implicit bias, and trainings with SAGE on LGBTQ+ sensitivity. In addition, AAANM is participating in the ACLS Bureau sponsored Advancing Equity workshops. Perhaps most impactful is the focus group conducted with the local Up North Pride and their sharing of results with staff about what it is like to be an LGBTQ+ individual in this region.

Planned activities include:

- Ensure marketing materials are representative of different populations.*
- Continue to ensure we are able to address language barriers through interpreters and Spanish speaking staff.*
- Continue to train AAANM staff in cultural competency and implicit bias.*
- Provide cultural competency training for the provider network.*
- Implement question sets to identify LGBTQ+ populations through Compass and NAPIS to allow AAANM to be more culturally sensitive and inclusive.*

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Planned Service Array

Complete the FY 2023-2025 MYP/AIP Planned Service Array form for your PSA. Indicate the appropriate placement for each ACLS Bureau service category and regional service definition. Unless noted otherwise, services are understood to be available PSA-wide.

	Access	In-Home	Community
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<p>Contracted by Area Agency</p>	<ul style="list-style-type: none"> • Transportation * 	<ul style="list-style-type: none"> • Chore • Home Injury Control • Homemaking • Home Delivered Meals • Medication Management • Personal Care • Assistive Devices & Technologies • Respite Care • Friendly Reassurance • Service Name: Community Living Support Services and Community Living Support Services—Respite Care Service Definition: Community Living Support Services facilitate an individual's independence and promote participation in the community. Community Living Supports can be provided in the participant's residence or in community settings. Community Living Supports include assistance to enable program participants to accomplish tasks that they would normally do for themselves if able. The services may be provided on an episodic or a continuing basis. When transportation incidental to the provision of community living supports is included, it must not also be authorized as a separate service for the participant. • Service Name: Private Duty Nursing Services Service Definition: Nursing services may include, but are not limited to, tasks such as monitoring and evaluation, occasional blood draws, wound care, training of informal caregivers and other treatments consistent with physician orders. 	<ul style="list-style-type: none"> • Adult Day Services * • Congregate Meals • Disease Prevention/Health Promotion • Home Repair • Legal Assistance • Counseling Services • Creating Confident Caregivers • Caregiver Supplemental Services • Kinship Support Services
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Participant Private Pay	<ul style="list-style-type: none"> • Transportation 	<ul style="list-style-type: none"> • Chore • Homemaking • Home Delivered Meals • Medication Management • Personal Care • Assistive Devices & Technologies • Respite Care 	<ul style="list-style-type: none"> • Adult Day Services *
Local Millage Funded	<ul style="list-style-type: none"> • Information and Assistance • Transportation * 	<ul style="list-style-type: none"> • Chore • Homemaking • Home Delivered Meals • Medication Management • Personal Care • Assistive Devices & Technologies • Respite Care • Friendly Reassurance 	<ul style="list-style-type: none"> • Adult Day Services • Congregate Meals • Senior Center Operations • Senior Center Staffing • Caregiver Education, Support and Training

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<p>Provided by Area Agency</p>	<ul style="list-style-type: none"> • Care Management • Case Coordination and Support • Disaster Advocacy and Outreach Program • Information and Assistance • Options Counseling • Service Name: Self-Determination Option (for Case Coordination & Support or Care Management) with Fiscal Intermediary Service Definition: Supports participants to directly acquire and control needed services and supports using funds allotted in an individual budget. • Service Name: Critical/Emergent Unmet Needs Service Definition: Assistance provided to an eligible older adult or caregiver to address an emergent need for which other resources are not readily available. Purchase of essential goods or services to secure the health and safety of older adults and caregivers. These services are used as a last resort when no other community resources are available to meet the identified need. • Service Name: Community Gap Filling Services Service Definition: The intention of this definition is to assist community organizations in addressing a temporary/emergent need for the identified population or system - i.e., older adults facing homelessness or elder abuse, mobilization of new food distribution opportunities to older adults, rapid response establishment of a new service to meet a previously unidentified need, organizational improvements to expand/adapt service provision to meet the changing environment, where no other funding source is available. 	<ul style="list-style-type: none"> • Service Name: Critical/Emergent Unmet Needs Service Definition: Assistance provided to an eligible older adult or caregiver to address an emergent need for which other resources are not readily available. Purchase of essential goods or services to secure the health and safety of older adults and caregivers. These services are used as a last resort when no other community resources are available to meet the identified need. • Service Name: Community Gap Filling Services Service Definition: The intention of this definition is to assist community organizations in addressing a temporary/emergent need for the identified population or system - i.e., older adults facing homelessness or elder abuse, mobilization of new food distribution opportunities to older adults, rapid response establishment of a new service to meet a previously unidentified need, organizational improvements to expand/adapt service provision to meet the changing environment, where no other funding source is available. • Service Name: Nutrition Gap Filling Services Service Definition: Supplemental nutritional services provided to older adults 60 years and older for the following purposes under OAA Part C: (1) to reduce hunger, food insecurity, and malnutrition; (2) to promote socialization of older individuals; and (3) to promote the health and well-being of older individuals by assisting such individuals to gain access to nutrition and other disease prevention and health promotion services to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior. 	<ul style="list-style-type: none"> • Nutrition Counseling • Disease Prevention/Health Promotion • Long-term Care Ombudsman/Advocacy • Programs for Prevention of Elder Abuse, Neglect, and Exploitation • Caregiver Education, Support and Training • Service Name: Critical/Emergent Unmet Needs Service Definition: Assistance provided to an eligible older adult or caregiver to address an emergent need for which other resources are not readily available. Purchase of essential goods or services to secure the health and safety of older adults and caregivers. These services are used as a last resort when no other community resources are available to meet the identified need. • Service Name: Community Gap Filling Services Service Definition: The intention of this definition is to assist community organizations in addressing a temporary/emergent need for the identified population or system - i.e., older adults facing homelessness or elder abuse, mobilization of new food distribution opportunities to older adults, rapid response establishment of a new service to meet a previously unidentified need, organizational improvements to expand/adapt service provision to meet the changing environment, where no other funding source is available. • Service Name: Nutrition Gap Filling Services Service Definition: Supplemental nutritional services provided to older adults 60 years and older for the following purposes under OAA Part C:
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		These services are used as a last resort when no other resources are available to meet the identified need.	(1) to reduce hunger, food insecurity, and malnutrition; (2) to promote socialization of older individuals; and (3) to promote the health and well-being of older individuals by assisting such individuals to gain access to nutrition and other disease prevention and health promotion services to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior. These services are used as a last resort when no other resources are available to meet the identified need.
Funded by Other Sources	<ul style="list-style-type: none"> • Transportation 	<ul style="list-style-type: none"> • Home Delivered Meals • Assistive Devices & Technologies • Respite Care • Friendly Reassurance 	<ul style="list-style-type: none"> • Adult Day Services * • Disease Prevention/Health Promotion * • Legal Assistance • Caregiver Education, Support and Training

* Not PSA-wide

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Planned Service Array Narrative

Describe the area agency's rationale/strategy for selecting the services funded under the MYP/AIP in contrast to services funded by other resources within the PSA, especially for services not available PSA-wide.

Instructions

Use the provided text box to present the Planned Service Array narrative.

Prioritization of Services for Funding by AAANM

There are a variety of factors taken into consideration when determining which services will be funded by AAANM.

Funding source:

AAANM receives a majority of its funding through the Older Americans Act (federal) and Older Michiganians Act (state). These funding sources are specific as to which services can be supported.

Needs of Older Adults: *AAANM performs an analysis of the needs of older persons in Region 10 prior to the development of each multi-year plan. Consumers, program participants, caregivers, service providers, and AAANM staff all provide input into the types of services that are needed.*

History:

Services that have been funded by AAANM in the past, that are still determined to be a priority, and that continue to meet the needs of older adults in the most effective way, are maintained.

Community Resources/Collaborations:

AAANM works closely with a variety of community agencies to identify existing services and resources and gaps.

Serving the frailest, socially isolated, lowest income, and minorities: *As funding becomes more limited and demand exceeds supply, AAANM has re-directed funding toward services for those with the highest needs – individuals who require services to support them in their home (such as respite, personal care, and homemaking).*

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Strategic Planning

Strategic planning is essential to the success of any area agency on aging to carry out its mission, remain viable and capable of being customer sensitive, demonstrate positive outcomes for persons served, and meet programmatic and financial requirements of the ACLS Bureau. Agencies must be proactive in establishing safeguards in case of internet failure, hacking, or other connectivity issues. The increasing frequency of climate-related disruptions make emergency planning a priority.

All area agencies are engaged in some level of strategic planning, especially given the changing and competitive environment that is emerging in the aging and long-term-care services network. Provide responses below to the following strategic planning considerations for the area agency's MYP.

1. Describe your process to analyze your agency's strengths, weaknesses, opportunities and threats.

AAANM combined retreat sessions with county aging units, AAANM staff and leadership discussions to develop a robust SWOT analysis in 2019. It was refreshed with the Leadership team and staff in 2022.

Strengths: *Region 10 has a strong aging network dedicated to providing quality Long-Term Services and Supports (LTSS). The changing landscape with a focus on health and social determinants of health, as well as evolving payment models is creating new or different relationships and efforts to impact the lives of older adults in northwest Michigan. The organization has a strong commitment to technology, increasing visibility, implementing process improvements, and using data to drive decisions. Achieving NCQA accreditation demonstrates AAANM's commitment to quality and excellence. AAANM's greatest assets are its experienced, talented employees, and strong partnerships with county aging units and other providers/agencies that support vulnerable populations.*

Weaknesses: *Sufficient and sustainable funding is a continued concern for AAANM and many other organizations in northwest Michigan that are heavily dependent upon governmental payment sources and grants. Additionally, the lack of sophisticated IT systems (and interoperability with other health and community service systems) has become an evident weakness of AAANM. This impacts AAANM's ability to maximize operational efficiency and clinical care quality. Staff have identified that existing workflows need to be analyzed and adapted to successfully position AAANM to manage the rapid growth in staff and service needs. The Direct Care Workers (DCWs) shortage is making it increasingly difficult for providers to staff in-home services, creating unfilled care plans. Constant changes in program standards, rules, regulations, and priorities make it challenging to keep pace with growing service needs. The lack of understanding of who AAANM is and what we do negatively impacts the amount of service provided and collaboration that could be achieved. Finally, there are numerous areas within the region that do not have internet access and many that we serve cannot afford the service when it is available. This impacts access to services for older adults that are homebound or do not have transportation. Lack of internet access creates gaps in access to telemedicine, purchasing groceries for home delivery and socializing using social media.*

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Opportunities: AAANM has an opportunity to strengthen its internal operations, to diversify funding streams, and to build upon its relationships and collaborations in the community to impact older adults while preparing for changes in the delivery/payment of LTSS. There are opportunities to build AAANM's branding and reputation, reduce wait times, increase referrals, services, participants, and revenue. Additionally, there are opportunities to maximize operational efficiencies, further leverage technology, and diversify funding streams. There is also room for AAANM to use the flexibilities and new ways of doing business learned throughout the pandemic that can help expand programs, strengthen relationships with providers and increase the morale of staff experiencing burn out. Importantly, there is also opportunity to build on the skills and knowledge learned through process mapping to refine key areas and practices internally.

Threats: There are significant factors that pose substantial risk for AAANM and the aging network in northwest Michigan. The aging Baby Boomers will have a dramatic effect on the increased need for supports and services this MYP cycle. There is a chronic and increasing shortage of workers, most significantly the direct care workforce but also including nurses, social workers, and other talent necessary for the successful delivery of AAANM programs and services. The ambiguous political climate and limited direction from the State of Michigan about plans to integrate physical, behavioral, and long-term care, changes that could have irreversible impacts to AAANM's scope and presence in Region 10 is a continued threat. Keeping pace with changing program requirements, market dynamics, and organizational best practices, is consuming and pressing. Staff burnout and risk of possible turnover is a threat to AAANM. Not keeping pace with IT interoperability advances is a threat during a time when the federal and state governments are calling for integration of services and care plans.

2. Describe how a potentially greater or lesser future role for the area agency with the Home and Community Based Services (HCBS) Waiver and/or managed health care could impact the organization.

AAANM is a significant player in the provision of home- and community- based services in Region 10. The agency operates the MI Choice Waiver, Care Management and Caregiver Respite. AAANM is a recognized focal point for information and assistance, options counseling, benefit and Medicaid eligibility assistance as well as housing information. The programs of AAANM are successful because of experienced staff, strong relationships with county aging partners and contracts with a large network of private service providers. AAANM is prepared to accept an expanded role under Integrated Care or other like models. This expansion would require AAANM to continue some of the work and discussions that have already started such as creating more flexible service options, setting up assessment teams to ensure a timely response, creating easier access and payment options for things like home delivered meals and supporting beneficiaries through options counseling and transition support. The agency already has pieces in place that can be expanded upon as more information becomes available.

A lesser role for AAANM will impact the agency in terms of needed staff. But most importantly it will impact the people seeking services who are now able to access a wide range of services and supports through a single access point.

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3. Describe what the area agency would plan to do if there was a ten percent reduction in funding from the ACLS Bureau.

If the ACLS Bureau were to implement a ten percent funding reduction, AAANM would carefully evaluate existing programs and services and prioritize with emphasis on serving those that are most frail, socially, or economically in need or of low-income minority status.

If service reductions were made, AAANM would convene partners within the aging network to explore what other resources might exist or might help to compensate for reductions in AAANM services.

4. Describe what direction the area agency is planning to go in the future with respect to pursuing, achieving or maintaining accreditation(s) such as National Center for Quality Assurance (NCQA), Commission on Accreditation of Rehabilitation Facilities (CARF), Joint Commission on Accreditation of Hospitals (JCAH), or other accrediting body, or pursuing additional accreditations

AAANM achieved NCQA accreditation in FY 2021. The renewal cycle for accreditation is every 3 years. AAANM plans to maintain this accreditation in future years.

5. Describe in what ways the area agency is planning to use technology to support efficient operations, effective service delivery and performance, and quality improvement.

AAANM recently upgraded to Microsoft Office 365, added a new accounting system and payroll system for efficiencies and compliance. AAANM is reviewing a Microsoft compatible application to automate data collection for Information & Assistance and service authorizations. In addition, we are investing in data mining activities that will allow us to build out PowerBI dashboards for operational monitoring.

AAANM is participating in Area Agency on Aging Association of Michigan (4AM) efforts to enhance operational data collection, usage, and evaluation of potential electronic health record optimizations. We also continue to work with providers to streamline data collection and importation of NAPIS data.

6. Describe your agency's emergency planning system, how planning is updated and whether back-up systems are adequate to maintain services during potential disruptions.

AAANM uses the Leadership Team as "incident command" structure during emergencies. All members of the Leadership team convene electronically to assess situations and create plans. During the Covid 19 pandemic early phases, AAANM established emergency communication channels through Microsoft Teams for immediate planning updates and to ensure there is real time communication with all staff. As a result of the pandemic and transition to remote environment (and to ensure HIPAA compliance), all staff have company issued laptops and cell phones (with hotspots) loaded with Microsoft Teams. This system has proved invaluable for real time planning and to communicate updates as plans and conditions change during emergencies. Post emergencies, incident command conducts debrief sessions to assess lessons learned for continued planning and process improvement.

AAANM operates in a hybrid cloud and server-based environment. This arrangement ensures we are

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able to maintain services during potential disruptions. AAANM maintains an IT disaster recovery plan in the event of a disabling emergency. IT planning is an on-going activity to ensure that the organization is up to speed with latest concerns and threats.

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Advocacy Strategy

Describe the area agency's comprehensive advocacy strategy for FY 2023-2025. Describe how the area agency's advocacy efforts will improve the quality of life of older adults within the PSA. Also give an update on current advocacy efforts. See *Operating Standards for Area Agencies on Aging* section C-6.

Include initiatives, if any, the area agency is pursuing regarding recruitment, training, wages, diversity and inclusion, credentialing, etc. related to the direct care workforce shortage. Also identify area agency best or promising practices, if any, that could possibly be used in other areas of the state. Enter your advocacy strategy in the dialogue box.

The AAANM Board of Advisors (BOA) actively drives advocacy both locally and at the State level.

Two to three BOA members serve as delegates on the Michigan Senior Advocates Council (MSAC). The delegates regularly share State advocacy issues with both the BOA and the AAANM Board of Directors (BOD).

Annually, BOA members promote attendance by older adults from across Region 10 for Older Michiganian's Day in Lansing (and virutally). AAANM supports Older Michiganian's Day by participating on the planning committee, mailing advocacy letters to participants to engage Legislators, promoting Senior Action Week on our web and social media sites, and participating in the advocacy event held in Lansing which gives us the opportunity to engage with Legislators on behalf of those we serve.

The BOA also takes on special advocacy projects to educate older adults about issues affecting this population and opportunities to increase awareness of aging issues with local and State representatives.

AAANM also has representation on the Silver Key Coalition and participates in advocacy efforts of 4AM.

AAANM staff also participates in a variety of human services and senior services collaboratives to bring attention to aging issues.

Overall, advocacy efforts will benefit older adults by securing funding for needed services at the State and Federal level, as well as county senior millages. Advocacy efforts also help pass laws that protect seniors.

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Leveraged Partnerships

Describe the area agency's strategy for FY 2023-2025 to partner with providers of services funded by other resources, as indicated in the PSA Planned Service Array.

- 1. Include, at a minimum, plans to leverage resources with organizations in the following categories:**
 - a. Commissions Councils and Departments on Aging.**
 - b. Health Care Organizations/Systems (e.g. hospitals, health plans, Federally Qualified Health Centers)**
 - c. Public Health.**
 - d. Mental Health.**
 - e. Community Action Agencies.**
 - f. Centers for Independent Living.**
 - g. Other**

Region 10 is comprised of a well-established aging services system. Aging network partners and organizations and the resources they bring, are critical to serving the needs of older adults and their family caregivers. The following partners, and their working relationship with AAANM, are key to achieving our mutual goal of helping adults continue to live in the community with the support of a wide array of services.

County Commissions/Councils on Aging serve as visible focal points for aging services in their county, deliver a variety of home- and community-based services to older adults, and advocate on aging issues and funding for senior services.

Disability Network/Northern Michigan (DN/NM) works closely with AAANM to share information and resources. DN/NM also coordinates Nursing Facility Transition Navigation Services with AAANM and Northern Healthcare Management.

The Northwest Michigan Community Action Agency (NMCAA) is currently the largest meal provider/contractor of AAANM and has performed in that role for many years. In addition, a close client referral relationship exists between AAANM and NMCAA, utilizing the other organization's programs to effectively serve respective clients.

The Public Health Alliance (PHA) is an association of the Public Health departments in northern Michigan. AAANM partners with the health departments and the PHA on multiple initiatives and efforts. The PHA is the backbone organization for the Northern Michigan Community Health Innovation Region (CHIR). AAANM is a Steering Committee member on the CHIR and participates in various workgroups and projects associated with this effort.

AAANM supports local transportation initiatives including Wexford New Freedom Advisory and the Grand Traverse/Leelanau Bay Area Transportation Authority senior transportation advisory committee. These efforts are working diligently to address transportation needs of older adults in these communities.

United Way of Northwest Michigan (UWNM) "connects and mobilizes the caring power of our local

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communities to advance the common good” and during the pandemic, has partnered with AAANM to distribute KN-95 mask; promote, schedule and address barriers to receiving COVID-19 vaccinations; and other projects where our missions intersect to promote community problem solving and well-being.

AAANM is represented on a variety of regional committees and collaboratives including but not limited to:

- Michigan Model Vulnerable Adult program (MYP)*
- Family Support Team (FST)*
- Partners and Collaboration for Kalkaska Seniors (PACKS)*
- BATA Local Advisory Committee*
- Antrim COA Advisory Committee*
- Elder Death Review Team*
- Manistee HSCB, Human Services Leadership Council (HSLC)*
- Grand Traverse Community Collaborative*
- ACES (Antrim, Charlevoix, Emmet County) Collaborative*
- Senior Networking Advocacy Group (SNAG)*
- Bay Area Senior Advocates (BASA)*
- Northern Michigan Community Health Innovation Region (NMCHIR)*
- Area Agency on Aging Association of Michigan (4AM)*
- Regional Quality Collaborative*
- Silver Key Coalition*

2. Describe the area agency’s strategy for developing, sustaining, and building capacity for Evidence-Based Disease Prevention (EBDP) programs including the area agency’s provider network EBDP capacity.

AAANM has a program development goal to offer Evidence-Based Programs (EBPs) available in NWMI by participating in statewide EBP collaborative sponsored by the Area Agencies on Aging of Northwest Michigan. Additionally AAANM will RFP IIID money to entities willing to offer face to face EPS in northwest MI. AAANM will take responsibility for some coordination and marketing.

3. Describe the agency’s strategy for developing non-formula resources and use of volunteers to support implementation of the MYP and increased service demand.

Non-formula resources are vital to sustaining a comprehensive system of aging services in Region 10. All ten counties in the Region have approved senior millages. These resources help stretch state and federal funding to meet the service needs identified in the MYP, as well as sustain additional services that are not funded under the MYP (senior centers, information and assistance, Medicare/Medicaid assistance, tax preparation, Senior Project FRESH, transportation, home chore/repair, and more). In addition, senior millages allow Commissions and Councils on Aging to meet the early service needs of individuals who are on the verge of losing their independence, allowing these service recipients to maintain or even improve health, delaying their need to utilize more costly resources, and sustaining them until they can be served by AAANM Care Management.

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Additionally, AAANM participates in a variety of collaboratives, workgroups, and initiatives across the region to effectively target those most in need of service and to create linkages with other community resources.

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Community Focal Points

Community Focal Points are visible and accessible points within communities where participants learn about and gain access to available services. Community Focal Points are defined by region. Please review and update the listing of Community Focal Points for your PSA below and edit, make corrections and/or update as necessary. Please specifically note if updates have been made.

Describe the rationale and method used to assess the ability to be a community focal point, including the definition of community. Explain the process by which community focal points are selected.

AAANM defines community geographically by the ten counties in Region 10, all of which are rural in nature. Each county differs in its population size and the availability of resources and services within its boundaries. Within counties are smaller communities defined by the needs of a particular group, such as senior centers, for more active older adults, and nursing/assisted living facilities for older adults and persons with disabilities who are physically less independent. Communities not only include the target population that is dictated by State and Federal funding sources as the service recipient, but also those individuals that are connected to the target population (family, friends, service providers, etc.).

A community focal point is a facility or entity designated to encourage the maximum co-location and coordination of service for older individuals in the Region. The Area Agency on Aging of Northwest Michigan (AAANM) relies heavily on contract agencies, especially County Commissions and Councils on Aging, to serve as a trusted and visible point for older adults and their families to obtain information and to access services.

AAANM uses the following criteria as a guide for assessing the ability of an organization to be designated as a community focal point. Not all criteria apply to each of the selected focal points. It is preferred that designated focal points:

1. Have a formal, contractual relationship with AAANM

Provide Information and Assistance Services

Serve as senior centers or nutrition sites that operate 5 days per week

Have accessibility, availability and/or co-location of a broad spectrum of services

Serve a community defined by county boundaries

Are visible agencies in their community (county or Region)

There is not a formal assessment process used by AAANM to assess designated community focal points. For those focal points that are funded by AAANM, AAANM monitors and assesses them regularly. For those not funded by AAANM, communication through attending board meetings, participation on AAANM boards, etc. are the methods for monitoring and assessing their ability to be designated as a focal point in Region 10.

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Provide the following information for each focal point within the PSA. List all designated community focal points with name, address, telephone number, website, and contact person. This list should also include the services offered, geographic areas served and the approximate number of older persons in those areas. List your Community Focal Points in this format.

Name:	Disability Network/Northern Michigan
Address:	415 E Eighth St, Traverse City, MI 49686
Website:	https://www.disabilitynetwork.org/
Telephone Number:	231-922-0903
Contact Person:	Jim Moore
Service Boundaries:	Region 10
No. of persons within boundary:	100,585
Services Provided:	Information and Assistance, Options Counseling, Nursing Facility Transition Services, Medicare/Medicaid Assistance Counseling

Name:	Friendship Centers of Emmet County
Address:	1322 Anderson Rd, Petoskey, MI 49770
Website:	https://emmetcoa.org/
Telephone Number:	231-347-3211
Contact Person:	Denneen Smith
Service Boundaries:	Emmet County
No. of persons within boundary:	10,501
Services Provided:	Information and Assistance, Transportation, Homemaking, Home Delivered Meals, Medication Management, Personal Care, Assistive Devices and Technologies, Respite Care, Congregate Meals, Disease Prevention/Health Promotion (A Matter of Balance), Health Screening, Senior Center Operations/Staffing, Support Groups, Medicare/Medicaid Assistance Counseling, Foot Care, Senior Project FRESH, Retired Senior Volunteer Program

Name:	Grand Traverse County Commission on Aging
Address:	520 W Front St, Ste B, Traverse City, MI 49684
Website:	https://www.gtcountymi.gov/2207/Commission-on-Aging
Telephone Number:	231-922-4688
Contact Person:	Lana Payne
Service Boundaries:	Grand Traverse County
No. of persons within boundary:	27,818
Services Provided:	Information and Assistance, Chore Services, Homemaking, Personal Care, Respite Care, Foot Care

Name:	Grand Traverse County Senior Center Network
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Address: 801 E Front St, Traverse City, MI 49686
Website: <https://www.gtcountymi.gov/712/Senior-Network>
Telephone Number: 231-922-4911
Contact Person: Michelle Krumm
Service Boundaries: Grand Traverse County
No. of persons within boundary: 27,818
Services Provided: Senior Center Operations/Staffing

Name: Kalkaska County Commission on Aging
Address: 303 S Coral St, PO Box 28, Kalkaska, MI 49646
Website: https://www.kalkaskacounty.net/government/commission_on_aging/index.php
Telephone Number: 231-258-5030
Contact Person: Jodi Magee
Service Boundaries: Kalkaska County
No. of persons within boundary: 5,466
Services Provided: Information and Assistance, Congregate Meals, Home Delivered Meals, Personal Care, Homemaking, Respite Care, Senior Companion, Assistive Devices, Senior Center Activities, Medicare/Medicaid Assistance, Foot Care, Senior Project FRESH, Transportation, Dining Out, Assistance with hearing devices, Tax Assistance, Retired Senior Volunteer Program, Food Pantry, Commodities, Assistance with unmet needs, Senior Expo, Senior Newsletter, Medication Management, Personal Emergency Response Systems, Dementia Support, Physical activity programs, Social activities, Health Screening, Support Groups, Education

Name: Leelanau County Senior Services
Address: 8527 E Governmental Center Dr, Ste 106, Suttons Bay, MI 49682-9718
Website: <https://www.leelanau.gov/seniorservices.asp>
Telephone Number: 231-256-8121
Contact Person: April Missias
Service Boundaries: Leelanau County
No. of persons within boundary: 9,203
Services Provided: Information and Assistance, Medical Transportation, Homemaking, Medication Management, Personal Care, Assistive Devices and Technologies, Respite Care, Senior Project FRESH

Name: Manistee County Council on Aging
Address: 457 River St, Manistee, MI 49660
Website: www.manisteecountycoa.com

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Telephone Number: 231-723-6477
Contact Person: Sarah Howard
Service Boundaries: Manistee County
No. of persons within boundary: 8,856
Services Provided: Information and Assistance, Congregate Meals / Offered at the Senior Center through NMCAA, Home Delivered Meals / prepared at the Senior Center / by NMCAA, Homemaking / Senior Reimbursement Program, Senior Companion / Seniors Visiting Seniors / Centra Wellness, Assistive Devices, Senior Center Activities, Medicare/Medicaid Assistance, Foot Care, Senior Project FRESH, Transportation / Senior Reimbursement Program, Dining Out, Assistance with dental care, hearing devices / Eyeglass Assistance, Tax Assistance, Retired Senior Volunteer Program / Seniors Visiting Seniors program / Centra Wellness, Food Pantry / Senior Food Bank, Commodities / Emergency Senior Food Pantry, Assistance with unmet needs, Senior Newsletter, Wandering Alert Bracelets / City and County Police, Dementia Support, Physical activity programs, Social activities, Health Screening, Support Groups, Chore Services / Senior Reimbursement Program, Snow Removal / Senior Reimbursement Program, Lawn Care / Senior Reimbursement Program, Education

Name: Antrim County Commission on Aging
Address: 308 E Cayuga, PO Box 614, Bellaire, MI 49615
Website: <https://www.antrimcounty.org/coa.asp>
Telephone Number: 231-533-8703
Contact Person: Judy Parliament
Service Boundaries: Antrim County
No. of persons within boundary: 9,265
Services Provided: Information and Assistance, Home Delivered Meals, Personal Care, Respite Care, Congregate Meals, Disease Prevention/Health Promotion (Chronic Pain and Diabetes PATH), Senior Center Operations/Staffing, Medicare/Medicaid Assistance Counseling, Foot Care, Senior Project FRESH

Name: Area Agency On Aging of Northwest MI, Inc.
Address: 1609 Park Drive, PO Box 5946, Traverse City, Michigan 49696
Website: aaanm.org
Telephone Number: 231-947-8920
Contact Person: Heidi Gustine
Service Boundaries: Region 10
No. of persons within boundary: 100,585

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Services Provided:	Information and Assistance, Options Counseling, Care Management, MI Choice Waiver, Caregiver Respite, T-CARE, Creating Confident Caregivers, Nursing Facility Transition, Veteran's Directed Home and Community-Based Services, Medicare/Medicaid Assistance Program, LTC Ombudsman, Elder Abuse Awareness, Evidence-Based Disease Prevention Programs (PATH; A Matter of Balance)
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Name:	Benzie Senior Resources
Address:	10542 Main St, Honor, MI 49640
Website:	https://benzieseniorresources.org/
Telephone Number:	231-525-0600
Contact Person:	Doug Durand
Service Boundaries:	Benzie County
No. of persons within boundary:	6,486

Services Provided:	Information and Assistance, Congregate Meals, Home Delivered Meals, Personal Care, Homemaking, Respite Care, Senior Companion, Assistive Devices, Senior Center Activities, Medicare/Medicaid Assistance, Foot Care, Senior Project FRESH, Transportation, Dining Out, Assistance with dental care, Tax Assistance, Commodities, Assistance with unmet needs, Senior Expo, Senior Newsletter, Medication Management, Personal Emergency Response Systems, Wandering Alert Bracelets, Physical activity programs, Social activities, Health Screening, Chore Services, Snow Removal, Lawn Care, Education, Volunteer Opportunities, Estate Planning, Hearing Clinic
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Name:	Charlevoix County Commission on Aging
Address:	218 W Garfield Ave, Charlevoix, MI 49720
Website:	https://www.charlevoixcounty.org/Commission_on_Aging/
Telephone Number:	231-237-0103
Contact Person:	Amy Wieland
Service Boundaries:	Charlevoix County
No. of persons within boundary:	8,857

Services Provided:	Information and Assistance, Congregate Meals, Home Delivered Meals, Personal Care, Homemaking, Respite Care, Senior Center Activities, Medicare/Medicaid Assistance, Foot Care, Senior Project FRESH, Charlevoix County Free Senior Transportation, Dining Out – Beaver Island only, Emergency Assistance, Tax Assistance, Retired Senior Volunteer Program, Commodities, Senior Expo, Senior Newsletter, Physical activity programs, Social activities, Health Screening, Snow Removal, Education
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Name:	Missaukee County Commission on Aging
Address:	105 S Canal St, PO Box 217, Lake City, MI 49651

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Website:	http://missaukeeco.org/
Telephone Number:	231-839-7839
Contact Person:	Heather Harris-Bryant
Service Boundaries:	Missaukee County
No. of persons within boundary:	4,653
Services Provided:	Information and Assistance, Homemaking, Personal Care, Respite, MMAP, Medication Management, Foot Care, Chore, Transportation

Name:	Wexford County Council on Aging
Address:	117 W Cass St, Cadillac, MI 49601
Website:	http://wexfordcoa.org/
Telephone Number:	231-775-0133
Contact Person:	Erin Brotherton
Service Boundaries:	Wexford County
No. of persons within boundary:	9,480
Services Provided:	Information and Assistance, Adult Day Services, Transportation, MMAP, Chore, Personal Care, Homemaking, Respite, Medication Management, Foot care, Senior Project FRESH, Senior Center Staffing, Veteran's Services

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Other Grants and Initiatives

Use this section to identify other grants and/or initiatives that your area agency is participating in with the ACLS Bureau and/or other partners. Grants and/or initiatives to be included in this section may include, but are not limited to:

- Tailored Caregiver and Referral® (TCARE)
- Creating Confident Caregivers® (CCC)
- Evidence Based Disease Prevention (EBDP) Programs (see Doc Library for listing)
- Building Training...Building Quality (BTBQ)
- Powerful Tools for Caregivers®
- PREVNT Grant and other programs for prevention of elder abuse
- Programs supporting persons with dementia (such as Developing Dementia Dexterity and Dementia Friends)
- Medicare Medicaid Assistance Program (MMAP)
- MI Health Link (MHL)
- Respite Education & Support Tools (REST)
- Care Transitions Project

1. Briefly describe other grants and/or initiatives the area agency is participating in with ACLS Bureau or other partners.

AAANM participates in the Statewide AAA Evidence Based Programs (EBP) Collaborative to stay current on statewide planning activities for offering Disease Prevention/Health Promotion virtual programs including A Matter of Balance, Aging Mastery Program, Cancer: Thriving and Surviving, Chronic Disease/Chronic Pain/Diabetes Self-Management Program (PATH), Enhance Fitness, Powerful Tools for Caregivers, Tai Chi for Arthritis, Walk with Ease, Creating Confident Caregivers. 4AM, Region 2 AAA, and ACLS Bureau coordinate the activities of the collaborative. Efforts have expanded EBP virtual program offerings statewide, offering more coordination/planning to fill workshops more effectively, develop standard data collection processes, and reporting of outcomes.

AAANM is part of the IMPART Alliance, a coalition of researchers, Direct Care Workers (DCWs), clients, and agencies working together to develop a competent direct care workforce, improve the lives of DCWs and the clients they serve, and be a model for the nation.

SNP-AL is a Michigan Health Endowment Fund project led by Michigan State University. AAANM has served as an Advisory Group member since the project began in January 2021. The project is intended to develop a roadmap that acts as a facilitation guide for communities to use when forming collaboratives to address the nutrition needs of their residents. Starting in 2022, the project entered the implementation phase, where two pilot regions (Northwest MI Region and Capital Area Region) will be awarded a portion of the funding to address a food equity issue, utilizing the SNP-AL Roadmap (website) tools to aid in successful collaborative building. The project will continue into 2023.

MMAP is a popular program offered at AAANM. The agency has a regional coordinator who is focused on

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building the volunteer pool of MMAP counselors in the region.

2. Briefly describe how these grants and other initiatives will improve the quality of life of older adults within the PSA.

AAANM seeks to provide information, resources and support to older adults and caregivers to help them maintain their health, quality of life and independence as long as possible. Through these grants and initiatives (see above) we hope to further our impact in reaching more older adults and caregivers through provision of information, resources, support, and services. Our focus is on increasing capacity, revenue, access to services, education and support to help those we serve.

3. Briefly describe how these other grants and initiatives reinforce the area agency's planned program development efforts for FY 2023-2025.

The direct care workforce crisis is a significant threat to AAANM 's ability to carry forth its mission and programs. This is a systems issue with many tentacles requiring many different approaches. AAANM supports the work of the IMPART Alliance because we realize that this issue is bigger than one organization can impact.

MMAP is a core mission service. Older adults need affordable health insurance and prescription drugs to maintain their health and live independently with quality and dignity of life. MMAP is one of the programs that assists AAANM in actively living our mission.

Title III-D evidence-based programs have been proven to support older adults and caregivers to manage chronic health conditions, build healthy habits, increase safety and independence, improve self-efficacy and confidence, reduce stress, problem-solve and develop effective decision-making, and support caregivers in their role. AAANM is focused on making these proven programs available both in-person and online.

SNP-AL fits closely with AAANM's mission to support the nutritional needs of older adults, specifically through building relationships with various community partners that provide services and supports to address food insecurity, healthy food access, nutrition education and identifying/treating malnutrition. The efforts of this grant allow for expanded relationships/connections and working on a common goal to improve food and nutrition resources for all ages in our community.

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AGING & ADULT SERVICES AGENCY

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SIGNATURES

This document covers Fiscal Year 2023. This document becomes valid upon approval by the Michigan Commission on Services to the Aging. It may be conditionally approved subject to all general and/or special conditions established by the Commission on Services to the Aging. This signature page may substitute for required signatures on documents within the documents if those documents are specifically referenced on this signature page.

The signatories below acknowledge that they have reviewed the entire document including all budgets, assurances, and appendices and they commit to all provisions and requirements of this Annual Implementation Plan.

<div>Signature of Chairperson, Board of Directors</div> <div><i>Pam Niebrzydowski</i></div> <div><small>Pam Niebrzydowski (Jun 1, 2022 11:28 EDT)</small></div>	<div>Date</div> <div style="font-size: 1.5em; text-align: center;">Jun 1, 2022</div>
<div>Print Name</div> <div>Pam Niebrzydowski, Chairperson</div>	
<div>Signature of Area Agency on Aging Director</div> <div><i>Heidi Gustine</i></div>	<div>Date</div> <div style="font-size: 1.5em; text-align: center;">Jun 1, 2022</div>
<div>Print Name</div> <div>Heidi Gustine, Executive Director</div>	
<div>Area Agency on Aging</div> <div>Area Agency on Aging of Northwest Michigan</div>	
<div>Documents referenced by the signature page:</div> <ul style="list-style-type: none">▪ FY 2023 Area Plan Grant Budget▪ FY 2023 Direct Service Budgets▪ Request to Transfer Funds▪ Waiver for Direct Service Provision▪ Assurances and Certifications▪ Assurance of Compliance with Title VI of Civil Rights Act of 1964▪ Regional Service Definitions▪ Agreement for Receipt of Supplemental Cash-in-Lieu of Commodity Payments for the Nutrition Program for the Elderly▪ Waiver of Minimum Percentage for a Priority Service Category	

2022-018
AREA AGENCY ON AGING OF NORTHWEST MICHIGAN
2023-2025 IMPLEMENTATION PLAN RESOLUTION

A meeting of the Benzie County Board of Commissioners was held in the Commissioners Room, Government Center, in said Benzie County on the 14th day of June, 2022, at 9:00 a.m.

The meeting was called to order by Chairman Bob Roelofs.

Present: Commissioners Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke

The following preamble and resolution were offered by Warsecke, supported by Miller,

WHEREAS, The Benzie County Board of Commissioners, by resolution of June 14, 2022, have reviewed the Fiscal Year 2023- 2025 Multi Year Plan of the Area Agency on Aging of Northwest Michigan and believe that the plan addresses the needs of the older adult population in Region 10.

NOW, THEREFORE, BE IT RESOLVED THAT, the Benzie County Board of Commissioners approves the Fiscal Year 2023-2025 Multi Year Plan of the Area Agency on Aging of Northwest Michigan.

Roll Call.

Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke


Nays: None

Dated: June 14, 2022



Bob Roelofs, Chairman

I, Tammy Bowers, Clerk to the Benzie County Board of Commissioners, hereby do certify that the above resolution was adopted by the Benzie County Board of Commissioners on the 14th day of June, 2022.



Tammy Bowers, Benzie County Clerk

Commissioner Reports

Art Jeannot
Commissioner Report
June 14, 2022

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

County Administrator Report

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: June 9, 2022

Subject: **Administration Update**

22/23 Budget

We have begun budgeting and so far, nothing is glaring. We are still on track for Committee of the Whole meetings tentatively scheduled for June 28, July 12, and August 9. We are scheduled to adopt the budget on September 13. Please bear with us as the County's chart of accounts will change during our budgeting review, many line numbers will change; this timing is a bit out of our control.

This and That

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

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

Capital Budget

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

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

Please let me know if there are any questions.

Thank you!

Committee Of The Whole

**THE BENZIE COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE
May 24, 2022**

The Benzie County Board of Commissioners met as a Committee of the Whole on Tuesday, May 24, 2022, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Vice Chair Rhonda Nye at 1:30 p.m.

Present were: Commissioners Jeannot, Markey, Miller, Nye, Roelofs and Warsecke
Excused: Commissioner Sauer

The Pledge of Allegiance was recited.

Agenda:

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

Minutes:

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

1:31 p.m. Public Input – None

Human Resources:

- a. Emergency Mgt/Dispatch Position Split Discussion: Rebecca Hubers spoke regarding the position being combined a couple of years ago and a review was never completed; she would recommend the splitting of the two positions – both of which need additional time due to the workload; she regularly works 50+ hours per week without special events and emergencies to manage; stretching one person into these two positions is not sustainable. Rebecca's recommendation is to post the Dispatch Director position – she was hired as the Emergency Management position and would like to stay there.
Katie Zeits, County Administrator, recommends an October 1 start date, work on job descriptions, post, advertise, and budgets.
Motion by Jeannot, seconded by Roelofs, to recommend to the Board of Commissioners to split the duties currently assigned to Emergency Management and direct Administration to develop job descriptions and postings. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.
- b. Kristine Bosley, HR Director, reported regarding the Benefits Agent, RFPs were sent, proposals received and will have a recommendation at the next COTW meeting; she will be on vacation next week.

Technology Update: None

Buildings & Grounds Update: None

Finance:

- a. Sale/Disposal of County Property Policy: Motion by Warsecke, seconded by Markey, to recommend to the Board of Commissioners the adoption of the Benzie County Sale/Disposal

Committee of the Whole

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May 24, 2022

of County Owned Property Policy and authorize the Chair to sign. Motion carried. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

MERS Presentation – Tony Radjenovich – reviewed the year ending December 31, 2020 Annual Actuarial Valuation Report; discussions regarding the unfunded mandate and the extra payments that are being made without much relief from the balance due; all new hires are now under the Defined Contribution Plan where contributions are made by both the employer and employee; if we continue to make required payments, it will be 18 years before we will be 100% funded – all based on assumptions.

3:12 p.m. Public Input -- None

Motion by Roelofs, seconded by Warsecke, to adjourn at 3:12 p.m. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Warsecke Nays: None Exc: Sauer Motion carried.

Rhonda Nye, Vice Chair (BOC)

Dawn Olney, Benzie County Clerk

Committee of the Whole

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May 24, 2022

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

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

Committee Appointments

Memorandum



To: Board of Commissioners

Copy: Katie Zeits, County Administrator

From: Kristine Bosley, Human Resource Director

Date: June 8, 2022

Kristine Bosley

Subject: **Benefits Insurance Agent Recommendation**

As you are aware, the County Administrator's office evaluated proposals received by qualified Independent Insurance Broker Service Firms. The selected Insurance Broker Firm shall provide a full range of services including benefit design, implementation, analysis, compliance, and maintenance of group programs for Benzie County and its' employees and retirees. Group programs include, Health, Dental, Vision, Life and Ancillary/Voluntary Benefits. There was a total of four proposals received and reviewed. Our current agent, 44North (Advance Benefit Solutions), Advantage Benefits Group (ABG), Hub International and Michigan Planners.

The brokers provided responses to twenty-seven expected services to be performed. After review of the proposal documents and reference checks, Advantage Benefits Group was selected. This was based on a proven track record of successfully providing service to its clients and being able to provide the best possible benefit program at the most appropriate cost for the County. Advantage Benefits Groups offers the same services as our current provider, with additional options, such as, Employee Navigator, monthly premium and claims report and provides compliance resources, all at no additional cost. In fact, Advantage Benefits Group has minimal charges outside the standard carrier commission from premiums paid. By selecting Advantage Benefits Group the County can save approximately \$19,000 annually in 44North's HRA service fees. Cobra and FSA Services are handled through TASC and are pass through administrative costs.

Advantage Benefits Group's (ABG) primary goal is to ensure employees experience an enhancement in services, value and support. ABG prides itself in a high-touch service model, where they are committed to meeting with our employees quarterly for employee education to increase understanding of their benefits and open enrollment support.

Benzie County currently has a separate Administrative Service Agreement with the current agent 44North for COBRA, HRA, and FSA administration. This agreement requires a 60-day notice of termination and will need to be sent no later than August 1, 2022. This agreement also includes 44North will continue to pay HRA claims during a "run-out" period of 90 days post termination. This HRA payment period is for claims incurred up to 09/30/2022 but were received for payment 90-days after termination, from 10/1/2022 through 12/31/2022.

To ensure Benzie County employees continue to receive HRA Administration during the transition, ABG will obtain a dual authorization for Blue Care Network/Blue Cross Blue Shield of Michigan that will allow our current services with 44North to continue and allow ABG access to prepare for Benzie County's upcoming 10/1/2022 renewal and open enrollment. All current commissions will continue to be paid to 44North and 44North will continue to service Benzie County employees for all current coverages and questions through 9/30/2022. Advantage Benefits Group will begin working with Benzie County Administration in preparation for our upcoming 10/1/2022 renewal and takeover all servicing duties at that time, beginning to receive compensation starting 10/1/2022.

Recommendation:

That the Board of Commissioners approves and authorizes the chair to execute a contract with Advantage Benefits Group for insurance broker/agent services for 3 years from July 1, 2022, to September 30, 2025.

And

That the Board of Commissioners approves the County Administrator to provide the required 60-day notice of termination to 44North (Advance Benefit Solutions) no later than August 1, 2022.



Insurance Agent, Broker RFP

A **ADVANTAGE**
BENEFITS GROUP

Grand Rapids
1 Ionia Ave SW
Suite 300
Grand Rapids, MI 49503
Phone: (616) 458-3597

Traverse City
12935 W Bayshore Dr
Suite 410
Traverse City, MI 49684
Phone: (231) 769-2368

www.advantageben.com

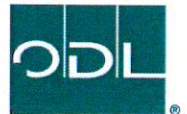
Proudly Serving over 120,000 Members Nationally



SPECTRUM HEALTH



Holland MICHIGAN

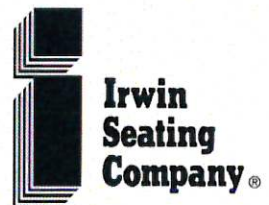


ASTER BRANDS



GENTEX

BEHLER-YOUNG COMPANY



Advantage Benefits Group

Your Advantage Starts Here

Independent

Founded in 1997, ABG remains a privately owned, partner-led firm accountable only to our clients, not private-equity or shareholders.

Innovative

Ingrained in our DNA is the passion to curate new ideas, partnerships and strategies to continue to transform an unsustainable model of employee benefits.

Committed

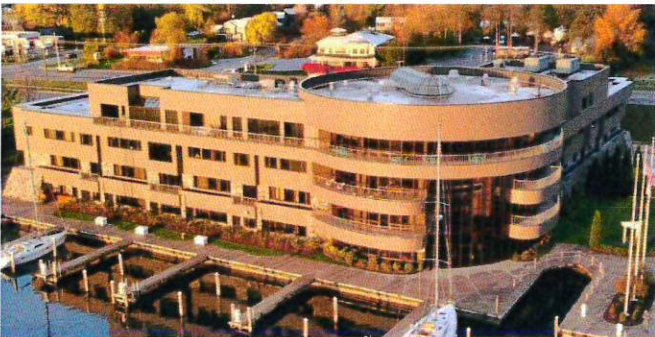
Significant and ongoing investment in technology & resources to achieve action-oriented and targeted decisions. Our advanced technology affords our clients full control over their own claims data and access to information otherwise unavailable to them.

Transparent

Inherent to our core values is our commitment to maintaining transparency to ensure the highest level of trust. The foundation of our client partnership is built with upfront disclosure regarding our pricing, fees, specific deliverables, expected value and performance.

Stable

Advantage Benefits has grown organically into Michigan's largest benefits-exclusive consulting firm in Michigan. Our team is made up of over **40 experienced benefits professionals** that are very agile and forward thinking. Our low turnover in both staff and clients are indicative of our client-focused culture and reputation for excellence.



Traverse City, MI

Downtown Grand Rapids, MI



Our Service Model

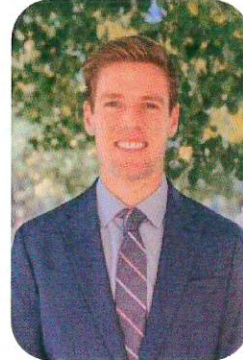
Our people are our greatest asset. Collectively, our diverse and experienced team will provide an unrivaled level of service, support, and resources. ABG has two office locations, headquartered in Grand Rapids and the second in Traverse City. Our service model is unique to better support larger more complex clients and provides extra levels of support to all clients. In addition to our expert benefit consultants, each account has a separate medical and ancillary account manager. This model allows us to better and more efficiently handle administration of medical and ancillary lines, since they are very different and require specific skill sets.



Michael Cutlip
Employee Benefit
Specialist (agent)



Lauren Harris
Employee Benefit
Specialist (agent)



Patrick Tedham
Medical Account
Manager



Brianne Schultz
Data Analytics
Specialist



Mary Dipzinski
Benefits Technology
Administrator



Eric Ribbens
Benefits Technology
& Enrollment Manager



Shelby Leavesley
Wellness Services



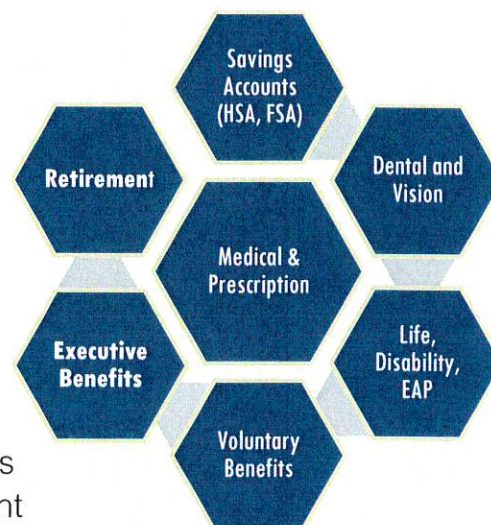
Jillian Jennings
Ancillary Account Manager

Services Provided by Advantage Benefits Group

ABG continuously evaluates market trends to provide services that both improve customer service through efficiency and technology, as well as help lower overall health costs.

Standard services include, but are not limited to:

- ✓ Brokerage and Strategic Planning Consulting Services
 - Medical
 - Stop-Loss (if applicable)
 - Pharmacy Benefit Management (PBM)
 - Dental
 - Vision
 - Life
 - Short and Long-term Disability
 - Executive Life & Disability Benefits
 - Voluntary Benefits
 - Wellness/Risk management programs
 - Employee assistance & wellbeing programs
 - FMLA/Disability outsourcing & Management
- ✓ 401k/Group Retirement (defined benefit, defined contribution, 457)
- ✓ Carrier rate and value negotiation
- ✓ Compliance (Zywave) and legal services (Miller Johnson)
- ✓ Custom communication and educational support (open enrollment and onboarding materials) provided in all media formats (Print, Electronic PDF, hosted online, videos)
- ✓ Mandatory compliance employee notices/documents, if applicable (ERISA, IRS, HHS, ADA, FMLA, etc.)
- ✓ Comprehensive utilization reporting and performance analysis
- ✓ Employer vs employee contribution strategy, HRA/self-funded illustrative rate development
- ✓ Plan design modeling, rate setting, and claim benchmarking
- ✓ Employee preference Surveys - Focus group facilitation
- ✓ Wellness plan review and strategy
- ✓ Plan document services (WRAP, SPD) (additional legal fee may apply)
- ✓ HSA, FSA, HRA Third-Party administration (additional fee may apply)
- ✓ Union negotiation and collective bargaining support
- ✓ Third-Party COBRA administration
- ✓ 1095 ACA Reporting (File, Print, Mail)
- ✓ P.A. 312 arbitration and fact-finding as requested
- ✓ New hire onboarding support and online benefit administration via Employee Navigator (included as part of our standard services for our clients at no additional cost)



ZYWAVE
INSURING GROWTH



Scope of Services



8-Step Planning & Accountability Process

Our time-tested and proven approach to ensure successful execution of implementation, administration, and ongoing service. We continuously stay actively engaged with our clients as we apply this process to each line of coverage.



Service Calendar

Our service and consulting team stays engaged continuously throughout the year. As part of our **active plan management strategy**, we offer monthly standing performance and financial reviews.



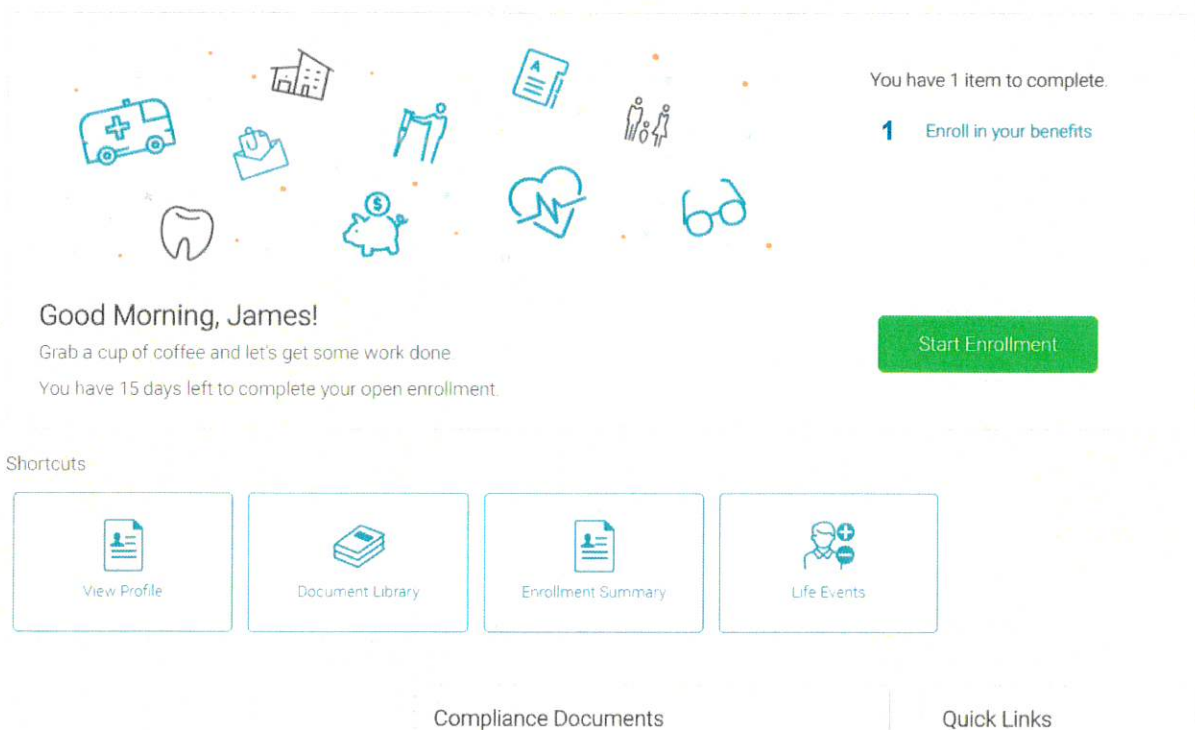
The Sample Company
Service Calendar: 2019 Plan Year



January	Start Date	Due	Completed	Sample	ABG	Vendor
Post Open Enrollment Review	1/29/19		1/29/19	X	X	
Wellness Participation - Bi-Monthly Call			1/31/19	X	X	X
February	Start Date	Due	Completed	Sample	ABG	Vendor
Sample Co. Cares Campaign Begins	2/12/19		Ongoing	X	X	
Employee Navigator Kick-off Call			2/1/19	X	X	
Guardian Billing Corrections Project	2/1/19		2/15/19	X	X	X
Employee Navigator Follow Up Call			2/28/19	X	X	
Guardian Billing Corrections (ongoing)	1/31/19		4/1/19	X	X	X
March	Start Date	Due	Completed	Sample	ABG	Vendor
Employee Navigator Census Upload			3/6/19	X	X	
Employee Navigator Census Audit 1	3/11/19		3/15/19	X	X	
Employee Navigator Census Audit 2	3/25/19		3/29/19	X	X	
BCBSM / ABG My Health Education - Lewiston / TC			3/12/19	X	X	X
BCBSM / ABG My Health Education - Mancelona			3/14/19	X	X	X
BCBSM / ABG My Health Education - Gaylord			3/26/19	X	X	X
Wellness Participation - Bi-Monthly Call			3/28/19	X	X	X
April	Start Date	Due	Completed	Sample	ABG	Vendor
Sample Co. Cares - Taking Control of Health Care Costs			4/2/19		X	
BCBSM Quarterly Claims Reporting - Q1			4/26/19	X	X	X
Employee Navigator Handoff to Sample Co.			4/8/19	X	X	

Benefits Enrollment and Administration Technology

- **In-house** Employee Navigator build experts
- Dedicated enrollment specialists to ensure responsive, accurate and urgent changes in real-time
- Enrollment data integration with most carriers & payroll software
- Total Rewards Employee Reports
- Employee self-serve for new hires, life events and Open Enrollment
- Robust HR Reporting
- ABG assisted ACA reporting
- Included at no additional cost to ABG clients

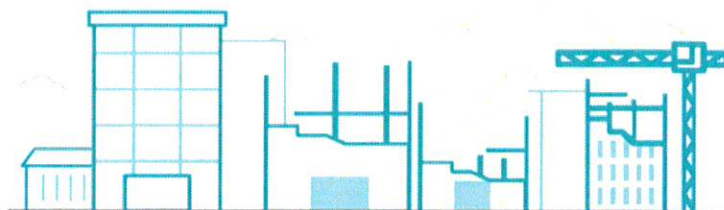


Benefits Enrollment and Administration Technology

employee last name, first name, or full SSN



Welcome back, Lauren!



Things to do

Completed

Review pending EOI

4

Quick Links

Customize

Company Timeline

Delete Employees

Demographic Changes

Add Employee

Open Enrollment Reports

Advantage Benefits Group's
HR 360

Enrollment Editor

Delete Dependents

Incomplete Employee Tasks

Import Employees and
Enrollment

Manage Saved Report
Templates

Add Document

Review Insurability Requests

New Hire Reports

Login Status Report

Add Company Note

Termination Report

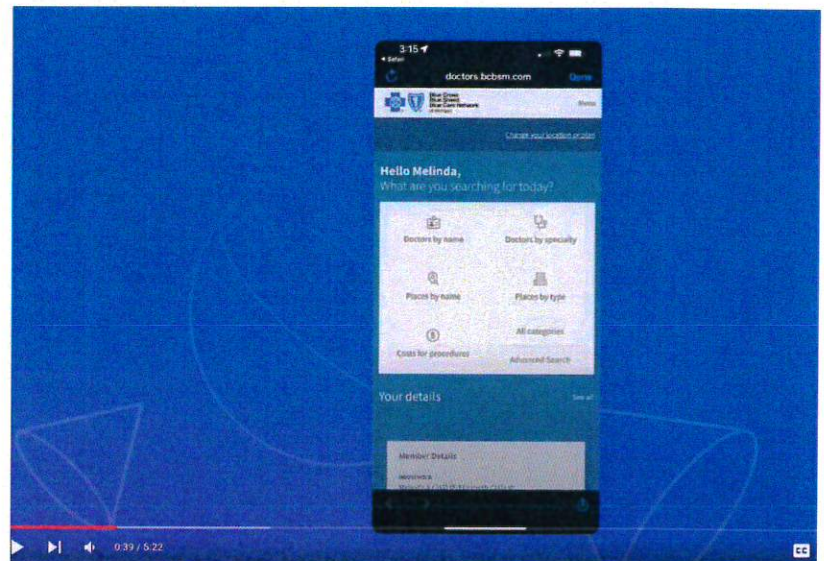
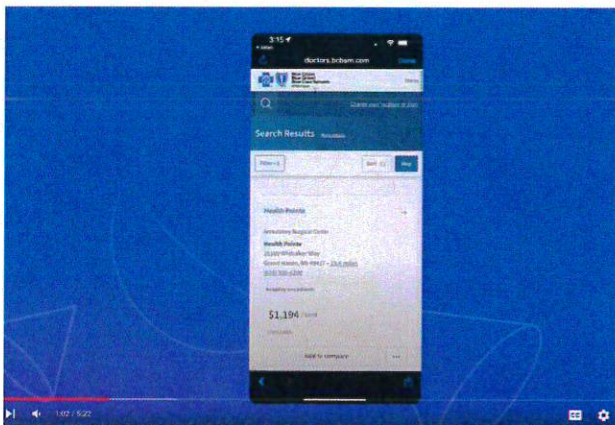
Bad Export Data



employee
NAVIGATOR

Benefits Enrollment and Administration Support

- Electronic and paper benefit guides that include all mandatory employee notices and ABG support team contact information
- Onsite employee meeting presentations (as many and as often as necessary) with client specific power point presentations and employee materials as needed.
- Recorded New Hire Open Enrollment videos and on-demand support
- One on one employee education and coaching
- OE and Education videos
 - <https://youtu.be/bIPj2lsh7W4> - Sample OE Video
 - <https://youtu.be/bIPj2lsh7W4> - Sample Education “Shopping” Video



Ongoing Employee Education

Our team is passionate about employee communication and education. We have several pillars of education which much of our content is focused:

- **Mitigate costs without reducing coverage or increasing employee cost-share.** We look for win-win opportunities in your plan and ways to deliver better benefits than employees have today, at a lower cost to both the employee and the health plan.
- **Create Healthcare Consumers.** Empower employees with the tools and information they need to achieve the highest quality care at the lowest cost.
- **Create Health Literate employees.** The healthcare system is broken. Without being healthcare literate, employees simply cannot effectively navigate our complicated and flawed healthcare system. Health literacy allows employees to be their own self-advocate, arming them with the knowledge and transparency they need so they are not taken advantage of by our healthcare system.
- **Promote employee wellbeing.** This could include wellness programming, care management intervention or disease management programs for employees with chronic conditions and educating on standard of care/preventative care guidelines.

Examples include:

- Might Pay vs Must Pay Employee Cost Comparisons
- Appropriate place of service (ER vs. Med Centers vs. Virtual Care)
- Price Transparency Campaign and other Consumer Driven Campaigns
- Healthcare Shopping Rewards / Regrets tracking
- Rx Shopping, including specialty Rx management programs
- Wellness Initiatives & Education
- Newsletters and/or internet or intranet publications as scheduled and needed
- New Hire Presentations
- Health Literacy Campaigns
- Health-focused Disease Management Campaigns
- Employee Total Compensation Statements
- Online Educational/Informational Videos
- Retirement Planning (Medicare) presentation with FAQ

Compliance

We're at the forefront of Compliance Regulations. Our clients have access to complimentary webinars where we provide direct access for regulation changes and impact information. We also provide all clients with complimentary ZyWave Online HR & Compliance access, and a dedicated team to help you fulfill employer responsibilities.



Vaccine Incentives, Surcharges,
Mandates, and Accommodations

COVID Delta Variant Wave and Managing Your Business



Your Questions = Answered!

Common Questions:

- What can we do?
- What are other employers doing?
- Can we offer an incentive for employees to be vaccinated?
- What is a coercive incentive?
- What are our obligations under the law and our beliefs?
- Should vaccine requirements be imposed on employees who have not been vaccinated?
- Do we need to provide accommodations for employees who cannot be vaccinated?
- What, if any, parts of the law are being challenged?
- Will not having a vaccine mandate hurt our business?



Sarah Willey,
Attorney at Law &
Member



Tripp VanderWal,
Attorney at Law &
Member



21st Annual Seminar (webinar)
Health plan insiders revealing
"What's next?"



Praveen Thadani, President, Priority Health

In one of his first public presentations, Priority Health's new President, Praveen Thadani, will share his passion for transforming the health insurance industry. His discussion will include how he plans to integrate his experience to lead Michigan's fastest-growing health plan.



Kirk Roy, VP of Underwriting, BCBSM

As Michigan's largest health plan, Blue Cross Blue Shield of Michigan, Kirk will provide insight on what to expect in healthcare costs and utilization in the coming year, including observations and plan impact projections with the ongoing Covid-19 pandemic.



Amy Ball, Pharm D, CPO, Health Strategy LLC

Health Strategy is the leading independent and conflict-of-interest free pharmacy benefit consulting firm helping clients manage over \$60 Billion in annual drug spend. They will share innovative strategies on fighting rapidly rising drug prices, including pulling back the curtain on your PBM contract.



Register and Submit your
meeting by clicking here

Date: Wednesday, August 25th

Time: 8:30 AM – 9:45 AM EST

Not sure if you can attend? A recording will be available.

Advantage Benefits Group is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP® or SHRM-SCP®.

www.advantageben.com

info@advantageben.com



INSURING GROWTH



Date: May 6th, 2021

Time: 8:30-10:00 AM EST



Not sure if you can attend? A recording will be made available to all registrants.

Advantage Benefits Group is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP® or SHRM-SCP®.

www.advantageben.com

info@advantageben.com

(616) 418-1597

Transition Timeline

Below is a tentative timeline for transitioning Benzie County to Advantage Benefits Group:

ABG Release of Information Authorization received from Benzie County: By 6/15/2022

Official Plan Renewal Decision: Benzie County Board Meeting on 7/12/2022

Employee Navigator Online: 7/27/2022

2022 Open Enrollment Opens: 8/1/2022

2022 Open Enrollment Closes: 8/15/2022

ABG receives Agent of Record letter, to be effective 10/1/2022: 8/15/2022

Plan Renewal Effective Date: 10/1/2022

ABG is appointed Agent of Record (commissions payable): 10/1/2022

44North HRA run-out period: 10/1/2022 – 12/31/2022

Between 6/15/2022 through 9/30/2022, ABG will have the authority and access to request options on your behalf for Benzie County's upcoming renewal. 44North will continue to serve as employees day to day contact for all current benefits in force until 9/30/2022.



12935 S West Bay Shore Dr, Suite 410
Traverse City, MI 49684
231.769.2368
www.advantageben.com

EMPLOYEE BENEFITS CLIENT SERVICE AGREEMENT

AGREEMENT between **Benzie County** ("Benzie County") and
Advantage Benefits Group, Inc. ("ABG") as follows:

This document records the mutual understanding regarding the relationship between Advantage Benefits Group, Inc., located at 1 Ionia Ave SW Suite 300, Grand Rapids, MI 49503 ("ABG") and Benzie County and the services ABG will provide. **Benzie County**, located at 448 Court Place, Beulah, MI 49617 ("Client", "you" or "your") and ABG (or "Company", "we", "us" or "our") agree that the service and compensation arrangement set forth below will apply throughout the Term (defined below) and shall continue until notice of termination is provided by either party as detailed herein as follows:

1) Services. We are hereby engaged as Client's employee benefits insurance agent/consultant and will perform the following services (the "**Services**") for you with respect to the following lines of coverage and such other lines as may be requested during the Term: Group Life, Dependent Life, Group AD&D, Short-Term Disability, Long-Term Disability, Employee Assistance Programs, Wellness, Medical, Dental, Vision, Prescription Drugs, Stop-Loss, Claims Administration Placement, Utilization Review Placement and related Technology-Based Solutions.

a) **Basic Consulting Services.** ABG will provide Client with the following baseline consulting services:

- i) Conduct strategic planning sessions to review performance of your current employee benefits coverage and establish future objectives and strategies to manage Client employee benefits.
- ii) Meet as needed with the key people you designate to discuss strategy and other issues.
- iii) Develop a mutually agreed upon renewal action plan and timeline that meets your stated objectives.
- iv) Keep you informed of significant changes and trends in the employee benefits marketplace, including National and State legislative changes; significant court rulings; changes in enforcement tendencies and reporting obligations; product trends; and education opportunities.
- v) Annually benchmark medical plan costs and employee contributions to your industry, company size, and regional & national standards.
- vi) Conduct an annual review during the renewal process to include negotiations on Client behalf with current vendors/carriers.
- vii) Evaluate and assist in the management of voluntary benefit products offered to Client employees.
- viii) Assist you in the implementation of the benefit program by dealing with vendors/carriers and performing contract and SPD reviews to determine conformity to agreed-upon plan provisions and costs.
- ix) Advise you regarding available technology platforms to support delivery and administration of its employee benefit plans, including support/assistance with current system.
- x) Advise you regarding use/implementation of Consumer Driven Health Plans.
- xi) Provide employee education through focus groups, employee meetings, customized communications materials, and web-based tools, with any meetings conducted at locations you determine.
- xii) Evaluate network performance in key areas such as access, contract type, utilization, discounts, fees, and quality.
- xiii) Evaluate current Prescription Drug utilization and make recommendations.
- xiv) Evaluate and market Pharmacy Benefit Management (PBM) services as requested/needed.
- xv) Evaluate Stop-Loss contract, current levels, and market as requested/needed.

b) **Advantage Analytics Consulting Services.** If [CLIENT] choose to pursue self-insured funding, for an additional fee ABG will offer the following additional consulting services:

- i) Analyze factors driving your plan costs using Advantage Analytics and available experience data. We will review utilization reports to identify possible causes of cost increases and will assist you in managing risks and costs of your employee's benefits. You will have access to Executive Analytics which provides utilization, savings, and other client specific reports designed to provide monthly refreshed information about health plan utilization. Access to information is only on a de-identified basis to help protect against improper use of HIPAA Protected Health Information. Use of Advantage Analytics will require data sharing agreements between Client, its claims administrators, and ABG.
- ii) Conduct monthly reviews of information and reports from Advantage Analytics with you and any vendors you direct.
- iii) Provide information for use in care management to vendors as you request.
- iv) Establish performance evaluation metrics for vendor partners providing care management, wellness or other specific programming related to the use of information from Advantage Analytics. The metrics will be developed together with you and your vendor partners.
- v) Establish comprehensive claims reports for identified benefits (medical and prescription) detailing paid claims, reimbursements, premium/funding and enrollment summaries. We will review these reports with you as often as you request, but no less frequently than once per year within 120 days after the end of your fiscal year and will identify and discuss trends and potential issues.
- vi) Provide cost projections and funding analysis, with emphasis on employer costs and tier structure of employee contributions.

c) **Placement Services.** ABG will provide Client with the following insurance and provider placement services:

- i) ABG will negotiate and assist you in all discussions and transactions with all benefits insurers/providers, but we won't place any insurance or vendor programs unless and until you authorize us to do so.
- ii) ABG will negotiate on your behalf for performance guarantees with insurers and vendors.
- iii) Upon your instructions, we will assist with all the steps and documentation needed to obtain commitments for and implement insurance policies and other services you select for your employee benefits program.
- iv) We will provide you with access to the national insurance marketplace and use commercially reasonable efforts to place your chosen employee benefits insurance policies and benefits services.
- v) ABG will monitor readily available publications regarding your insurance carriers' financial information and alert you if we learn a carrier's status falls below minimum guidelines.
- vi) We will act as a liaison between you and your insurers/providers for the coverage and services for which ABG is named as your agent of record.
- vii) ABG may utilize the services of other intermediaries to assist in the marketing of Client programs, but only with your consent. Such intermediaries may or may not be affiliates of ABG.
- viii) We will promptly deliver confirmation of plan coverages, and we will follow up with insurance carriers and providers for timely issuance of policies and endorsements/contracts.
- ix) We will review policies, contracts and endorsements for accuracy and conformity to the coverage specifications requested and negotiated.
- x) ABG will assist you with issues relating to interpretation of the insurance policies/contracts we placed.

- xi) We will provide plan summaries for all new coverage and updates on changes to existing coverage.
 - xii) We will field all your employee benefit questions, and if needed, we will draw in the correct people at your carriers and providers to get questions answered.
- d) Education Services.** ABG will provide Client with the following employer and employee educational services:
- i) ABG will provide you with a Weekly Newsletter on current topics and trends in employee benefits.
 - ii) We will provide customized education materials for your employees.
 - iii) We will provide you with content for your own internal employee newsletters and otherwise help you prepare employee newsletters.
 - iv) We will conduct employee meetings, either individual or group, and either onsite or via intranet/internet, however you request. If you like, we will conduct a staff employee benefit fair as well.
 - v) If you like, we will also conduct focus group meetings to gather input from plan participants to aid in the design of benefits and services.
- e) Customer Service.** Our customer service activities will include:
- i) Employee eligibility determination;
 - ii) Rate development (including COBRA rate development);
 - iii) Assist employees in making plan choices including evaluation of other coverage that may be available to them;
 - iv) Assist employees with provider searches (in or out of network);
 - v) Assist with claim issues, including involvement with the carrier and/or provider;
 - vi) Assist with 1095 ACA Reporting – costs for filing and mailing are passed through to Client;
 - vii) 5500 Preparation and Filing (through Wrangle, LLC), if applicable; and
 - viii) Provide basic ERISA/HIPAA/Health & Welfare Plan compliance guidance, if applicable.
- f) Disclaimers and Excluded Services.**
- i) ABG is not authorized to speak for or make binding commitments on behalf of any insurer or other vendor and is not bound to utilize any particular insurer or vendor.
 - ii) ABG is not responsible for the solvency or ability or willingness to pay claims, return premiums, or fulfill other financial obligations of any insurance carrier or employee benefit provider.
 - iii) ABG does not guarantee or make any representation or warranty that insurance can be placed on terms acceptable to Client. We will not take any action to replace your insurers unless you instruct us to do so.

- iv) We may provide you with information and services related to insurance regulatory and insurance tax issues relating to Company's insurance program, and we may provide reports or advice based on publicly available information and our experience as an insurance broker and benefits consultant in dealing with such matters for other clients. However, nothing we provide should be relied upon as authoritative accounting, regulatory or tax advice. In all instances, we recommend that you seek your own advice on such matters from professional accounting, legal, regulatory and tax advisors.
- v) ABG will not be responsible for the adequacy or effectiveness of any insurance programs or policies implemented by another broker or benefits consultant, or any acts or omissions occurring prior to our engagement.
- vi) The Parties recognize and agree that ABG is not a fiduciary with respect to any plan for which it may provide Services under this Agreement. Client agrees it does not intend for any Services to include fiduciary duties.
- vii) Our Deliverables may include modeling and/or business analytics services which are proprietary to ABG, including loss analytics, modeling and forecasting, performance evaluation metrics, simulations, risk analysis, decision mapping, risk retention analysis and insurance program evaluation analysis ("Modeling and Analytics"). Modeling and Analytics services will be based upon a number of assumptions, conditions and factors. If any of them or any information provided to us are inaccurate or incomplete or should change, the Modeling and Analytics provided by ABG could be materially affected. These services are subject to inherent uncertainty, and actual results may differ materially from our projections. They are provided solely for your benefit, and do not constitute, and are not intended to be a substitute for, actuarial, accounting or legal advice. ABG shall have no liability to you or to any third party in connection with these services.

"Deliverables" means the tangible and intangible embodiments of materials and information developed by ABG to perform the Services promised in this Agreement.

g) Client Duties.

- i) In order to provide the Services, you or a party on your behalf may need to provide us with personally identifiable information ("PII"), including health information, that may be protected by various federal and state privacy or other laws. You agree that you have the necessary right and authority to disclose this information for our use in performing the Services. You also promise that our use of this information as part of our Services will not violate any privacy notice you may issue or any benefit program you maintain or any applicable law. You agree to encrypt all PII you provide in accordance with industry standards.
- ii) You are responsible for the timeliness, accuracy, and completeness of any data and other documentation you furnish to us as we perform the Services.
- iii) In certain cases, placements we make which you have authorized may require the payment of surplus line taxes and/or fees to state regulators, boards or associations, which you agree to pay. We will identify these costs on marketing results and invoices covering these placements.
- iv) You will promptly pay our fees and compensation when due and any applicable pass-through fees and expenses as we may reasonably request in writing.
- v) Client may share ABG's Modeling and Analytics Deliverables with its insurers in connection with the coverage that we place, and also with your advisors in connection with the operation of your business provided that these advisors each agree to keep our work product confidential and to release ABG from any liability whatsoever in connection with our work product. Otherwise, you agree not to share any of these Deliverables with a third party without our prior written consent, which we will not unreasonably withhold.
- vi) You agree not to use any Deliverables we provide in the delivery of Services to compete against us or promote or assist any third party in its effort to compete against us in providing services in the nature of the Services defined in this Agreement. Under no circumstances will you share any of our Modeling and Analytics Deliverables with a direct competitor of ABG.

2) **Compensation.** In consideration of ABG delivering the services stated in this Agreement, Client will pay ABG standard carrier commissions.

- i) The compensation paid to ABG may include bonuses received from insurers that vary based on the insurance contracts it sells. A compensation transparency statement is included as Addendum B to this Agreement.
- ii) Client shall pay all undisputed amounts invoiced by ABG within thirty (30) days after Client receives the invoice accompanied by all information necessary for Client to verify that the amounts shown on the invoice are due and payable.

3) **Additional Services.** Additional services are available but depending on the project scope may require additional compensation. Such services include, but are not limited to:

- a) Enrollment assistance ("scrubbing" forms for accuracy, processing forms electronically or submitting to carrier);
- b) Medtipster Generic Rx Program
- c) Online Benefit Administration System (Employee Navigator) including carrier connections
- d) 1095 Electronic Filing and employee mailing
- e) Alex interactive online benefits counselor and leave management
- f) Independent clinic and 340B Pharmacy consulting services
- g) Third-Party onsite and call center enrollment services
- h) Healthcare Bluebook price transparency tool
- i) Healthjoy concierge program
- j) ViVIO Health
- k) Care Convene Virtual Health Clinics
- l) ScriptSourcing
- m) AMPS

4) **Term.** the term of this Agreement is **through September 30, 2025, commencing on October 1, 2022**, and either party shall have the right to terminate this Agreement upon 120 days prior notice to the other. The term shall be automatically extended at one-year intervals. In the event of termination, ABG will assist Client in arranging a smooth transition process to a new ABG/consultant. However, ABG's obligation and the obligation of its affiliates to provide services to Client will cease upon the effective date of termination, unless otherwise agreed to in writing. If this Agreement is terminated by either party, compensation earned under Paragraph 2 above, to the date of termination will be full compensation for all effort and work either completed or underway.

If either Party commits a breach of a material obligation under this Agreement and such material breach is not cured within thirty (30) days after the breaching Party's receipt of written notice of the material breach, then the non-breaching Party may immediately terminate this Agreement for good cause. The period in which a breach must be cured shall be reduced to ten (10) days, if the breach is your failure to pay fees, premiums or other costs or expenses due in accordance with this Agreement.

5) **Books and Records.** You are entitled to all information related to your activities with us and any activities we undertake on your behalf. This includes copies of reports we prepare, any Client information maintained on any database we control, contracts between you and your carriers/administrators to the extent they are in our possession, and records of communication between ABG and your insurance carriers and employee benefits providers. We will provide you with these books and records upon your written request, but only to the extent they are kept and maintained by ABG – we do not promise to keep every document or item of data related to our performance under this Agreement.

6) **Compliance with Laws** - Each Party warrants it will comply with all federal, state, and local laws, ordinances, rules, regulations, and treaties, applicable to its activities and obligations under this Agreement, including, but not limited to, notification obligations attendant to security incidents and unauthorized access or distribution of personally identifiable information ("PII").

- a) In addition, each Party warrants it shall: (a) comply with all applicable anti-bribery and anti-corruption laws and regulations, (b) not offer any bribe or other facilitation payment to any public official or other person and (c) not do anything that may cause the other Party to breach any anti-bribery or anti-corruption law. Each Party shall promptly notify the other Party in writing of any actual or potential breach of the obligations stated in this clause.
- b) ABG warrants it shall comply with insider trading laws and shall not use or disclose any of Client's material non-public information for its financial or other benefit. Client's material non-public information is material information that is not available to the general public that could (a) influence a reasonable investor to buy, sell, or hold a company's securities; or (b) impact the price of a company's securities. In addition, ABG warrants it has notified its employees of their obligation not to misuse any of Client's material non-public information. ABG will promptly notify Client in writing of any actual or potential breach of this clause.

7) Warranty and Remedy. We represent and promise to you as follows:

- a) The Services and Deliverables we are providing you under this Agreement will be performed in a diligent and workmanlike manner in accordance with industry practices and will comply with this Agreement and applicable laws. We will apply at least that degree of skill and care ordinarily exercised by other local reputable insurance brokers under similar circumstances. If for some reason we fail to perform a Service to these standards or to your reasonable expectations, we will use all diligence to re-perform that Service in a manner that meets or exceeds these standards and your needs. You agree to give us that opportunity before you seek alternate or additional remedies, if any.
- b) We have sufficient rights in the Deliverables, if any, to perform the Services promised hereunder;
- c) The Services and the Deliverables we provide you do not infringe upon or misappropriate any copyright, patent, trademark, trade secret, or other intellectual property rights of any third party; and
- d) The Services are being provided with systems designed to protect against Harmful Code. "**Harmful Code**" means any software, hardware, or other technologies, devices or means designed to: (a) permit unauthorized access to or otherwise harm or impede any computer, software, firmware, hardware, system or network, or any application or function of any of the foregoing, or the integrity, use or operation of any data processed thereby; or (b) prevent you from accessing or using the Services as intended by this Agreement, Harmful Code includes any virus, bug, trojan horse, worm, backdoor or other malicious computer code and any time bomb or drop dead device.

8) Confidential Information. All non-public information, written or oral, made available to either Party during the Term of this Agreement shall be considered "**Confidential Information**", including, but not limited to, the terms and conditions of this Agreement. During the term of this Agreement and thereafter, all Confidential Information shall remain the property of the Party first disclosing it. The Parties agree that Confidential Information acquired or exchanged in the course of performance of Services under this Agreement shall remain confidential and may be further disclosed by the receiving Party only with written consent from the disclosing Party. Each receiving Party shall use the same procedures it uses to protect its own Confidential Information to protect the Confidential Information of the disclosing Party.

- a) We agree not to collect, sell, disclose, or use your data ("**Client Data**") for any purpose except to perform the Services, except that you agree we may use deidentified, aggregated Client Data in combination with the depersonalized, aggregated data of our other clients for our regular business purposes of identifying trends and comparing relative costs and experiences with our clientele and insurance affiliates. The Parties agree that this Section does not limit or restrict you from sharing Confidential Information with your affiliates, nor does it limit or restrict you from sharing Confidential Information to further your business objectives with employees, contractors, or consultants, provided that they are under confidentiality obligations at least as stringent as those set forth above.
- b) If our Services involve the use or disclosure Client PII, then all such PII shall be treated as Confidential Information, and we will comply with all federal, state, and local laws or regulations applicable to the storage

and handling of such PII including, without limitation, the Gramm-Leach-Bliley Act (Pub. L. No. 106-102; 15 U.S.C. Section 6801 et seq.), and other privacy or data protection laws and regulations. ABG will be responsible for any and all unlawful disclosures of such information, including unlawful disclosures made by its employees. ABG shall obtain cyber insurance coverage from a qualified cyber insurance carrier, shall name Client as an additional insured on such policy, and, to the extent of such coverage, shall be responsible for any and all costs associated with responding to and mitigating disclosure events. ABG will notify Client as soon as practicable and no later than within forty-eight (48) hours of learning of any suspected or actual unauthorized access to or use of Client PII.

- c) The provisions of this Section 8 shall not apply to any information which:
- i) Was already in the public domain at the time it was disclosed;
 - ii) Becomes part of the public domain through no fault of the receiving Party;
 - iii) Was communicated by a third party who is not, to the receiving Party's knowledge, subject to any confidentiality obligations with respect thereto; or
 - iv) Is independently developed by personnel of the receiving Party without access to such Confidential Information.

Further, either party may disclose the other's Confidential Information to the extent required to be disclosed by operation of Law, but only after the party whose information is to be disclosed is provided with reasonable advanced written notice.

It is understood that Client Data (when self-insured) will be shared by ABG or directly made available by Client to Cedar Gate Technologies., as ABG's subcontractor, in order for ABG to provide some of the Services under this Agreement. A separate Information Security Requirement Agreement has been entered as between ABG, Client, and Cedar Gate governing the protection of Client's Data. ABG will comply with the terms such agreement as well as this Agreement in the handling and disclosure of all such Client Data.

- 9) **Intellectual Property.** We recognize and agree that the Deliverables which have been customized and specifically developed for Client under this Agreement are "works made for hire" under the United States Copyright Laws. Upon your full payment of all fees and premiums associated with our Services, these Deliverables shall become the sole and exclusive property of Client. However, we retain all of our pre-existing rights in the non-customized content and information contained in such Deliverables and in the methodologies and methods of analysis, ideas, concepts, expressions, know how, techniques, skills, knowledge, and experience we possessed prior to, or acquired during or independent of, our performance of this Agreement which may be reflected in those Deliverables. Moreover, your use and disclosure of Deliverables is limited by your promises and obligations set forth in this Agreement and in particular the provisions stated in Section 1 g), above.
- 10) **Indemnification.** ABG shall indemnify, defend, and hold harmless Client and its employees, agents, officers, and directors from and against any and all third-party claims or actions caused or allegedly caused, in whole or in part, by ABG's (or our Personnel's) conduct in breach of this Agreement, whether through action or inaction. This indemnity obligation shall be limited, however, by the amount of the insurance coverage that you authorized us to purchase on your behalf related to the type of claim that is being indemnified.
- 11) **Insurance.** ABG shall maintain industry standard insurance policies with insurance companies with a minimum AM Best rating of A-, and which are authorized to do business in the State of Michigan. Coverages shall include general liability, workers comp, errors and omissions/professional liability, blanket crime coverage, commercial auto, cyber, and umbrella. All insurance coverage carried by ABG shall be primary and non-contributory with respect to any insurance coverage carried by Client for the Services performed. At Client's request, ABG will deliver to Client certificates of insurance for all insurance required under this Section. In addition, upon the request of Client, ABG shall furnish to Client such additional evidence of the required insurance as Client may request. ABG shall immediately notify Client of any threatened, pending, scheduled, or actual cancellation, non-renewal, termination, amendment, or modification of any of the required insurance. ABG shall maintain for all individuals who perform Services, or shall cause such individuals to maintain, coverage on the same basis as is required under this Section.

- 12) **No Third Party Beneficiary Rights.** Except as otherwise specifically provided in this Agreement, no third party person or entity shall have any right to enforce any provision of this Agreement, even if indirectly benefited by it.
- 13) **Limitation of Liability.** In no event shall either party to this Agreement be liable for any indirect, special, incidental, consequential or punitive damages or for any lost profits arising out of or relating to any services provided by ABG or our affiliates. The aggregate liability of ABG, its affiliates and its and their employees to Client or your affiliates arising out of or relating to the provision of Services shall not exceed \$2 million. This provision applies to the fullest extent permitted by applicable law.
- 14) **Mediation.** In the event a dispute shall arise between the Parties to this Agreement, we agree to participate in at least four hours of mediation in accordance with the mediation procedures of JAMS-Endispute, the Michigan office of which will administer the mediation process.
- 15) **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan and County of Kent applicable to agreements executed and to be performed entirely in Michigan, without regard to its conflicts of law provisions.
- 16) **Miscellaneous.**
- a) This Agreement contains the entire understanding of the Parties concerning its subject matter and supersedes all related prior agreements, understandings and negotiations. The Parties agree that additional or differing contract terms and conditions will not be binding or imposed on the other Party through the use of shrink-wrap, click-wrap, printed invoices, or other such unilateral methods including those requiring affirmative "acceptance" or otherwise provided with any products, intellectual property, or website related to the Services. This Agreement may be modified or amended, and the observance of any term of this Agreement may be waived, only in a writing signed and agreed to by both Parties. This Agreement shall be binding upon and inure to the benefit of the Parties' respective successors.
 - b) Neither Party shall have any liability for any failure or delay in the performance of its obligations under this Agreement because of circumstances beyond its reasonable control, including without limitation, acts of God, fires, floods, earthquakes, acts of war or terrorism, civil disturbances, sabotage, accidents, unusually severe weather, government actions, power failures, computer/network viruses that are not preventable through generally available retail products, catastrophic hardware failures or attacks on its server. ABG assures Client that it has taken reasonable and appropriate precautions to prevent and minimize the possibility of such occurrences.
 - c) Each Party shall deliver any notice required under this Agreement to the other Party at the address listed above in the recitals, with a copy to kbosley@benzieco.net. Such notice shall be by U.S. first class mail, or express overnight courier. Except for identifying Client in any published client list along with a copy of Client's logo, ABG shall not otherwise use, display, or publish Client's logos, brands, trademarks, copyrights, or any other intellectual property of Client without Client's prior written consent to each such use, display, or publication.

Understood and agreed:

Client

Signed By:

Its: Board Of Commissioners Chairman

Date: June 14, 2022

Advantage Benefits Group

Signed By: _____

Its:

Date:

**ADDENDUM A
CALCULATION OF MONTHLY FEE PAYMENTS**

Standard Carrier Commissions assumed. No stand-alone consulting fee unless entering into a self-insured arrangement.

Addendum A to be drafted upon understanding of renewal benefit decisions and carrier partners.

ADDENDUM B
COMPENSATION TRANSPARENCY STATEMENT

The compensation paid to ABG may include bonuses received from insurers that vary based on the insurance contracts it sells. Bonus compensation may be paid by insurers selling insurance contracts or by other third parties. Such compensation may be contingent and may vary depending on a number of factors, including the insurance contracts and insurers selected by ABG's clients, including Client. Factors such as the volume of business ABG provides to an insurer or the profitability of insurance contracts ABG provides to an insurer also may affect bonus compensation.

Whether or how much insurers may pay in such bonus compensation will not influence or play any role in ABG's placement recommendations on behalf of Client. If you prefer that we not accept this compensation as it related to this Agreement, please notify us in writing and we will request that your insurer(s) exclude your business from their bonus calculations.

Upon request, ABG will provide you with additional information about the compensation ABG expects to receive based in whole or in part on your purchase of insurance, and (if applicable) the compensation expected to be received based in whole or in part on any alternative quotes presented to you.

Correspondence

TUSCOLA COUNTY BOARD OF COMMISSIONERS

125 W. Lincoln Street
Suite 500
Caro, MI 48723

Telephone: 989-672-3700
Fax: 989-672-4011

At a regular meeting of the Board of Commissioners for the County of Tuscola, State of Michigan, on the 26th day of May, 2022 with the meeting called to order at 8:00 a.m.

Commissioners Present: Thomas Young, Thomas Bardwell, Kim Vaughan,
Doug DuRussel, Dan Grumshaw

Commissioners Absent: none

The following resolution was offered by Commissioner DuRussel, seconded by
Commissioner Vaughan.

RESOLUTION 2022-12

RESOLUTION OPPOSING MICHIGAN HOUSE BILLS 4729, 4730, 4731, & 4732

WHEREAS, Zillow, a for-profit corporation from Seattle, WA, has been lobbying the Michigan Legislature to pass legislation that undermines the integrity of Register of Deeds and Treasurer Offices across the State of Michigan; and

WHEREAS, the legislation that Zillow is lobbying for would require Register of Deeds and Treasurer Office across the State of Michigan to provide for-profit corporations copies of any official records maintained by those offices at a significant discount or in some instances free of any charge. As a result, the taxpayers will be responsible for picking up the tab for providing these records and the financial burden created by the loss of revenue for these offices; and

WHEREAS, if these Bills become law, Zillow and other for-profit corporations will have the ability to demand the manner in which the Register of Deeds and Treasurer must provide copies of official records; and

WHEREAS, if these Bills become law, they would impose new restrictions and limits on what Register of Deeds and Treasurer Offices can charge for parcel cards, and would burden Michigan taxpayers with the cost to provide records to out-of-state entities and corporate organizations; and

WHEREAS, Zillow and other corporations will capitalize on selling publicly owned records, provided to them free of charge, while at the same time placing Michigan residents at a higher risk for fraud and theft; and

WHEREAS, the Michigan Association of Counties, Michigan Association of County Treasurers, Michigan Association of County Clerks, Michigan Association of Register of Deeds, and the Michigan Municipal League are united in opposing Michigan House Bills 4729, 4730, 4731, & 4732.

THEREFORE, BE IT RESOLVED, that Tuscola County Board of Commissioners OPPOSE Michigan House Bills 4729, 4730, 4731, & 4732, as private corporations should not benefit financially from public records at the expense of Michigan taxpayers; and

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to Governor Gretchen Whitmer, Speaker of the Michigan House of Representatives, Majority Leader of the Michigan Senate, Senator Kevin Daley, Representative Phil Green, the Michigan Association of Counties, Michigan Association of County Treasurers, Michigan Association of County Clerks, Michigan Association of Register of Deeds, and the Michigan Municipal League.

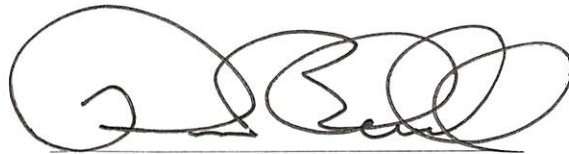
Ayes: Young, Vaughan, Durkiewicz, Bardwell

Nays: Mumshaw

Absent: none

Resolution declared approved dated this 26th day of May, 2022.

Date May 26, 2022



*Thomas Bardwell, Chairperson
Tuscola County Board of Commissioners*

I, Jodi Fetting, Tuscola County Clerk, do hereby certify that the foregoing is a true and complete copy of an agreement approved by the Board of Commissioners at a regular meeting on May 26, 2022.

Date May 26, 2022


*Jodi Fetting
Tuscola County Clerk*

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
Wednesday, April 27, 2022 2:00 p.m.
Benzie Community Resource Center - Ingemar Johansson Conference Room
6051 Frankfort Highway
Benzonia, MI 49616**

Chairperson Dr. Barbara Conley called the meeting to order at 2:04 pm.

Members Present:

Gary Sauer - Benzie County Board of Commissioners
William Bunek – Leelanau County Board of Commissioners
Patricia Soutas-Little – Leelanau County Board of Commissioners – arrived at 2:27p.m.
Dr. Barbara Conley – Leelanau County Member at Large
Mark Kuiper – Benzie County Member at Large
Rhonda Nye – Benzie County Board of Commissioners – Via Teams

Members Absent: None

Members Excused: None

Staff Present:

Lisa Peacock – Health Officer
Dr. Joshua Meyerson – Medical Director
Dodie Putney – Director of Administrative Services
Eric Johnston – Director of Environmental Health
Michelle Klein - Director of Personal Health
Dan Thorell – Interim Health Officer

Pledge of Allegiance

Approval of Minutes:

Discussion: Member Nye requested to remove a sentence from the minutes in the Resolution of Commendation section as it did not capture the entire meaning of her comments.

Motion By: Bunek to approve the March 30, 2022 BOH Meeting Minutes with the removal of the agreed upon sentence.

Seconded By: Sauer

Roll Call Vote: Sauer-yea, Conley- yea, Bunek- yea, Kuiper - yea

4 yeas 0 nay 2 excused Motion carried

Approval of the Agenda:

Discussion: Conley asked to add New Business 1.a. to the agenda after the Staff Reports. This section would address communicating the BLDHD BOH's concerns about the Health Officer position with the Health Department of Northwest Michigan's BOH.

Motion By: Conley to approve agenda with the addition, New Business.

Seconded By: Bunek

Roll Call Vote: Sauer- yea, Conley- yea, Bunek- yea, Kuiper -yea

4 yeas 0 nay 2 excused Motion carried

Public Comment – None

Patricia Soutas-Little – arrived at 2:27p.m.

Health Officer Update – Lisa Peacock

A written report was distributed prior to the meeting for review. Please refer to it for details.

For the Covid update there are now Test to Treat centers. These are places where people can get tested for Covid. If the test is positive, the person can be assessed to see if they are a candidate for any of the available treatments that are being offered to reduce the severity of Covid symptoms. If a person tests positive at home for Covid they could still visit one of these sites to be assessed for treatment.

A question from the previous meeting was brought up regarding what mandated services are not completely funded by the government. All the mandated services are not 100% paid for by either the Federal Government or the State Government. There is a law stating that the State shall fund 50% of the mandated services and local governments will provide funding for the remaining balance. The loophole in this law is it is tied to the appropriations that the State Government budgets for local health. There usually are never enough funds allocated to cover 50% of the cost of the programs, normally 30% of the cost of mandated services are funded by the State or Federal Government. To cover the remaining balances health departments are having to directly bill for services, apply for grant money and use their local appropriations to pay for all services provided. One of the issues of how money is released by the State is the State uses the census numbers as a means to decide how to divide up funding. The area that BLDHD covers has a smaller amount of people who live in it year-round, which is the population that the census counts. In the summer months the population that the Department serves expands tremendously, therefore the funds that are received may not cover costs.

Accounts Payable

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

Seconded By: Conley

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

Discussion: There was a question on a check to the State of Michigan for Temporary Campground Licenses, what would this be for? People can apply for a campground license that is valid for a two-week period. At the end of the season all these permits are added together to see how much the State should receive for this service, the check in the AP Ledger Report reflected this process. A question about the budget came up regarding a line item being over budget for March. Putney explained that the budget is set for the whole year. Depending on the line item, at various points in the year the item could be over budget one month and then it could be under budget the next month. By September 30th it should be balanced to be within the budgeted amount.

March 2022 Financial Statements

Motion By: Bunek to accept the financial statements as presented.

Seconded By: Soutas-Little

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

Staff Reports:

Medical Director – Dr. Joshua Meyerson

Since December 2020, when children 5-11 years old were able to receive a vaccine for Covid, 400 children nationwide have been hospitalized for Covid. Nine out of ten of these children had not been vaccinated. Three out of ten previously had no underlying health issues. Two out of ten were placed in the ICU. These statistics prove that the vaccine is working as it should, to help reduce the severity of illness. It was asked if the vaccinations were helping stop the shedding of the virus. There has not been a conclusive study performed to be able to say one way or the other. There had been a study done on the blood work that had randomly been drawn of people who were under seventeen years old and having blood drawn for other reasons; three quarters of these people had indicators that they had contracted Covid at some point. It was also noted that the sample may be biased in that individuals in this age group are likely to have other underlying medical issues is they are getting blood tests.

Personal Health – Michelle Klein

A report was distributed at the beginning of the meeting. Please refer to it for details. During Klein's report the question was asked whether the funding that the State allocated for dental screening for children, could be used for anything besides screening, such as helping an individual address any dental issues that may be found? If a dental issue is discovered and the individual is uninsured and does not have the financial means to be able to address the issue, then Community Connections can become involved to assist with the unmet needs.

Environmental Health – Eric Johnston

A report was distributed during the meeting. Please refer to it for details. To answer a question raised during the March BOH meeting regarding the Bingham Township Short Term Rental (STR) septic system evaluation results, Johnston presented the results of the evaluations conducted. During 2021, Bingham township issued 86 short-term rental permits. Of those who applied for a STR permit, 18 properties needed to have an evaluation conducted by BLDHD because they did not have a septic permit on file with BLDHD (per Bingham Township ordinance rules). The results indicated that approximately 33% of the systems evaluated were "satisfactory", approximately 56% were satisfactory with future upgrades required, and 11% were unsatisfactory with corrections required. Since this is a township ordinance, it was up to Bingham township to determine if a STR permit should be issued after reviewing the evaluation results. The only time the BLDHD would become involved with the denial of a STR permit issuance, is if the septic system created a public health emergency.

Lake Township, in Benzie, will be available for the public to access the well and septic records, via the public portal, in a couple of days.

Johnston and Putney met with Leelanau County Administrator, Chet Janik last week for more discussions about BLDHD renting part of the Leelanau Governmental Center to house the Leelanau EH staff. They are working with an architect to be able to quote an accurate cost for completing the remodel project. Leelanau County and BLDHD have agreed to split the cost of the architect's fee (\$5000) by each paying \$2,500. If the EH division moves into the government center location, the plan is to have Johnston spend at least one day a week in the Leelanau office. Currently, there is not an area in the present Leelanau office for Johnston to conduct work.

BLDHD does not inspect restaurant igloos unless there are Covid concerns.

Administrative – Dodie Putney

A report was distributed prior to the meeting. Please refer to it for details. Putney is waiting to hear from the architect about the revised addition plans for the Benzie Resource Center. These plans are needed to be able to get an estimate on what the project will cost.

The new phone system that BLDHD will be upgrading to will be Teams based. The request for proposals for this will be going out next week.

With the upcoming budget timeline, Putney requested a meeting with the Personnel and Finance Committee to review appropriation requests prior to the May Board of Health meeting.

New Business

Discussion: BLDHD would like to be involved in the decision process for hiring a public health officer. At the end of May, the BOH will have a closed session to interview Peacock about views and experiences of being a public health officer. The BOH would like to interview Thorell a month later to be able to receive his point of view on the position after he has had time to settle into the role of Interim Health Officer. During this time the BOH would like to create a job description that lists the qualities that they would like to see in a health officer. This could be a document that could be presented to HDNW as they begin their search for a health officer.

Motion By: Sauer to have the Chair of BLDHD reach out to the Chair of HDNW for discussion about the Health Officer position.

Seconded By: Bunek

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

5 yeas 0 nay 1 excused Motion carried

Public Comment – None

Board Comments –

A thank you to Peacock for years of service.

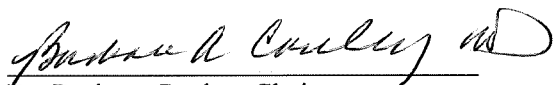
Adjourn:

Motion By: Conley to adjourn the BOH meeting at 4:20p.m.

Second By: Sauer and Bunek

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

5 yeas 0 nay 1 excused Motion carried



Dr. Barbara Conley, Chair



Shelley Jablon, Recording Secretary



AWL News

SPRING 2022

**Animal Welfare League
Officers & Board Members**

Doreen Carter - President
 Laura Spaeth - Vice President
 & Secretary
 Norma Eason - Treasurer
 Suzanna Green - Board
 Carol Kraak - Board
 Kathy Horton, Board
 Susan Daly, VMD, CA -
 Veterinary Advisory

Serving the animals and people of Benzie County since 1977



What is the Difference

It has been said many times that the Animal Welfare League of Benzie County (AWL) and the Animal Shelter / Animal Control are the same thing. Well, they are not.

The AWL was formed in 1976 by a group of people who had a big idea and decided to assist the animals of Benzie County. Now, 47 years later the AWL is still going strong and assisting the community.

It was decided from the beginning the best way to assist our animal community was to make a connection with Benzie County Government. That meant getting involved deeply with the Benzie County Animal Shelter. From the very beginning a strong bond was made. AWL had volunteers at the shelter adopting out animals, cleaning, fixing things, purchasing necessary items to keep things operating properly, buying pet food and supplies, figuring out ways to stop over population at the shelter and assessing the condition of the shelter. The original animal shelter was located on a parcel that was shared with the county dump. After several years of trying to patch things up at the shelter that was falling apart, the AWL decided it was time to build a new shelter.

In 1993 the AWL raised enough money to build a new shelter for the County. This building was erected on County property located next to the Benzie County Government Center and the Benzie County Sheriff's Department.

Years have passed, but not much has changed. The County is still in charge of the shelter and animal control. The County runs those departments on tax payers' money that was voted in by a millage. AWL has helped with purchasing things like appliances, food for the animals, medication, litter, kennels, new vehicle, replacement roof, building generator, and just about anything you could think of to keep the shelter running.

When someone makes a donation to the AWL there is a board that makes decisions on how that money is spent. If it is an emergency situation we make calls to each other and a decision is made immediately. The AWL has been successful in the spay/neuter program which is where most of the money goes. The proof that this successful program is working is evident through the decreased population in the shelter. AWL also assisted with emergency medical through a few other programs.

Currently through an oversight on behalf of the County, the millage was not put on the ballot in 2021. The shelter has been running on borrowed funds. The AWL did offer to assist the County with their operating budget, but the gift was declined. That has not stopped the AWL from helping animals. New programs are being discussed on how to continue to help and assist animals and their owners in our community. More exciting news to follow.

Current Adoptable Animals at The Benzie County Shelter



RECEIVED

animalwelfarebenzie@gmail.com — www.awlobc.org — Please LIKE and SHARE on

AWLOBC— PO Box 172, Frankfort MI 49635

Shelter—231-882-9505

SHARON BOWERS
 BENZIE COUNTY CLERK
 BEULAH, MI 49617



We Have Lost Some Wonderful Souls

Marilyn Nye

When she was not loving and caring for her children, grandchildren and great-grandchildren, she was caring for her friends and animals. Marilyn had many stories to tell of her adventures in life and everyone would laugh for hours. Her life-long love of animals and fostering had benefitted so many in our community. Marilyn raised many domestic and wild (shhhh) critters. She was a tremendous source of knowledge and was willing to take on any creature and nurse it back to health. She proudly called herself the "Crazy Cat Lady." She was "Grandma Snookie" to everyone she met. Marilyn leaves us with her greatest legacy, her tremendous love for her family, friends and animals.

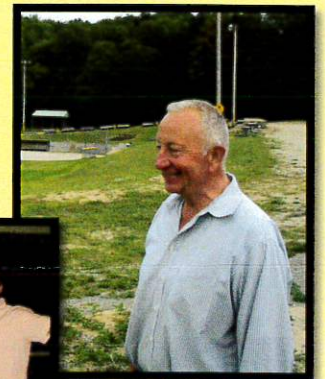
Patricia Kinske

Pat was a passionate protector and lover of animals and animal causes. There would always be at least one rescue dog at her home. She worked tirelessly at the animal shelter helping pets getting placed in new homes. Pat was a force of nature. She wouldn't take no for an answer. Her children collectively served 28 years in the Navy and her husband served 26. She loved the Navy, being a patriotic military spouse and later the sad honor of being a gold star mom. Pat loved her community and its history. She will be missed by all those who knew her.



Frank Walterhouse

Frank passed away at the age of 78. He was truly a person that was supportive and gave to his community. He had many accomplishments, a business owner, caretaker of the Honor Ball Fields, a Fire Chief of Homestead Fire Department, Lions Club Member, County Commissioner, Liaison for the Animal Advisory Committee, helping with so many projects within the county that there is just not enough room to list them all. Mostly he was a devoted husband, father, grandfather and friend.



Congratulations Dillon

Good Luck to our former Animal Control Officer, Dillon Rosa in your new position at the Manistee County Animal Control Department.



In Honor and In Memory of - January - December 2021

In Memory of:

Dorothy Kjergaard

Bob Humphrey

Roger Blahnik

Daniel Mahaney

Al Bluhm

Frank Sinacola

Nancy Kasperzak
& Susan Brewer

Lynn Stephens

Marilyn Nye

Ronald Lapham

Cathy Kelder

John Patterson

Ed Carter

Pat Kinske

Mike Lenz

Barbara &
Keith VanDuzen

Lloyd Gene Stooksberry

Wanda & Diane
Pietrowski

Makya Voight

Forrest Berndt

Al Minicucci

Amber Dennis

Raymond Blahnik

From:

Diane Mahakian ,Pamela Lerbeck,
Sheree Turney, Claudette Drowin
Jan Griffin, Eric Lowenthal Susan &
Robert King

George & Martha Bailey

Ginger Blahnik

Lillian Mahaney

Owen Sommerfeld

Michael & Christine Lenz, Darlene
Mihelich

Becky & Bruce Ogilvie

Steve Stephens

Carol Mckee, Phyllis Barth, Lawrence
& Joan McKay, Pat Kinske, Donna
Chalmers, Mary Chandler, Robin
Whitney, William & Kathy Wilkinson
Mary Reed, Walter & Randi Phelps,
Ronald & Beverly Stubner, Elizabeth
& John Nugent, Lisa Sauer, Kenneth
Masters, Patricia Delonnay, Kate &
Dave Loney, Wayne & Lana Knight,
Bob Whitney, Steve & Patty Braem
Kay & Brian Mulvaney, Jill Tooley,
Janet Gould & Michael Hughes,
Ginger Reed, Maryanne Goodman,
Ava Bianchino

Charlotte Putney & Ruth Swander

Mary Reed, Katherine Houston

Alma Penfold

Eugene LaPorte, Denise & Carol
Richardson, Thom Sharp

Phyllis Barth

Joe & Denise Mann, Angie Strickland,
Chris Lenz, Gina & Scott Dear, Laura
Spaeth

Bill & Marsha Lync

Lori Wolfinger, Carol Wolfinger,
Melissa Fisher

Alayna Gonzalez

Geneva King

Jenn Berndt

Joanne Robb

Lorraine Nordbeck

Timothy Clulo

Greetings:

Merry Christmas Sue

Merry Christmas Sue
Kennedy

From:

Steven Grossmueller

Erin Tabsvzka

Pet Memorials:

Bravo Boy

Mystic

Jack

Olive

Bandit, Indy, Cricket
Bingo & Maddie

Sadi, Queso, Naggie

Marlowe, Cholnondeley,
Charlie Brown

Olive

Little Guy

Max

Nora

Harry

Buddy, Mollie & Winston

Butch, Oopsy, Bear &
BelAir

Scarlet

Portia

Lily

Maggie

Heiko & Baxter

Riley

From:

Bonnie & Dan Smith

Susana & David Green

Monica Ricco

Jane & John Kundel

Ann Devries

Maria & Tom Schrems

Eileen Betty

Zickert Family

Thomas Kurzawa

Martha Bailey

Ann Reinke

Suzanne Freshour

Janis & Steve Campbell

Kathy & Scott Neveu

Molly Murbach

John Kalnins

Molly & Bill Frostic

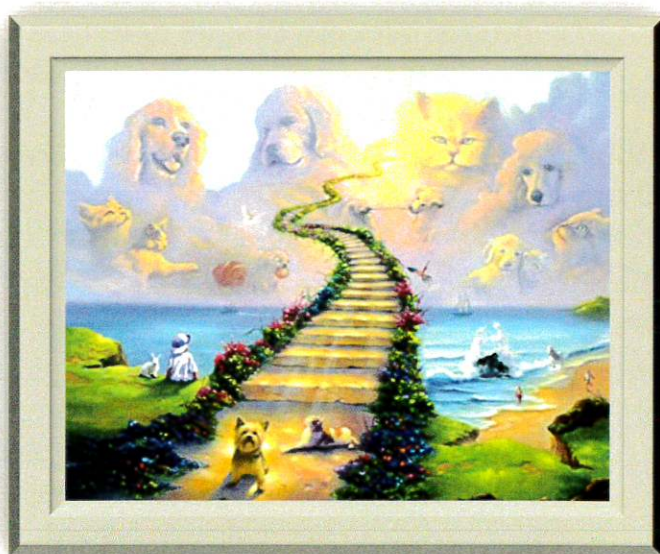
Rachel Flynn, Jeff Sandman

Penny Misner

Melinda Hettinger

Betty White Memorials

Mary Williams, Donna Brown, Susan
Lavender, Ann & Jack Howell, Faith
Dulaney, Julie Bauchman, Eugene
LaPorte, Shelley Brown, Lesley Lee,
Penny Cox, Toni Flynn, Lisa Larson,
Heather Colby, Paige Donnan, Kylie
Mix, Marie Lovenduzky, Yoga Slayer,
Kerry Babion, Penny Riley, Mary
Devon, Jennifer Fisher, Darlene
Mihelich, Katie Miller, Theresa
Mcsorley, Joell Garber, Joseph Perrino



About Us


The Animal Welfare League of Benzie County is a non-profit organization, (501c3), founded in 1976, incorporated in 1977. The activities of the AWL are supervised by 4 officers, a 6 member board; implemented entirely by volunteers. The AWL assists with spay/neuter programs, emergency medical care, education, and the Benzie County Animal Shelter.

Our Goal

The future is ambitious, but attainable – a loving home for every animal in Benzie County!




Be Tick Smart



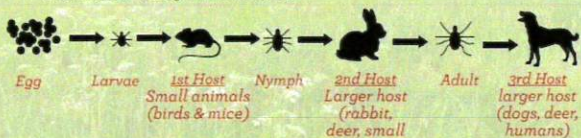
Tick Hot Spots

It takes 5-6 hours for a tick to become firmly attached & up to 10 days for it to become fully engorged with blood.




Tick Life Cycle

Ticks live for 2 years and only feed 3 times requiring a blood meal to progress to each successive stage in the life cycles.



Where Ticks Live

Ticks don't jump, fly or drop from trees onto your head. They live in grassy, bushy areas and crawl up their host and try to attach around the head or ears.



FLEA FACTS

In the northern United States, fleas are prevalent during the warm summer months, though the pesky parasites cause trouble year-round for pet owners in the south.

Aside from itchy, irritating bites, fleas can cause the skin disease flea allergy dermatitis in both cats and dogs, as well as miliary dermatitis in cats. Fleas can also transmit double-pore tapeworm, a common tapeworm found in dogs and cats, as well as a number of other diseases.

ADULT FEMALE FLEAS LAY UP TO

2000 EGGS

OVER A LIFETIME OF 3-6 WEEKS

A FLEA'S LIFE STAGES

There are four stages in a flea's life cycle: egg, larva, pupa and adult.

It is only during the adult stage that the flea actually lives on an animal; during the other three stages, the flea lives in the surrounding environment.

FINDING FLEAS

Fleas are most commonly found on dogs around the base of the tail and on the belly. If you suspect your dog has fleas but cannot see them, check for "flea dirt".

Brush your pet while it lies on a piece of white paper to collect any dirt or debris. Next, add a few drops of water to the dirt on the paper. If dried blood is present, the water will take on a reddish color. Voila! Flea dirt.

What is the number one sign fleas have invaded your home and latched onto your pet?

SCRATCHING!

FOR EVERY SINGLE ADULT FLEA YOU FIND ON YOUR PET,

100

IMMATURE FLEAS ARE DEVELOPING IN YOUR HOME!

95%

OF THE FLEA POPULATION IN YOUR HOME IS COMPRISED OF IMMATURE FLEAS

A FLEA CAN JUMP 4 FEET HIGH!

COMBAT INFESTATION!

- Vacuum Several Times Each Week
- Wash Your Pet's Bedding Once A Week
- Use An Insect Spray Or Fogger

Animal Welfare League of Benzie County, Inc. Annual Membership /Donation Form

- | | |
|--|--|
| <input type="checkbox"/> Junior (to age 14).....\$1.00 | <input type="checkbox"/> Senior (60 years and older).....\$10.00 |
| <input type="checkbox"/> Single\$15.00 | <input type="checkbox"/> Life\$500.00 |
| <input type="checkbox"/> Family\$25.00 | <input type="checkbox"/> Donation _____ |

In ☐ Honor of ☐ Memory of _____

Name _____

Address _____

City _____ State _____ Zip _____

Mail to: **ANIMAL WELFARE LEAGUE OF BENZIE COUNTY**
PO Box 172, Frankfort, MI 49635 Shelter—231-8829505
 Non Profit # 38-2494825

THANK YOU FOR YOUR SUPPPORT



Thank You For Your Donations!

Thank you from all the animals

The AWL continues to assist Benzie County residents with their pet needs thanks to the support of our members and everyone who donates.

Our spay and neuter program has grown and is helping in tremendous ways. Litters of puppies and kittens are down.

We assisted the Benzie County Sheriff K-9 Unit, and the Benzie County Animal Shelter. We were able to make several donations of cat and dog food to the local food pantries to help Benzie County residents keep pets in their homes and out of the shelter.

We cannot do this without YOU!

Benzie Transportation Authority - April 2022 Statement of Activities

	April 2022		Oct 2021 to March 2022		2022		April 2021		Oct 2020 to March 2021	
	Actual	Budget	Actual	Budget	Actual Budget	Actual	Budget	Actual	Budget	
Income										
40100 - Passenger/Contract Fares	13,289.05	9,500.00	76,057.40	59,500.00	115,000.00	7,858.09	10,500.00	41,613.48	53,800.00	
40615 - Advertising Income	7,035.50	1,737.50	14,460.50	7,362.50	13,650.00	537.50	550.00	6,062.50	3,850.00	
40710 - Sale of Maintenance Services	0.00	1,250.00	1,161.95	8,750.00	15,000.00	396.25	833.33	6,601.87	5,833.31	
40760 - Gains from Sale Capital Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,806.99	0.00	
40800 - Taxes Levied Directly for/by TA	36,311.36	26,836.21	679,219.93	686,836.21	686,836.21	34,444.87	61,917.24	663,340.84	664,917.24	
41101 - State Operating Assistance	55,255.00	55,255.00	386,785.00	386,785.00	663,061.84	57,427.00	57,427.00	401,989.00	401,989.00	
41301 - Section 5311	0.00	0.00	184,845.45	189,525.26	379,050.50	0.00	0.00	138,429.51	165,234.34	
41361 - CARES/CRRSA Act	0.00	0.00	184,845.45	189,525.26	379,050.50	0.00	0.00	86,133.92	101,834.00	
41398 - RTAP	408.00	500.00	1,788.45	1,750.00	5,500.00	100.00	0.00	7,657.00	5,500.00	
41400 - Interest Income/Other Revenue	147.00	83.33	819.69	583.31	1,000.00	123.01	100.00	533.35	700.00	
Total Income	112,445.91	95,162.04	1,529,983.82	1,530,617.54	2,258,149.05	100,886.72	131,327.57	1,361,168.46	1,403,657.89	
Expense										
50101 - Salaries and Wages	89,813.74	81,600.00	656,523.31	617,300.00	1,089,130.00	71,212.60	88,300.00	509,850.73	601,200.00	
50209 - 457 Co-Match and Non-Match	3,680.00	3,360.00	25,680.00	25,200.00	43,680.00	1,480.00	1,500.00	11,760.00	12,100.00	
50200 - Fringe Benefits	25,047.32	24,276.27	188,760.29	189,692.18	339,773.00	19,994.38	23,575.00	162,789.93	174,811.00	
50310 - Board Compensation	960.00	460.00	2,800.00	1,700.00	3,120.00	280.00	320.00	1,080.00	1,320.00	
50399 - Service Expense	6,112.29	5,764.36	46,469.96	59,038.20	91,770.00	9,489.78	7,777.00	29,081.41	55,734.00	
50401 - Fuel and Lubricants	15,459.25	10,000.00	85,039.52	70,000.00	120,000.00	7,207.47	9,250.00	40,883.81	46,700.00	
50402 - Tires and Tubes	290.94	4,000.00	1,504.61	4,000.00	12,500.00	0.00	4,500.00	8,917.12	12,500.00	
50404 - Major Purchase	0.00	0.00	0.00	1,750.00	3,500.00	0.00	0.00	0.00	1,000.00	
50405 - Office Supplies	359.81	716.67	2,920.87	5,016.69	8,600.00	26.99	975.00	2,247.33	4,900.00	
50406 - Parts Revenue Vehicles	1,715.51	2,083.33	12,798.13	14,583.31	25,000.00	300.72	2,200.00	7,071.59	13,700.00	
50407 - Parts for Non Revenue Vehicles	-16.95	83.33	45.49	583.31	1,000.00	45.88	84.00	1,765.74	576.00	
50499 - Materials and Supplies	3,149.32	1,874.98	13,542.93	13,124.86	31,100.00	1,443.35	2,907.50	12,066.91	17,007.50	
50500 - Utilities	4,002.01	4,779.00	29,725.25	31,909.00	50,880.00	4,155.33	3,935.00	27,585.60	29,260.00	
50603 - Insurance	0.00	0.00	39,861.75	38,850.00	51,800.00	0.00	0.00	36,965.75	38,400.00	
50700 - Taxes and Fees	413.00	180.00	2,258.66	1,000.00	1,900.00	70.00	175.00	455.29	1,045.00	
50902 - Travel Meetings & Training	252.48	833.33	2,151.80	5,833.31	10,000.00	0.00	1,040.00	1,091.18	4,860.00	
50903 - Association Dues and Subscript	205.00	100.00	4,171.80	4,900.00	6,000.00	202.89	200.00	4,250.09	3,395.00	
57402 - Ineligible RTAP	208.00	500.00	1,788.45	1,750.00	5,500.00	25.00	0.00	7,682.00	5,500.00	
Total Expense	151,651.72	140,611.27	1,116,042.82	1,086,230.86	1,895,253.00	115,934.39	146,738.50	865,544.48	1,024,008.50	
Net Profit or Loss	-39,205.81	-45,449.23	413,941.00	444,386.68	362,896.05	-15,047.67	-15,410.93	495,623.98	379,649.39	
Reconciled balances as of March 31, 2022										
Honor Bank Checking					\$43,268.69					
Honor Bank - Savings					\$74,552.86					
Honor Bank - Money Mkt.					\$1,011,498.75					
MichiganClass-liquid asset security					\$0.00					
Total					\$1,086,051.61					

RECEIVED
JUN 09 2022
TAMMY BOWERS

RECEIVED

JUN 09 2022

TAMMY BOWERS
BENZIE COUNTY CLERK
BEULAH, MI 49617

CASS COUNTY BOARD OF COMMISSIONERS

R-120-22

A RESOLUTION OPPOSING MICHIGAN HOUSE BILLS 4729, 4730, 4731, & 4732

WHEREAS, Zillow, a for-profit corporation from Seattle, WA, has been lobbying the Michigan Legislature to pass legislation that undermines the integrity of Register of Deeds and Treasurer Offices across the State of Michigan; and

WHEREAS, the legislation that Zillow is lobbying for would require Register of Deeds and Treasurer Office across the State of Michigan to provide for-profit corporations copies of any official records maintained by those offices at a significant discount or in some instances free of any charge. As a result, the taxpayers will be responsible for picking up the tab for providing these records and the financial burden created by the loss of revenue for these offices; and

WHEREAS, if these Bills become law, Zillow and other for-profit corporations will have the ability to demand the manner in which the Register of Deeds and Treasurer must provide copies of official records; and

WHEREAS, if these Bills become law, they would impose new restrictions and limits on what Register of Deeds and Treasurer Offices can charge for parcel cards, and would burden Michigan taxpayers with the cost to provide records to out-of-state entities and corporate organizations; and

WHEREAS, Zillow and other corporations will capitalize on selling publicly owned records, provided to them free of charge, while at the same time placing Michigan residents at a higher risk for fraud and theft; and

WHEREAS, the Michigan Association of Counties, Michigan Association of County Treasurers, Michigan Association of County Clerks, Michigan Association of Register of Deeds, and the Michigan Municipal League are united in opposing Michigan House Bills 4729, 4730, 4731, & 4732.

THEREFORE, BE IT RESOLVED, that the Cass County Board of Commissioners OPPOSE Michigan House Bills 4729, 4730, 4731, & 4732, as private corporations should not benefit financially from public records at the expense of Michigan taxpayers; and

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to Governor Gretchen Whitmer, the Speaker of the Michigan House of Representatives, the Majority Leader of the Michigan Senate, Senator Kim LaSata, Representative Steve Carra, Representative Brad Paquette, the Michigan Association of Counties, the Michigan Association of County Treasurers, the Michigan Association of County Clerks, the Michigan Association of Register of Deeds, and the Michigan Municipal League.

ADOPTED THIS 2nd DAY OF JUNE 2022

ATTEST:



Monica McMichael, Clerk/Register
COUNTY OF CASS



Dwight Dyes, Chair
CASS COUNTY BOARD OF COMMISSIONERS

Iosco County Board of Commissioners

9

COURT HOUSE
Tawas City, Michigan 48763

RESOLUTION

DATE: June 1, 2022

THE HONORABLE BOARD OF COMMISSIONERS:

WHEREAS, Zillow has spearheaded legislation to undermine the integrity of the Register of Deeds' and Treasurers' offices across the state of Michigan, which will greatly reduce revenues needed to fund the daily operation of both offices, and,

WHEREAS, Zillow, a for profit corporation, is lobbying the State of Michigan legislature to pass legislation that will provide them copies of any official records maintained by both the Register of Deeds' and the Treasurers' offices at an insignificant fee or, in some cases, 100% free of charge and,

WHEREAS, if these Bills become law, Zillow will have the ability to demand the manner in which the Register of Deeds and Treasurer must provide copies of official records and,

WHEREAS, if these Bills become law, they would impose new restrictions and limits on what the Register of Deeds and Treasurer Offices can charge for parcel cards and,

WHEREAS, the burden to fund the Register of Deeds and the Treasury Departments would fall more heavily on the taxpayers of Iosco County due to providing official records to out-of-state entities and corporate organizations and,

WHEREAS, Zillow will profit on selling publicly owned records, provided to them free of charge, while at the same time placing Iosco County and other Michigan residents at a higher risk for fraud and theft and,

WHEREAS, the Michigan Association of Counties, the Michigan Association of County Treasurers, Michigan Association of County Clerks, the Michigan Municipal League, and the Michigan Association of Register of Deeds, all bipartisan organizations, are united in opposing Michigan House Bills 4729, 4730, 4731, 4732 and,

NOW THEREFORE BE IT RESOLVED, that the Iosco County Board of Commissioners stand in solidarity with the Iosco County Register of Deeds and the Iosco County Treasurer to oppose HB's 4729, 4730, 4731, 4732 and stand up to corporations that data mine and benefit financially from public records at the expense of the taxpayers and,

BE IT FURTHER RESOLVED, that a copy of this resolution in opposition to the above bills be forwarded to the Speaker of the House of Representatives, Representative Jason Wentworth, Senate Majority Leader, Senator Mike Shirkey, the Senate Representative for Iosco County, Senator Jim Stamas, the House of Representatives for Iosco County, Representative Sue Allor, and the Governor of the State of Michigan, Governor Gretchen Whitmer, The Michigan Association of Counties, Michigan Association of County Treasurers, Michigan Association of County Clerks, and the Michigan Association of Register of Deeds.

Move:



Support:



Roll Call: Ayes 4

Nays 0

Absent 1

LITTLE PLATTE LAKE ELEVATION

LEGAL LEVEL 586.7

B.M. 4 IRON NE ABUTMENT ELEV. 589.44

[illegible]

LEGAL LEVELS	JAN. 1 - APR. 30	8 NOV. 1 - DEC. 31	599.75
		MAY 1 - OCT. 31	600.25
B.M. N. SIDE BOAT RAMP	ELEV. 601.87		

TAMMY BOWERS.
BENZIE COUNTY CLERK
BEULAH, MI 49617

BENZIE COUNTY
PARKS AND RECREATION COMMISSION

Ed Hoogterp - Chair
Charles Kraus - Vice Chair
Barb Skurdall - Secretary
Tad Peacock
Barbara Ikens

Ted Mick
Sean Duperron
Evan Warsecke
Shaun Johnson
Jason Barnard

Minutes
March 28, 2022
Benzie County Government Center
5:00 P.M.

Present: Kraus, Peacock, Mick, Warsecke, Johnson, Barnard, Hoogterp, Skurdall
Excused: Ikens, Duperron

Meeting was called to order at 5:02 p.m. by chairman Hoogterp

Warsecke moved and Barnard supported approval of the agenda. All in favor

Barnard moved and Kraus supported approval of the minutes as presented from the regular meeting held 28, 2022. All in favor

Consent Agenda: Kraus moved and Peacock supported acceptance of the consent agenda, including written committee reports (included as Appendix A to these minutes). All in favor.

Continuing Business: Grant application to Michigan Natural Resources Trust Fund for development of the Crystal Lake Outlet Water Access project.

Johnson, as chair of the Railroad Point Committee, reported that the scope and estimated cost of the project at the Crystal Lake Outlet have been reduced to approximately \$600,000. The initial estimate in planning the MNRTF grant application was \$790,000. The reduction was based on the knowledge that the maximum grant amount is \$300,000, and matching funds would not be available to support the \$790,000 figure.

The Grand Traverse Regional Land Conservancy submitted a letter committing to raise \$300,000 in private donations to match the amount of the proposed grant.

Several items were deleted from the plan to attain the cost reduction. Those items, including permanent pit toilets on the site, could be completed at a later date if funding becomes available.

RECEIVED

MAY 25 2022

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Hoogterp noted that the Benzie County Board of Commissioners had been informed of the change, and had adopted a resolution in support of applying for a Michigan Natural Resources Trust Fund grant in accordance with the reduced project scope

Johnson moved and Kraus seconded the following resolution:

The Benzie County Parks and Recreation Commission supports the reduced scope of the Crystal Lake Outlet Water Access project, resulting in a total project cost of approximately \$600,000, and the Commission approves submission of a grant proposal for the project in the amount of \$300,000 to the Natural Resources Trust Fund.

A roll call vote was taken: Peacock, yes; Barnard, yes; Warsecke, yes; Johnson, yes; Mick, yes; Kraus, yes; Skurdall, yes. Hoogterp, yes. The motion was approved.

New Business: Hoogterp reported that he anticipates forming a task force and having a recommendation at a subsequent meeting regarding the proposed feasibility study for a parks director.

Public Input: Lee Ferguson offered his services to assist in the feasibility study and other matters.

There being no further business to come before the commission the meeting was adjourned at 5:50 p.m.

APPENDIX A:

Benzie County Parks and Recreation Commission Consent Agenda, March 28, 2022

Trails Committee:

Sean Duperron Chair

Benzonia Township has agreed to serve as fiduciary for a grant application for the initial stage of paving the stretch of trail from Beulah to Thompsonville. The Board of Commissioners held a public hearing on this issue March 15, and there were no negative comments heard.

The project will likely be split into three segments with separate grant support. The Parks and Recreation Commission approved a resolution Feb. 28 in support of the project.

Railroad Point Committee

Shaun Johnson, Chair

The RRP committee exchanged ideas via email this month.

There is only one funding source for the match for our grant application to the Michigan Natural Resources Trust Fund. The GTRLC felt they could only match \$300,000 for the grant. Gosling went back over the scope of the RRP grant and reduced the project from over \$700,000 to \$600,000.

The RRP committee asks the Parks and Recs Commission to place a roll call vote on the action agenda to approve the reduced scope of the grant.

In addition to scope reduction the RRP committee reviewed the letters presented during public comment.

There were five letters submitted. The president of The Crystal Lake & Watershed Association also presented in person.

Dave Wynne, CLWA President stated that watercraft are the primary vector for invasive species and the kayak cleaning station is imperative. He also voiced personal concerns for traffic and maintenance of the area.

Four of the five letters were from Mollineaux Rd residents. All were cautiously supportive and all voiced similar concerns to those of Dave Wynne

The themes the letters:

Safety

Traffic Flow

Parking

Maintenance/trash/policing

Environmental impact (Lake, natural area)

A last item appeared in the last letter: Is this the tip of the iceberg?

The committee and the full board are aware of all these issues. The balancing act between a natural area and a tourist attraction will be an ongoing condition. The more developed the area becomes, the more maintenance and policing it will need.

Recreational Programs Committee

Barb Skurdall, Chair

Barb Skurdall left a message with the Cottage Pros to thank them for the successful Benzonia Ice Rink season. Also let them know that over 200 pairs of skates were borrowed from the Benzonia Library (per conversation with Librarian Amanda McClaren).

Also spoke with Toni Flynn at the Benzonia Village Office regarding the Ice Rink and the issues with the new tennis courts. Toni also said there is an article about the ice rink Skate Check-Out program in the March/April edition of "The Review", which is the official magazine of the Michigan Municipal League (It is an exchange of ideas and information for the officials of Michigan cities and villages.). Unfortunately, the article made no mention of the Village's financial contributions to the success of the rink (insurance, water bill). Otherwise, it was a good article and put Benzonia on the map.

Tennis Lesson Follow Up: Barb and her helpers will be running a FREE tennis program for children and adult beginners, on Friday mornings in July. Lessons will start on July 1 at 9 a.m. on the south Beulah Village court. The program has been on hold for the last two summers due to the pandemic.

At the March 15, Board of Commissioners' meeting, our new BCPRC member, Evan Warsecke, reported that Inland Township was planning to put in a 9-hole disk golf course and pickleball courts in the existing Inland Township Park.

Point Betsie Lighthouse Committee

Ed Hoogterp, Chair

Consultants are continuing work to design the new shoreline protection System (SPS) at the Point Betsie site. Permits are in process for soil borings to ensure that the site can handle the heavier and more robust structure that will protect the lighthouse from high water and waves.

The borings are to take place in late April or early May, when the ice is gone from the current seawall and apron. Temporary timber ramps will have to be put in place to allow the drilling rig to get up on the apron between the lighthouse tower and Lake Michigan.

Because the site is in a critical dune area, the bentonite clay used in the drilling process is to be captured and hauled away for disposal off site.

Approved

A handwritten signature in cursive script, reading "Barbara L. Skuballa", written over a horizontal line.

RESOLUTION – 2022-09

RESOLUTION OPPOSING MICHIGAN HOUSE BILLS 4729, 4730, 4731, & 4732

WHEREAS, Zillow, a for-profit corporation from Seattle, WA, has been lobbying the Michigan Legislature to pass legislation that undermines the integrity of Register of Deeds and Treasurer Offices across the State of Michigan; and

WHEREAS, the legislation that Zillow is lobbying for would require Register of Deeds and Treasurer Office across the State of Michigan to provide for-profit corporations copies of any official records maintained by those offices at a significant discount or in some instances free of any charge. As a result, the taxpayers will be responsible for picking up the tab for providing these records and the financial burden created by the loss of revenue for these offices; and

WHEREAS, if these Bills become law, Zillow and other for-profit corporations will have the ability to demand the manner in which the Register of Deeds and Treasurer must provide copies of official records; and

WHEREAS, if these Bills become law, they would impose new restrictions and limits on what Register of Deeds and Treasurer Offices can charge for parcel cards, and would burden Michigan taxpayers with the cost to provide records to out-of-state entities and corporate organizations; and

WHEREAS, Zillow and other corporations will capitalize on selling publicly owned records, provided to them free of charge, while at the same time placing Michigan residents at a higher risk for fraud and theft; and

WHEREAS, the Michigan Association of Counties, Michigan Association of County Treasurers, Michigan Association of County Clerks, Michigan Association of Register of Deeds, and the Michigan Municipal League are united in opposing Michigan House Bills 4729, 4730, 4731, & 4732.

THEREFORE, BE IT RESOLVED, that Menominee County Board of Commissioners OPPOSE Michigan House Bills 4729, 4730, 4731, & 4732, as private corporations should not benefit financially from public records at the expense of Michigan taxpayers; and

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to Governor Gretchen Whitmer, Speaker of the Michigan House of Representatives, Majority Leader of the Michigan Senate, Senator Ed McBroom, Representative Beau LaFave, Representative Julie Calley, the Michigan Association of Counties, Michigan Association of County Treasurers, Michigan Association of County Clerks, Michigan Association of Register of Deeds, and the Michigan Municipal League.

Moved by Commissioner Gromala, seconded by Commissioner Cech to immediately adopt the resolution as presented.

Roll call vote: AYES: 8 NAYS: 0

RESOLUTION DECLARED ADOPTED.




Larry Phelps, Chairman of the Board

5/24/2022

Date

STATE OF MICHIGAN)
) ss.
COUNTY OF MENOMINEE)

I hereby certify that the foregoing is a true and complete copy of **Resolution 2022-09** adopted by the County Board of Commissioners at a regular meeting held on **May 24, 2022**, and I further certify that the public notice of such meeting was given as provided by law.



Marc Kleiman, Menominee County Clerk

**State of Michigan
Department of Environment, Great Lakes, and Energy**

Water Resources Division
Cadillac District Office
120 West Chapin Street
Cadillac, Michigan 49601-2158
231-775-3960

Site Name: 10-Hinkle Nature Preserve-Blaine Township
Submission Number: HPE-W6J2-KP41B
Date: June 2, 2022

PUBLIC NOTICE

Tad Peacock, 280 S. Benzie Blvd., P.O. Box 408, Beulah, Michigan 49617, has applied to this office for a permit under authority of Part 303, Wetlands Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). The applicant proposes to install approximately 1576-feet of 2-feet-wide boardwalk through wetland. The applicant also proposes to install a 10-feet by 10-feet platform in wetland. The project is located in T25N, R16W, Section 13, Blaine Township, Benzie County, Michigan, in accordance with plans attached to this notice.

THIS NOTICE IS NOT A PERMIT

The proposed project may also be regulated by one or more additional parts of the NREPA that are administered by the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division (WRD). The requirements of all applicable parts are considered in determining if a permit can be issued. When a permit application is received requesting authorization to work in or over the inland waters of the State of Michigan, pursuant to Part 303 of the NREPA, the NREPA provides that EGLE submit copies for review to the department of public health; the city, village, or township and county where the project is to be located; the local soil conservation district; and any local watershed council organized under Part 311, Local River Management, of the NREPA. Additional notification is provided to certain persons as required by statute or determined by EGLE.

Those persons wanting to make comments on the proposed project shall furnish comments through MiWaters no later than 20 days from the date of this notice. Comments will be made part of the record and should reference the above application number. Objections must be factual, specific, and fully describe the reasons upon which any objection is founded. Unless a written request is filed with EGLE within the 20-day public comment period, EGLE may make a decision on the application without a public hearing. The determination as to whether a permit will be issued or a public hearing held will be based on an evaluation of all relevant factors, including the public comments received and the effect of the proposed work on the public trust or interest, including navigation, fish, wildlife, and pollution. The specific permit decision criteria can be found in the parts of the NREPA applicable to this application and listed above. Copies of these parts of the NREPA are available on the public notice Web site. Public comments received will also be considered.

The entire copy of the public notice package may be viewed at the WRD's district office listed on the top of this public notice or online at:

<https://miwaters.deq.state.mi.us/miwaters/#/external/publicnotice/search>. To access the public notice page online, search for the public notice by location or applicant name, and view by clicking on the "Documents" tab. Comments should be sent electronically by clicking on the "Add Comment" tab. When inputting your comment please do not add any personal identification information (PII) concerning yourself or any other individual, into the comment box, including but not limited to email or telephone number. A hard copy of the public notice may be requested by calling the above number.

cc: Tad Peacock, Applicant
Aime Merizon, Benzie Conservation District
Scott Heintzelman, DNR, Fisheries Division
Stephen Griffith, DNR, Wildlife Division
Blaine Township Clerk
Benzie County Clerk
Benzie County Conservation District
Benzise County Health Department
Benzie Countdy Drain Commissioner
Benzie CEA
Jennifer Flynn, SEEDs EcoCorp
Local Postmaster

Digital EGLE/USACE Joint Permit Application (JPA) for Inland Lakes and Streams, Great Lakes, Wetlands, Floodplains, Dams, Environmental Areas, High Risk Erosion Areas and Critical Dune Areas

version 1.28

(Submission #: HPE-W6J2-KP41B, version 4)

Details

Submission ID HPE-W6J2-KP41B

Submission Reason New

Form Input

Instructions

[To download a copy or print these instructions. Please click this link \(recommended\).](#)

The EGLE/USACE "Joint Permit Application" (JPA)

READ THOROUGHLY BEFORE STARTING THE FORM

It is recommended to download a pdf of this page at www.michigan.gov/jointpermit for reference while filling out the form. Please also refer to this website for additional information regarding this form, including a glossary and other helpful resources on information required to be submitted in this form.

This is the Joint Permit Application (JPA) for construction activities where the land meets the water. This application covers permit requirements derived from state and federal rules and regulations for activities involving:

Wetlands
Floodplains
Marinas
Dams
Inland Lakes and Streams
Great Lakes Bottomlands
Critical Dunes
High Risk Erosion Areas

This application prevents duplication of state and federal forms for these activities and provides concurrent review under all pertinent state and federal laws. In the case of U.S. Army Corps of Engineers (USACE) jurisdiction, the Michigan Department of Environment, Great Lakes, and Energy will also send a copy of this Joint Permit Application to the USACE for simultaneous processing. The Michigan Department of Environment, Great Lakes, and Energy will provide coordination between state and federal agencies during the application review.

This application form is set up with the following sections to be completed by the applicant (note that it is recommended to gather all this information prior to starting this form):

Contact Information:

Applicant, Property Owner(s), Consultant(s), and any other Authorized Representative(s)

Authorizations are required from the property owner for:

- when the applicant is not the owner,
- when there is a consultant/representative for the applicant,
- when spoils disposal locations are not on site,

- when other permissions are necessary based on project specifics and are identified by the form.

Project Location Information:

Address, coordinates, and directions to the site, etc.

Background Information:

Existing site conditions, other related permits, existing easements/encumbrances, other related application numbers (pre-application meetings, Wetland Identification Program, etc.)

Permit Application Category and Public Notice Information:

This section asks what permit application category you believe fits your project. While this is not required to submit the application, knowing this will also help you submit the right permit application fee and avoid a correction request and processing delays.

The choices of permit application categories to select in the form are:

General Permit, \$50 fee (https://www.michigan.gov/documents/deq/wrd-general-permit-categories_555828_7.pdf)

Minor Project, \$100 fee (https://www.michigan.gov/documents/deq/wrd-minor-project-categories_555829_7.pdf)

Public Notice Individual Permit, range from \$500-\$4,000 depending on type of activity. For High Risk Erosion Areas and Critical Dune Areas fees for Public Notice individual permit applications can range from \$50-\$4000. Additional fees may be applied for some special project requirements such as hydraulic analysis, dam projects, and a special exception application in a critical dune area. See Fee Schedule on website for more information.

Unsure, select this and the permit reviewer will make the determination on permit type after the application is submitted based on the project details. However, some fee is required to be submitted with the application. If an additional fee is required, the Michigan Department of Environment, Great Lakes, and Energy will send a correction request that will show the remaining amount required. The application will not be considered complete without the proper fee.

Adjacent Landowner contact information for Public Notice projects is required by law. This includes any parcels touching the project parcel and parcels across the street.

Project Description:

Information on the Proposed Use and Purpose of the project (who and what the project is intended for and why it is needed).

This includes a written summary of the project as well as a list of project uses and types to select from as follows:

Project Use Selections:

Private
Commercial
Public/Gov/Tribal
Federal/State funded
Non-Profit
Other

Project Type Selections:

Agriculture
Airport
Development- Condo/ Subdivision/Residential
Development-Commercial/ Industrial
Drain-County
Drain-Private
Drawdown
Lake, Drawdown
Wetland Forestry
Landfill
Marina/Mooring Facility
Marine Railway
Mining-Mineral,
Mining-Sand and Gravel
Private Residence
Restoration-Wetland
Restoration-Stream
Transportation
Septic System Surveying or Scientific Measuring Device
Utility-Electrical, Fiber optic
Utility-Oil and gas pipelines
Utility-Sewer/water line
Other

Construction Details including sequencing, timeframes, SESC measures, etc.

Alternatives Analysis detailing all options considered and why this is the least impactful feasible and prudent proposal. The depth of this analysis is typically commensurate with the size and purpose of the project and at minimum should include variables such as alternate locations (including other properties), configurations and sizes (layout and design), and methods (construction technologies), and other constraints (local regulations, resource issues). Discussion should also include why the ☐do nothing☐ alternative is not feasible or prudent.

Project Compensation:

Narrative of how proposed impacts will be compensated (mitigated or other minimization measures), including amount, location, and method; or why mitigation should not be required. This can be traditional mitigation and/or other techniques used to minimize overall loss of functions.

Resource and Activity Type. This section is intended to determine what additional sections of the application are generated (as seen on the left side of the screen) for further information gathering. This includes questions regarding what Resource feature is involved (e.g., wetland, stream, floodplain, pond, dam, critical dune, etc.) and if there are identified Special Activities (i.e., activities requiring a specific series of questions to be answered). Be sure to choose all that apply to your project. If your activity is not listed, choose ☐None of the Above☐ and move on to the next question. More specific activity questions will appear later based on the resource section answers.

Resource Information and Impacts Sections (Multiple Sections). These are a series of sections that will appear on the left side of the screen based on your answers to the Resource and Activity Types section. You will input further information on the existing resources to be impacted (e.g., wetland type, permanent or temporary impact, water elevation data, drainage area, etc.) and all proposed Project Activities with their Dimensions (e.g., length, width, depth, square footage). For example, when ☐Wetland☐ is selected as a resource that your project will involve, a ☐Wetland Project Information and Impacts☐ section will appear on the left side of the screen that includes questions specific to gathering information about the wetland.

For projects including Floodplains, Marinas, Dams, Critical Dunes, or High Risk Erosion Areas individual sections will appear on the left side of the screen that include different sets of specialized questions as required by those programs. These sections do not share a specific format. Help tips will guide you in filling out these sections.

For projects including wetlands, ponds, inland lakes, streams, or the Great Lakes resources, individual sections will appear on the left side of the screen that are similar in format to each other. Each of these resource sections asks initial general information and then has additional questions regarding the Types of Activities proposed for each resource. The outline for these resource activity impacts questions is Activity Type, Dimensions Table, and Special Questions.

There are four overall ☐Types of Activities☐ groups for wetlands, ponds, inland lakes, streams or the Great Lakes:

Fill Activities

Dredge Activities

Structure Activities

Other Activities

Under each of these Types of Activity questions, specific activity lists will be shown that are typical for that type (fill, dredge, structure, other) and resource (wetland, lake, stream, etc). Follow these steps to accurately fill out the Activity Type Questions:

1. Start with the Fill question and choose any activities on the list that is included in your project. If your activity is not shown, then select ☐None of the Above☐ and move to the next question.

2. When you select an activity listed under Fill, Dredge, Structure, or Other, a dimensions table will appear under that question. This table is where you enter EACH activity OF THE TYPE YOU SELECTED and associated dimensions. Be sure that all the activities you selected are also listed in the table with the dimensions. Multiple activities covering the same footprint may be combined on one line in the table (for example, riprap on slopes of driveway fill can be entered on the same impact dimensions line and does not necessarily need to be broken out).

3. Continue to answer the Activity Type questions (Fill, Dredge, Structure, Other) until all have been answered with either a specific Activity listed under that Type or ☐None of the Above☐. If you did not find your activity in any list then select ☐Other☐ and provide a description of your activity in the space that appears. Please be as descriptive as possible.

Proposed mitigation questions may appear within specific resource types sections based on your answers. Enter any proposed mitigation in the appropriate section (wetland, stream, etc.) and if no mitigation is proposed you must provide commentary with an explanation as to why it is not required. Mitigation plans according to the mitigation checklist (link) are required for a complete application. When mitigation is proposed be sure to also select mitigation in the Permit Application Type section under the second question.

In the above sections, uploads will be prompted as required by the answers to questions. These should be uploaded in these location (ex, mitigation plans should be uploaded in the mitigation section). Please do not wait to upload one large document with all plans combined at the end. Note that each individual upload is limited to 10M.

Upload of Proposed Site Plans.

Any plans or explanatory narratives not requested in previous sections should be uploaded in this section. Construction Plans

including overhead view, cross sections, and profiles showing each impact either to-scale or with dimensions are required and typically would be uploaded here. Plan labels should correspond with labels entered in the form for each activity selected. The application will not be complete without the proper site plans. If drawings are not received with all required dimensions and resources identified, then the Michigan Department of Environment, Great Lakes, and Energy will send a correction request and your application processing will be delayed. However, please limit drawings, plans, and narratives submitted to the items necessary for permit review. For example, entire bid package documents and CAD drawings are often not helpful for permit review and may cause delays from wading through extraneous information. Plans, profiles and cross sections specific to the resource impacts are the most helpful.

Review:

This section allows you to see the entire form with the answers you entered. Please review for accuracy prior to hitting the submit button. A print option is provided on this screen (print to PDF is recommended). Once the application is submitted you may not make changes to it until the application has been assigned to a staff person.

Certify & Submit:

This is the final section of the application form. The **Submit Form** button selection certifies that all information in the application is true and accurate and that you have the authority to apply for the permit as indicated. This application will become part of public record.

We recommend that you have the above information ready prior to starting this application. You will be able to save in-progress applications and come back later, but all required uploads and questions are necessary before the system will allow submittal of the application. Some sections of this application form load faster than others depending on the complexity of the questions.

Thanks for your patience while you work through the application. For assistance with this form visit:

<https://www.michigan.gov/jointpermit>

[Click here for additional information on maps, drawings, and other attachment](#)

Contact Information

Applicant Information (Usually the property owner)

First Name	Last Name
------------	-----------

Tad	Peacock
-----	---------

Organization Name

Benzie Conservation District

Phone Type	Number	Extension
------------	--------	-----------

Business	2318824391	
----------	------------	--

Email

tad@benziecd.org

Address

280 S. Benzie Blvd.

POB 408

Beulah, Michigan 49617

Is the Property Owner different from the Applicant?

No

Has the applicant hired an agent or cooperating agency (agency or firm assisting applicant) to complete the application process?

No

Are there additional property owners or other contacts you would like to add to the application?

Yes

Additional Contact Information (1 of 2)

Contact Role(s)

Consultant

Contact Information

Prefix

NONE PROVIDED

First Name

Jennifer

Last Name

Flynn

Title

EcoCorp Program Director

Organization Name

SEEDs EcoCorp

Phone Type**Number****Extension**

Business

2319470312

Email

jennifer@ecoseeds.org

Address

425 Boardman Ave

Traverse City, MI 49684

Additional Contact Information (2 of 2)

Contact Role(s)

Property Owner

Contact Information

Prefix

NONE PROVIDED

First Name

Aime

Last Name

Merizon

Title

Communications & Outreach Specialist

Organization Name

Benzie Conservation District

Phone Type**Number****Extension**

Business

2318824391

12

Email

aime@benziecd.org

Address

PO BOX 408

280 S BENZIE BLVD

BEULAH, MI 49617

Project Location

DEQ Site Reference Number (Pre-Populated)

6804115443536764613

Project Location

44.57523460345237,-86.19273198139972

Project Location Address

[NO STREET ADDRESS SPECIFIED]

[NO CITY SPECIFIED], [NO STATE SPECIFIED] [NO ZIP CODE SPECIFIED]

County

Benzie

Is there a Property Tax ID Number(s) for the project area?

Yes

Please enter the Tax ID Number(s) for the project location

10-03-001-217-00

Is there Subdivision/Plat and Lot Number(s)?

No

Is this project within Indian Lands?

No

Local Unit of Government (LUG)

Blaine Township

Directions to Project Site

The project site is a 5.58 acre parcel on Herron Road. The parcel is located south of Herron Road and north of Herring Creek, between Upper and Lower Herring Lake. A small stretch of Herring Creek crosses the southwest corner of the parcel. The parcel is just south and west of Fruithaven Nature Preserve (176 ac), which is owned by the Grand Traverse Regional Lake Conservancy (GTRLC) and managed as a natural area.

Background Information**Has the Michigan Department of Environment, Great Lakes, and Energy (EGLE) and/or United States Army Corps of Engineers (USACE) conducted a pre-application meeting/inspection for this project?**

No

Has the EGLE completed a Wetland Identification Program (WIP) assessment for this site?

No

Environmental Areas are coastal wetlands on the shorelines of the Great Lakes. Enter this number only if a designated Environmental Area is in the proposed project area. Environmental Areas are designated locations along the Great Lakes shoreline. If you don't know whether there is an environmental area within the project area, leave blank. Additional information on Environmental Areas can be found by clicking the following link:

[Click Here for Link](#)

Environmental Area Number (if known):

Part 303 Final Wetlands Inventory

Has the United States Army Corps of Engineers (USACE) completed either an approved or preliminary jurisdictional determination for this site?

No

Were any regulated activities previously completed on this site under an EGLE and/or USACE permit?

No

Have any activities commenced on this project?

No

Is this an after-the-fact application?

No

Are you aware of any unresolved violations of environmental law or litigation involving the property?

No

Is there a conservation easement or other easement, deed restriction, lease, or other encumbrance upon the property?

No

Are there any other federal, interstate, state, or local agency authorizations associated with this project?

No

Permit Application Category and Public Notice Information

Project Category Selection:

The Permit Application Category you apply under is dependent on the type and scope of activities you are undertaking and the resources affected. There is a three-tier permitting process to aid in expediting permits for regulated activities that occur on wetlands, inland lakes and streams, and the Great Lakes (Parts 301, 303, and 325): General Permit, Minor Project, and Individual Permit.

Additionally, Minor Project categories exist for floodplains under the authority of Part 31.

General Permit and Minor Project categories generally meet specific Best Management Practices criteria that have been shown to minimize impacts to resources if followed correctly. If you select a General Permit or Minor Project Category you must select the specific category(ies) that your project fits under. Any project that does not fit a General or Minor Category are Individual Permit projects. All projects in Critical Dunes, High Risk Erosion Areas, or Dam Safety projects will be Individual Permit Projects.

Indicate the type of permit being applied for.

Individual Permit for all other projects

CORRECTION REQUEST (APPROVED)

The plans show it being much larger than 500 feet of boardwalk through wetland area. Therefore, the project would require an Individual Permit.

Created on 3/8/2022 2:38 PM by Joshua Crane

This type of permit application requires that you include contact information for the adjacent landowners to this project. If you are only entering in a small number of bordering parcel owners contact information, please select "Enter list of recipients". If there is a rather large number of affected property owners such as a project that significantly affects lake levels, please upload a spreadsheet of the property owners. Please include names and mailing addresses.

Floodplain only application.

[Link to General Permit Categories with Descriptions](#)

[Link to Minor Permit Categories with Descriptions](#)

[Link to Minor Project Category descriptions for Floodplain Only projects \(See R323.1316\)](#)

Project Description

Project Use: (select all that apply - Private, Commercial, Public/Government/Tribal, Receiving Federal/State Transportation Funds, Non-profit, or Other)

Public/Government/Tribal

Project Type (select all that apply):

Other: Recreational/public use of a nature preserve

Please enter your answers in the text box for the next four questions. If you have a long description, please use the document upload at the end of the section. Please make every effort to enter your information directly into the application text boxes. If the answer is in an attachment, please identify that in the text box below.

Project Summary (Purpose and Use): Provide a summary of all proposed activities including the intended use and reason for the proposed project.

In 2012, the District was gifted a diverse and beautiful five-acre property located in Benzie County, on Herron Road for the expressed purpose of outdoor education. The geography includes wetlands; a forested and an open area; a diversity of trees, understory wildlife shrubs, and plants; and also includes a portion of Herring Creek. A management plan was created that defines the potential uses of this property to allow educational programming to be held there, in addition to opening it up for the general public to experience and enjoy. The impact of the Hinkle Nature Preserve (HNP) will be the opportunity for our county's District to host and offer this diverse experiential education venue to the community and others, such as partner organizations, nonprofits, school and church groups, and so on. The Benzie Conservation District does not have an outdoor space that is geared specifically towards experiential education. We hope to help others learn about the diversity in this unique preserve that includes native plants, a pollinator field, native trees of both forest and wetlands, and the opportunity to view a natural creek area that is wide enough to kayak and learn about aquatic species and the plants surrounding it (accessing the creek is available via Upper Herring Lake's public launch). This is a special piece of property that attracts wildlife and birds and would provide a serene and beneficial educational opportunity to all who visit it. We are encouraged from the response of our county-wide survey participants who supported the concept of having a place specially geared towards outdoor education.

Project Construction Sequence, Methods, and Equipment: Describe how the proposed project timing, methods, and equipment will minimize disturbance from the project construction, including but not limited to soil erosion and sedimentation control measures.

The first phase of this project includes the cleaning up of invasive species and a portion of the wind-thrown trees; the clearing and implementation of a foot trail (approx. 584') from Fruit Haven Nature Preserve (owned by Grand Traverse Regional Land Conservancy) to our pavilion area, this should take 2-3 months and would be accomplished by volunteers; the building of a kiosk for information; and signage of various species and trail directions would also occur during this time. Next, we plan to construct a 'floating' puncheon-style boardwalk (approx. 420') with black locust stringers and cedar decking to a maximum width of 24" which would terminate at the Herring Creek. From there we will implement a floating viewing platform (approx. 10'x 10' with bench) out adjacent to the creek (it will NOT extend over the water). This should take about 1 to 2 months. The platform and boardwalk will be constructed as a deck on ground with gravel used to level the black locust stringers that will be in contact with the ground. The frame of the platform would consist of 4 corners and a center post on each side only as points of contact. The SEEDS Eco-corp crew will be completing these tasks. We are flagging and planning the trail system around various trees and sensitive plants and shrubs. Our goal is to minimize disturbance as much as possible. The equipment being used will be hand tools and brought in on foot; there will be no motorized vehicles on this site. The final phase of this project would be based on obtaining future grant funds, and would entail a continuation of the puncheon-style boardwalk over 1575 feet of wetlands/lowlands, looping back to the kiosk located on the Benzie Conservation District's property as noted on the revised Trails & Structures map. (This part of the project is not included in the initial phase I proposed for spring/summer of 2022.)

Project Alternatives: Describe all options considered as alternatives to the proposed project, and describe how impacts to state and federal regulated waters will be avoided and minimized. This may include other locations, materials, etc.

The only alternatives to the puncheon-style boardwalk and floating viewing platform would be too impactful for this site. We specifically chose these project styles to keep the impact as minimal as possible. We also negotiated with the Land Conservancy to use their parking lot and connect a foot trail to it so we wouldn't have to clear or create parking areas on this piece of property. We have no alternative locations to build a trail system.

Project Compensation: Describe how the proposed impacts to state and federal regulated waters will be compensated, OR explain why compensatory mitigation should not be required for the proposed impacts. Include amount, location, and method of compensation (i.e., bank, on-site, preservation, etc.)

Compensatory mitigation should not be required for this project.

Upload any additional information as needed to provide information applicable to your project regarding project purpose sequence, methods, alternatives, or compensation.

NONE PROVIDED

Comment

NONE PROVIDED

Resource and Activity Type

Important! Answer all questions completely. Properly identifying your project in this section generates the proper application sections. Incomplete applications will require corrections before they can be fully processed.

SELECT THE ACTIVITIES from the list below that are proposed in your project (check ALL that apply). If you don't see your project type listed, select "Other Project Type". These activities listed require additional information to be gathered later in the application.

Other Project Type

The Proposed Project will involve the following resources (check ALL that apply).

Wetland

Major Project Fee Calculation Questions

Is filling of 10,000 cubic yards or more proposed (cumulatively) within wetlands, streams, lakes, or Great Lakes?

No

Is dredging of 10,000 cubic yards (cumulatively) or more proposed within streams, lakes, or Great Lakes? (wetlands not included)

No

Is new dredging or adjacent upland excavation in suspected contamination areas proposed by this application?

No

Is a subdivision, condominium, or new golf course proposed?

No

Wetland Project Information and Impacts

PLEASE READ

This section is for entering information regarding the impacts to Wetlands only. Do not input information that pertains to other resources (inland lakes, streams, floodplains, etc.). The initial questions are related to wetlands on the project site in general. The Proposed Activities questions are grouped into Fill, Dredge, Structures, Other and are only for wetland impacts related to these activities.

[Click HERE for more information on Wetlands Protection Program.](#)

Has a professional wetland delineation been completed for this site?

No

Total acres of wetland affected by this project.

Category	Affected area (acres)
Permanent	.1
Temporary	.05
	Sum: 0.15

Is filling or draining of 1 acre or more (cumulatively) of wetland proposed?

No

Select all wetland types that will be affected by this project:

Forested

Scrub-shrub

The following questions gather information on the specific Types of Activities your project includes that will impact WETLANDS. There are four overall Types of Activities: Fill, Dredge, Structure, Other. Under each of the Activity Type questions, specific activity lists will be shown. If the activity is not shown in the list given, select None of the Above and move to the next question. When you select an activity under Fill, Dredge, Structure, or Other, a table will appear under that type. Only enter the dimensions of the activity that are within wetland. Multiple activities covering the same footprint may be combined on one line in the table. Continue to answer the Activity Type questions (Fill, Dredge, Structure, Other) until all have been answered with either a specific Activity listed under that Type or ♦None of the Above♦. If you did not find your activity in any list then select ♦Other, Other♦ and provide a description of your activity.

If your project includes placing fill in wetland then select the proposed activities from the following list. If your activity is not shown, then select ♦None of the Above♦ and move to the next question. Only enter an impacted area in one of the impact tables (do not duplicate impact entries):

None of the above

Select from the following list for Excavation/Dredge Activities (if your proposed project is primarily a structure enter the impact as a structure. Only enter an impacted area in one of the impact tables in one impact section):

None of the above

If your project includes STRUCTURES IN WETLAND then select all of the proposed activities in the following list. If your activity is not shown, then select ☐ None of the Above ☐ and move to the next question. Only enter an impacted area in one of the impact tables (do not duplicate impact entries):

Boardwalk

Deck/Platform

Projects involving Structures:

Activity	Length (feet)	Width (feet)	Depth (feet)	Area (Sq. feet)	Volume (cubic feet)	Volume (cubic yards)	Corrected value for complex impact AREAS (square feet)
Boardwalk	1576	2	.8	3152	2521.6000000000004	93	NONE PROVIDED
Observation Deck	10	10	1.5	100	150	6	NONE PROVIDED
				Sum: 3252	Sum: 2671.6	Sum: 99	Sum: NaN

CORRECTION REQUEST (APPROVED)

From the plans, the boardwalk over wetland appears to be much longer than 400 feet.

Created on 3/8/2022 2:35 PM by Joshua Crane

Is the structure proposed on pilings or fill or both?

Fill

Describe proposed fill including reason for use of fill, and total fill length, width, and materials to be used.

2" of gravel to be applied at points of contact for corner framing. Gravel will be used for the purpose of leveling the initial installation. Total fill dimensions will not exceed 50' in length and 8" in width.

How high above the ground is the bottom of the structure?

Structure will rest on the ground with platform decking being no higher than 1.5' from top of soil.

If your project includes Other Activities in WETLAND not listed in this section, then select from the proposed activities in the following list. If your activity in Wetland has not been listed in this Wetland Section, then select ☐ Other ☐ and enter a description of your activity. Only enter an impacted area in one of the impact tables (do not duplicate impact entries). If you selected a Fill, Excavation/Dredging, or Structure activity above in this section, but do not have an activity listed as Other, then select None of the Above for this question.

None of the above

Wetland Mitigation

EGLE may impose as a condition of any wetland permit, other than a General permit, a requirement form compensatory mitigation. The wetland mitigation requirement may be waived for projects affecting less than one-third of an acre of wetland if no reasonable opportunity for mitigation exists.

Mitigation plans according to the mitigation checklist (link) are required for a complete application

[Wetland Mitigation Information](#)

Is Wetland Mitigation being proposed as part of this proposed project?

No

Explain why no mitigation is proposed.

This is because the project will impact such minimal acreage.

Upload of Proposed Site Plans

REQUIRED Application, maps, and drawings:

- *Overall Project Site Plan
- *Cross-Sectional Drawings

For Part 315 Dam Safety applications attach detailed signed and sealed engineering plans for a Part 315 dam repair, dam alteration, dam abandonment, or dam removal.

[Examples site plan and cross-sectional drawings](#)

[For additional information on maps, drawings, and other attachments visit michigan.gov/jointpermit](#)

Required on all Site Plan uploads. Please identify that all of the following items are included on your plans that you upload with this application.

Site Plan Features	Existing and Proposed Plan Set
Scale, Compass North, and Property Lines	Yes
Fill and Excavation areas with associated amounts in cubic yards	Yes
Any rivers, lakes, or ponds and associated Ordinary High Water Mark (OHWM)	N/A
Exterior dimensions of Structures, Fill and Excavation areas associated with the proposed project	Yes
Dimensions to other Structures and Lot Lines associated with the project	N/A
Topographic Contour Lines from licensed surveyor or engineer when applicable	Yes

Upload Site Plans and Cross Section Drawings for your Proposed Project

[HinklePreserve_BCD_2021 Mgmt Plan.pdf - 02/14/2022 03:27 PM](#)

[Revised trail map for HNP.pdf - 03/07/2022 10:19 AM](#)

[HinkleDeckSketch.tiff - 03/07/2022 03:00 PM](#)

[HinklePuncheonSketch.tiff - 03/07/2022 03:00 PM](#)

Comment

NONE PROVIDED

CORRECTION REQUEST (CORRECTED)

Please accurately show the length of trail/boardwalk in wetland.

Created on 3/8/2022 2:36 PM by **Joshua Crane**

2 COMMENTS

Aime Merizon (aime@benziecd.org) (4/20/2022 9:43 AM)

Corrected measurement is included now in table.

Joshua Crane (CraneJ3@michigan.gov) (4/6/2022 7:50 AM)

Please update the plans to show the length of boardwalk on the site plan.

CORRECTION REQUEST (APPROVED)**Cross-Sections**

Please show cross-sections including the widths of proposed structures, height above grade, and any fill/dredge proposed.

Created on 3/1/2022 9:31 AM by **Joshua Crane**

CORRECTION REQUEST (APPROVED)

The plans do not show length or width of boardwalk in wetland. The plans also do not show the length and width of the platform.

Please include all dimensions and volumes on site plans.

Created on 3/1/2022 9:30 AM by **Joshua Crane**

Additional Required and Supplementary Documents

NONE PROVIDED

Comment

NONE PROVIDED

CORRECTION REQUEST (APPROVED)

These scans are not very legible.

Created on 3/1/2022 9:30 AM by **Joshua Crane**

Fees

The application fee identified in this section is a calculation based on answers to the questions in this application. This calculation is an estimate of the total fee and will be reviewed by the application processor to determine if any additional fees are required for a complete application.

Individual Permit Fee:
+\$500.00





Total Fee Amount:

\$500.00

Is the applicant or landowner a State of Michigan Agency?

No

Revisions

Revision	Revision Date	Revision By
Revision 1	1/20/2022 11:47 AM	Aim  Merizon
Revision 2	3/7/2022 10:18 AM	Aim  Merizon
Revision 3	3/24/2022 11:52 AM	Aim  Merizon
Revision 4	4/20/2022 9:38 AM	Aim  Merizon

Hinkle Preserve Management Plan



Prepared for the Benzie Conservation District

Prepared by Liana May



Plan Start Date: June 2021
Plan Duration: 15 Years (June, 2036)

Renewal or revision of a prior Management Plan? – YES

Cover Photo: Herring Creek, May 6 2021

Landowner Contact Information			Plan Writer Contact Information	
Name: Benzie Conservation District			Name: Liana May, Borealis Consulting LLC	
Address: 280 S Benzie Blvd, POB 408, Beulah 49617			Address: 12840 S Regal St, Traverse City, MI 49684	
Phone: (231) 882-4391			Phone: (231) 835-0636	
Email: aime@benziecd.org			Email: liananmay@gmail.com	
Property Information				
Total Acres: 5.6	Forested Acres: 5.6	Acres in Plan: 5.6	Tax ID: 10-03-001-217-00	
Town: 25N	Range: 16W	Section: 13	Township: Blaine	County: Benzie
Property Legal Description (Quarter-Quarter Section, Quarter Section, Section, Town, Range, Township, County): T25N R16W Sec13 NE1/4 of NW1/4				

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Background and Site Information

General Description

The Benzie Conservation District (BCD) was gifted a 5.58 acre parcel on Herron Road in 2012 by a private landowner. The parcel is located south of Herron Road and north of Herring Creek, between Upper and Lower Herring Lake. A small stretch of Herring Creek crosses the southwest corner of the parcel. The parcel is just south and west of Fruithaven Nature Preserve (176 ac), which is owned by the Grand Traverse Regional Lake Conservancy (GTRLC) and managed as a natural area.

Objectives

The Benzie Conservation District, at the request of the donating landowner, would like this parcel to be available for nature-based education while maintaining the health and integrity of the forest community and the Herring Creek riparian zone. The BCD would like to develop a trail and boardwalk system to access the site and provide opportunities for education and maintenance. The BCD would also like to build a small pavilion or similar structure for visitors to use for nature-based educational activities, picnicking, and other suitable activities. Parking presents a problem because of the very small upland area (0.5 ac) and the steep drop from the shoulder of the road. The BCD would like to establish a plan for parking, and it may be possible to use the Fruithaven parking area to the northeast with permission from the GTRLC. This plan is written with the assumption that the Fruithaven parking lot will be available for use. The use policy of this site will allow for walking and general observation of nature. Biking, motor vehicles, and hunting will not be permitted.

Several stakeholders have been identified:

- Blaine Township
- Upper and Lower Herring Lake Association
- The Herring Lake Watershed Steering Committee
- GROW Benzie
- The Grand Traverse Regional Land Conservancy
- Herring Lake Watershed land owners
- Michigan Department of Natural Resources
- Michigan Department of Energy, Great Lakes, and the Environment
- Michigan Natural Resources Conservation Service

Survey Methods

On May 6, 2021 the property was walked and natural communities and species lists were compiled. Locations of invasive species were mapped. Photos were taken of the different forested areas. Remote sensing data was used to determine soils, natural community boundaries, and legislative boundaries.

Maps

Map 1. Property Locator



Map 2. Natural Resources

Hinkle Nature Preserve
Benzie Co, MI

Natural Resources

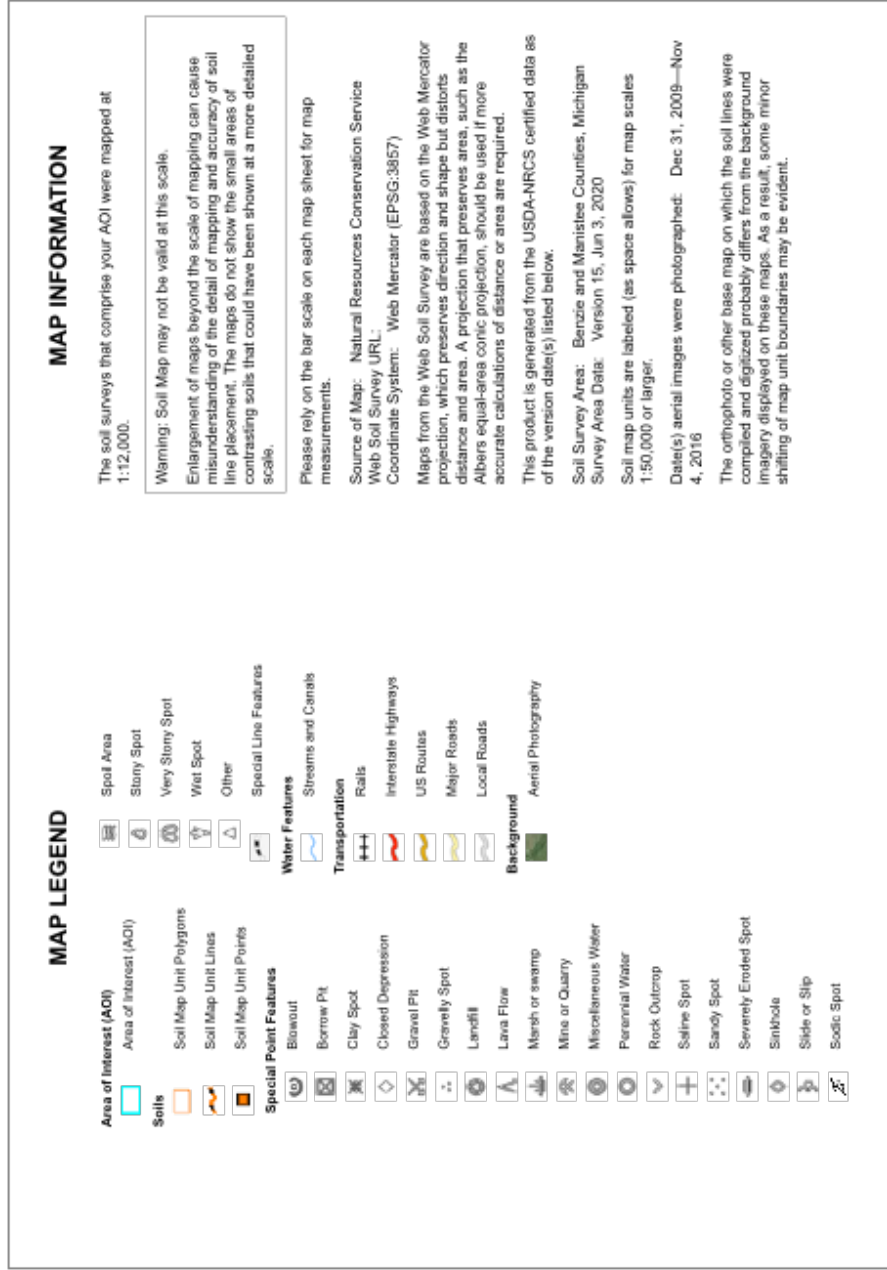
T25N R16W Sec13 NE1/4 NW1/4



Map 3. Soil Series



Soil Map—Benzie and Manistee Counties, Michigan
(Hinkle Nature Preserve)



Map Unit Legend

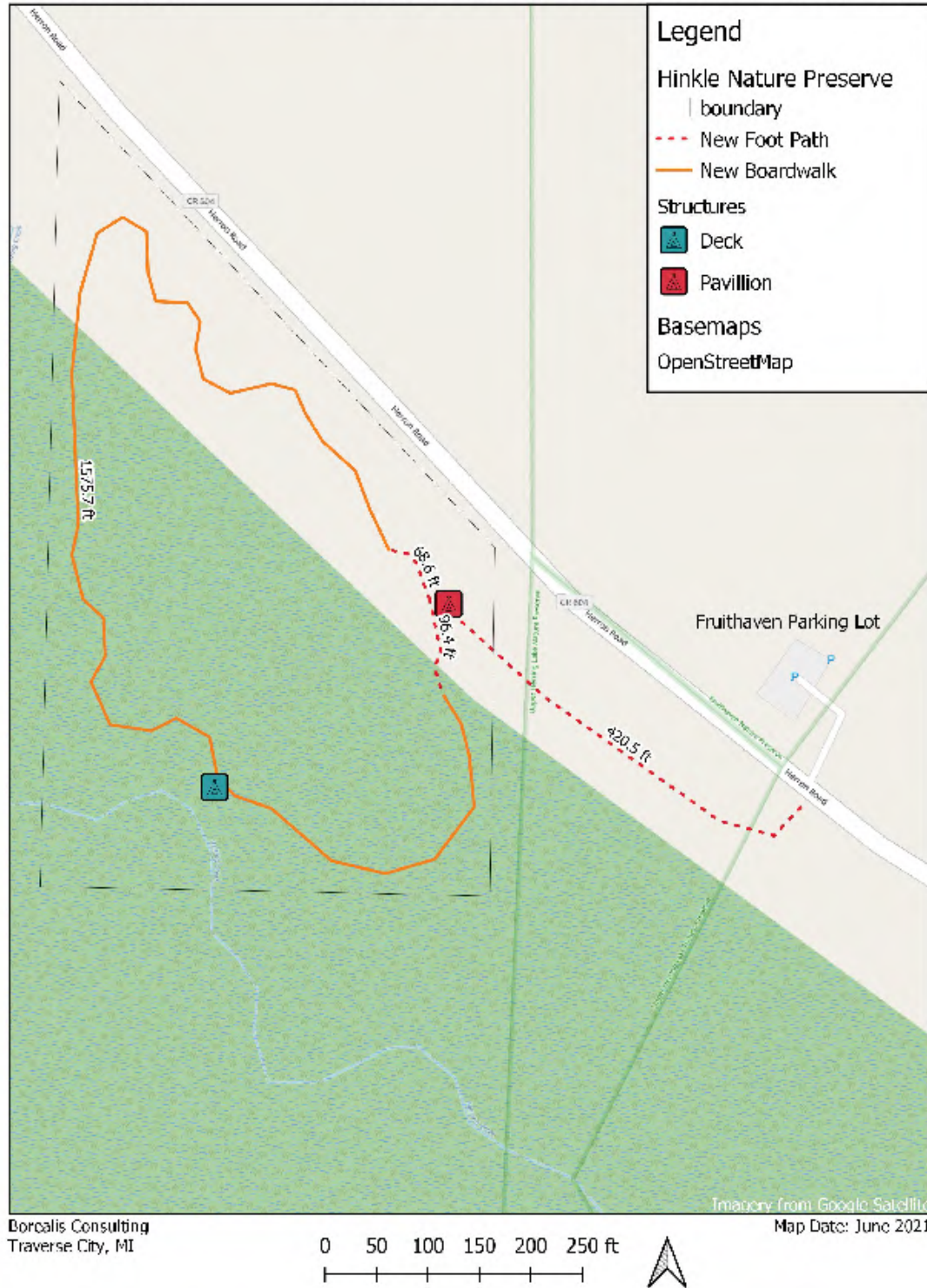
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
64E	Benona sand, 18 to 35 percent slopes	1.0	17.1%
73	Houghton-Adrian mucks, 0 to 1 percent slopes	2.2	39.6%
122	Dair-Adrian mucks	2.4	43.3%
Totals for Area of Interest		5.6	100.0%

Map 4. Trails and Structures

Hinkle Nature Preserve
Benzie County, MI

Trails and Structures

T25N R16W Sec13 NE1/4 NW1/4



Resource Inventory

Entire Parcel

Ecoregion – The parcel is located north of the climactic tension zone in the Manistee-Leelanau Shore Subsection of the North Central Hardwood Forest ecoregion (Omerick Level 4 Ecoregions).

Climate – A strongly lake-modified climate results in a long growing season of 140 to 150 days (Eichenlaub *et al.* 1990). This, coupled with retarded spring warming, makes the climate suitable for commercial fruit production. Extreme minimum temperature ranges from -32°F at the southern edge of the subsection and along the Lake Michigan shoreline to -42°F along the eastern edge in Lake County. Lake-effect snowfalls are heavy, averaging 100 to 140 inches. Average annual precipitation is 32 to 34 inches. (Albert 1995).

Watershed – Lower Herring Lake – Frontal Lake Michigan, HUC12 040601040406

Water. Herring Creek runs through the southeast corner of the parcel. Herring Creek connects Upper and Lower Herring Lakes. Herring Creek has a base flow of 22.6 ft³/sec and is roughly 10,033 ft in length.

Pre-settlement Vegetation – Hardwood-conifer swamp in the wetlands and beech-sugar maple-hemlock forest in the uplands (Albert & Comer 2008)

Present Vegetation and Land Use – The parcel is predominately northern shrub thicket and hardwood-conifer swamp, with less than one acre of sandy mesic northern forest along Herron Road. It appears relatively undisturbed and likely represents the presettlement vegetation. There are no current land uses on this parcel.

Archeological, Cultural, or Unique Natural Sites. There are know known archeological sites on this parcel.

Roads and Trails. There are no established roads or trails.

Forest Pests and Diseases. Beech bark disease and emerald ash borer are present in the forest and causing decline of American beech and ash. White-tailed deer browse pressure is very high and has likely extirpated many species of understory shrubs and herbaceous plants.

There are several new insects and diseases that are not yet present in Michigan but are in nearby states so landowners should monitor their forest and report any unusual problems to the DNR for an early response (Asian longhorn beetle for maple, Thousand cankers of walnut, etc.). Additionally, hemlock woolly adelgid has been found in northwestern Michigan and causes high mortality rates in Eastern hemlock. See Appendix VI for more information. To report an unusual insect or disease in your forest, please contact the DNR Forest Health Monitoring Specialist, at DNR-FRD-Forest-Health@michigan.gov, or 517-284-5895. You can also contact the Leelanau County District Forester at kama.ross@macd.org or 231-256-9783. The “Forest Health Highlights” publication about forest insects and diseases is a great resource updated annually and available at www.Michigan.gov/ForestHealth. The Michigan Department of Agriculture has information on regulated forestry pests at www.Michigan.gov/ExoticPests.

Integrated Pest Management (IPM) should be practiced to protect soil and water. IPM requires correctly identifying pests, setting an economic or action threshold, and then implementing the best method to control the pest. IPM actions may include cultural, mechanical, biological, and chemical controls. Chemical pesticides are a useful tool but should not be the first or only choice to control pests. For example, the best way to prevent oak wilt is the cultural practice of not wounding oaks between April and July. If oak wilt does become established, the primary action is a mechanical control of severing roots to prevent the spread of the fungus through root grafts.

- *Emerald Ash Borer* – Emerald ash borer (EAB) is well established in the region and causes a high mortality rate in ash trees (~99%). It is an exotic pest that is attracted to both healthy and dying ash trees, and there is no cost effective treatment available (though individual trees can be treated with a systematic insecticide). This county is within the Level One Quarantine Area so logs or firewood cannot legally leave the Lower Peninsula. Trees girdled by the EAB could be left standing to provide tall snags for wildlife, but ash crowns quickly become brittle and fall apart. It is important to have hazard trees cut by an insured forester. See www.EmeraldAshBorer.info for more information about EAB.
- *Beech Bark Disease* – American beech is a major canopy component, and beech bark disease (BBD) is initiated by a non-native scale insect that attaches to the tree and feeds on its sap. The tiny scale (~1 mm) secretes a white, wooly, waxy covering and the trunks look like they are covered in white powder. The scale feeding damage allows a native fungus to invade the tree which inhibits the flow of sap which causes a general decline in tree health and eventually kills the tree. *Controlling the natural spread of BBD is not feasible because both the scale and fungus are moved by the wind, and there are no cost-effective landscape-level treatments.* American beech trees will continue to decline and fall; you may manage this decline by felling trees that pose a threat to safety or structures. Large trees tend to lose upper limbs first, and eventually boles (trunks) will fall. Large dead boles provide cavity nesting trees and good insect and fungus habitat, and should be left standing for wildlife habitat where possible. Do not move infested firewood as this will spread the scale and fungus that causes beech bark disease. See <http://na.fs.fed.us/fhp/bbd>.
- *Oak Wilt* – There were few mature oak trees observed on the property, however seedlings were common in the Scotch pine harvest area. Oak wilt is caused by a fungus that is transported by beetles and root grafts. Red oak is more susceptible to oak wilt than white oak. Look for red oaks that suddenly drop their leaves in the summer. It is far easier to prevent oak wilt than it is to treat a stand after infection. *The best way to prevent oak wilt is to not harvest, wound or prune any oak trees between April and November when the trees are actively growing and the beetles are also active.* Timber sales should be conducted in the fall or winter. See <http://na.fs.fed.us/fhp/ow>. Moving infected wood causes long-distance dispersal of oak wilt to new locations.
- *Hemlock woolly adelgid* – Hemlock woolly adelgid (HWA) is an invasive aphid-like insect that can be identified by the white woolly masses they form on the undersides of the branches at the base of the needles on hemlock trees. It has been reported in Allegan, Muskegon, Mason, Oceana, and Ottawa counties (as of 2020), and may be in or close by Leelanau County. Look for white woolly masses on hemlock twigs, needle loss and dieback, and gray-tinted needles (Fig. 1). *If you think you have found HWA in your forest, take a couple good photos and contact your district forester immediately.* Moving infected wood or nursery plants causes long-distance dispersal of HWA to new locations.



Figure 1. Hemlock woolly adelgid on the underside of a hemlock twig (left) and a close-up (right) (Chris Evans, bugwood.org)

- *Asian longhorn beetle* – Asian longhorn beetle (ALB) was accidentally introduced into the US from packing and shipping material. Larvae feed in tunnels (“galleries”) in branches and trunks, eventually killing the tree. Maple trees are this beetle’s favorite host, and an outbreak would cause enormous impacts to our forests. It has not been detected in Michigan, but you should monitor for this pest regularly. Look for 1-1.5” long black and white spotted beetles with long black and white striped antennae (Fig. 2). *If you think you have found ALB in your forest, take a couple good photos and contact your district forester immediately.* Moving infected wood or nursery plants causes long-distance dispersal of ALB to new locations.

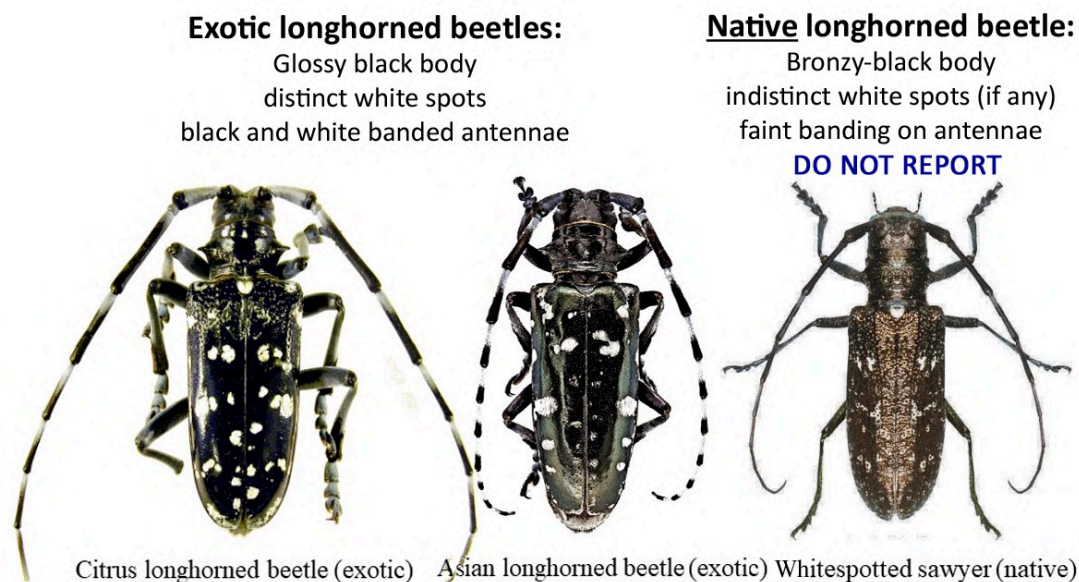


Figure 2. Asian longhorn beetle (center) can be identified by the blotchy white spots on a black body, and striped antennae.

Mesic Northern Forest (0.5 ac)

Community Type Description [Cohen et al 2020, Kost et al 2007]. Mesic northern forest occupies moist to dry-mesic sites north of the climactic tension zone. It is found on coarse-textured ground and end moraines with loamy sands. There are two main communities found within mesic northern hardwoods: sugar maple-American ash (*Acer saccharum*-*Fraxinus americana*) hardwood stands, and sugar maple-American beech-Eastern hemlock (*A. saccharum*-*F. grandifolia*-*Tsuga canadensis*). Eastern hemlock becomes a major canopy component in low lying areas and steep slopes. White pine (*Pinus strobus*) historically formed a super-canopy but is now largely absent. Natural processes include gap-phase dynamics and infrequent large-scale windthrows which maintain diversity of canopy trees and the understory flora. Mesic northern forests can form a climax community (Kost et al 2007, Cohen et al 2020). The element ranking is S3/G4 indicating this forest is vulnerable at the state level, but secure globally.

Stand Description. The areas of mesic northern forest occurs in the northeast corner of the parcel at the foot of a moraine. The dominant canopy species are northern red oak (*Quercus rubra*) and bigtooth poplar (*Populus grandidentata*) with lesser amounts of American beech (*Fagus grandifolia*), red maple (*Acer rubrum*), white pine (*Pinus strobus*), and eastern hemlock (*Tsuga canadensis*). Alternate-leaved dogwood (*Cornus alternifolia*), chokecherry (*Prunus virginiana*), serviceberry (*Amelachier arborea*), maple-leaved viburnum (*Viburnum acerifolium*), Canada and glaucous honeysuckles (*Lonicera canadensis* and *L. dioica*) and witchhazel (*Hamamelis virginiana*) were observed in the sub-canopy and shrub layers.

The understory is typical of dry-mesic to mesic northern forests with mayflower (*Maianthemum canadense*), wintergreen (*Gaultheria procumbens*), starflower (*Lysimachia borealis*), and fringed polygala (*Polygala pauciflora*).

Soils. Map Unit: 64E—Benona sand, 18 to 35 percent slopes

The Benona component makes up 95 percent of the map unit. Slopes are 18 to 35 percent. This component is on moraines. The parent material consists of sandy glaciofluvial deposits. Depth to a root restrictive layer is greater than 60 inches. The natural drainage class is excessively drained. Water movement in the most restrictive layer is high. Available water to a depth of 60 inches (or restricted depth) is low. Shrink-swell potential is low. This soil is not flooded. It is not ponded. There is no zone of water saturation within a depth of 72 inches. Organic matter content in the surface horizon is about 3 percent. This component is in the F096XA007MI Snowy Sandy Drift ecological site. Nonirrigated land capability classification is 7s. This soil does not meet hydric criteria.

Threatened and Endangered Species. There were no threatened or endangered species observed on this parcel during the site visit and none known to the landowner to occur on the property, however it is important that land managers are aware of potential threatened and endangered species that may occur on the parcel. The U.S. Fish and Wildlife Service maintains the list of the federally listed threatened or endangered species for Michigan at www.fws.gov/midwest/endangered/lists/michigan-spp.html. There are more species on the State of Michigan list than are on the federal list of threatened or endangered species; the State list can be found here: <https://mnfi.anr.msu.edu/species>. Potentially occurring species are listed below; * indicates the species is found in Benzie County.

Potential Threatened and Endangered Plants [Cohen et al 2020, Kost et al 2007].

- *Asplenium rhizophyllum* (walking fern, state threatened)
- *Asplenium scolopendrium* var. *americanum* (Hart's-tongue fern, federal threatened and state endangered)
- *Asplenium trichomanes-ramosum* (green spleenwort, state threatened)
- *Botrychium mormo* (goblin moonwort, state threatened)
- *Carex assiniboinensis* (Assiniboia sedge, state threatened)
- *Carex novae-angliae* (New England sedge, state threatened)

- *Cystopteris laurentiana* (Laurentian fragile fern, state special concern)
- *Dentaria maxima* (large toothwort, state threatened)
- *Disporum hookeri* (fairy bells, state endangered)
- *Dryopteris filix-mas* (male fern, state special concern)
- *Galearis spectabilis* (showy orchis, state threatened)
- *Galium kamtschaticum* (bedstraw, state threatened)
- *Gnaphalium sylvaticum* (cudweed, state threatened)
- *Panax quinquefolius* (ginseng, state threatened)*
- *Tipularia discolor* (crane fly orchid, state threatened)
- *Triphora trianthophora* (three-birds orchid, state threatened)
- *Viola novae-angliae* (New England violet, state threatened)

Potential Threatened and Endangered Animals [Cohen et al 2020, Kost et al 2007].

- *Accipiter cooperii* (Cooper's hawk, state special concern)
- *Accipiter gentilis* (northern goshawk, state special concern)*
- *Buteo lineatus* (red-shouldered hawk, state threatened)*
- *Canis lupus* (gray wolf, state threatened)
- *Microtus pinetorum* (woodland vole, state special concern)*

Biodiversity Management [Cohen et al 2020, Kost et al 2007]. Biodiversity management requires a multi-scale approach and can be realized by taking the following actions. Emulate natural disturbance regimes and manage landscapes within the historical range of variability. Leave large tracts (especially old-growth and late-successional forest) unharvested and allow natural processes to operate unhindered. Increase the acreage of mature mesic northern forest by allowing early-successional forest to convert to late-successional forest. Reduce forest fragmentation by decreasing forest harvest levels, halting the creation of wildlife openings in forested landscapes, closing redundant forest roads, limiting the creation of new roads, and allowing wildlife openings and old field to revert to forest. Extend rotation periods of managed forests beyond 100 years to allow for the development of late-successional characteristics and species. Reduce high deer densities to levels at which herbivory no longer limits tree recruitment and reduces floral diversity. Maximize forest continuity by retaining large-diameter snags, coarse woody debris, and old, living trees. Where large-diameter snags and coarse woody debris are lacking, increase structural heterogeneity by creating snags through girdling, felling trees, and if necessary, skidding in large-diameter, long-lived, slowly decaying conifer species. Retain and promote hemlock, white pine, and northern white-cedar where they persist. Maintain and create suitable sites for conifer establishment by retention of large-diameter nurse logs and, in fire-prone landscapes, exposure of mineral soil through infrequent, low-intensity prescribed surface fires. Erect deer exclosures to protect hemlock, white pine, and cedar regeneration. Where hemlock and white pine seed sources are absent, underplant saplings. Mimic gap-phase dynamics and promote dead-tree dynamics when harvesting. Maintain genetic legacy of managed forests by retaining old trees and promoting natural regeneration.

Monitoring and control efforts to detect and remove invasive species before they become widespread are critically important for long-term viability of mesic northern forest. By outcompeting native species, invasive plants alter vegetation structure, reduce species diversity, and disrupt ecological processes. Invasive plant species that threaten the diversity and community structure in mesic northern forest include garlic mustard (*Alliaria petiolata*), Dame's rocket (*Hesperis matronalis*), Eurasian honeysuckles (especially *Lonicera morrowii*, *L. tatarica*, and *L. xbella*), Japanese barberry (*Berberis thunbergii*), common buckthorn (*Rhamnus cathartica*), glossy buckthorn (*Frangula alnus*), multiflora rose (*Rosa multiflora*), and Norway maple (*Acer platanoides*).

Intensive and pervasive anthropogenic disturbance during the past 150 years has altered the extent, landscape pattern, natural processes, structure, and species composition of mesic northern forest. Mesic northern forest, especially old-growth and late-successional forest, has been drastically reduced in acreage. This matrix community has become fragmented, with most old-growth and late-successional stands now persisting as remnant patches enmeshed in a matrix of agricultural lands, early-successional forest, and young northern hardwoods. Short-rotation timber management has replaced gap-phase dynamics as the

dominant disturbance factor affecting structure and species composition. Structural alterations include the reduction of large-diameter trees, snags, and coarse woody debris. Hemlock and white pine have declined in importance within these systems. Fire suppression in nearby fire-prone systems has probably contributed to the lack of conifer recruitment in some sites as has a lack of suitable substrates for seedling establishment such as large-diameter nurse logs. Chronically high deer densities have further limited tree recruitment and altered floral composition and structure.

Invasive Species. Invasive species are organisms that are not native to the region and spread so that they cause damage to the environment, human ecology, or health. The Midwest Invasive Species Information Network (MISIN) collects data on invasive species locations and publishes training modules and information sheets; you can find extensive information on how to identify and treat invasive species at <http://www.misin.msu.edu>.

- *Garlic mustard (Alliaria petiolata)* – Garlic mustard is an invasive nonnative plant that can take over a forest floor, out-competing native plants and reducing diversity. It can be identified by its characteristic garlic odor, round to heart-shaped leaves with toothed edges, and small, white, four-petaled flowers. Garlic mustard was not observed on the parcel but it is known to be in Fruithaven Preserve to the north and may spread along recreational trails. Monitor for garlic mustard and pull any plants that are found.



Figure 3. Garlic mustard grows a rosette of leaves the first year (left) and flowers in the second year (right).

Rich Conifer Swamp (2.3 ac)

Community Type Description [Cohen et al 2020, Kost et al 2007]. Rich conifer swamp is a groundwater-influenced, minerotrophic, forested wetland dominated by northern white-cedar (*Thuja occidentalis*) that occurs on organic soils (i.e., peat) primarily north of the climatic tension zone in the northern Lower and Upper Peninsulas. The community is also referred to as cedar swamp (Cohen et al 2020, Kost et al 2007).

Stand Description. The rich conifer swamp occurs at the base of the moraine as seeps emerge on seasonally saturated soils. The canopy is dominated by northern white-cedar with lesser amounts of red maple (*Acer rubrum*), paper birch (*Betula papyrifera*), yellow birch (*Betula alleghaniensis*), and, formerly, black ash (*Fraxinus nigra*) which has largely been lost due to emerald ash borer. There are black ash seedlings and suckers on top-killed trees persisting. Understory species include fowl manna-grass (*Glyceria striata*), cuckoo flower (*Cardamine pratensis*), and the invasive European swamp thistle (*Cirsium palustre*). The stand appears relatively undisturbed and has several large diameter northern white-cedar.

Soils. Map Unit: 73—Houghton-Adrian mucks, 0 to 1 percent slopes

Houghton: 55 percent

The Houghton component makes up 55 percent of the map unit. Slopes are 0 to 1 percent. This component is on depressions on lake plains on ice-margin complexes. The parent material consists of herbaceous

organic material. Depth to a root restrictive layer is greater than 60 inches. The natural drainage class is very poorly drained. Water movement in the most restrictive layer is moderately high. Available water to a depth of 60 inches (or restricted depth) is very high. Shrink-swell potential is low. This soil is not flooded. It is frequently ponded. A seasonal zone of water saturation is at 0 inches during January, February, March, April, May, June, September, October, November, December. Organic matter content in the surface horizon is about 70 percent. This component is in the F096XA014MI Snowy Mucky Depression ecological site. Nonirrigated land capability classification is 5w. This soil meets hydric criteria. There are no saline horizons within 30 inches of the soil surface.

Adrian: 35 percent

The *Adrian* component makes up 35 percent of the map unit. Slopes are 0 to 1 percent. This component is on depressions on lake plains on ice-margin complexes. The parent material consists of herbaceous organic material over sandy glaciofluvial deposits. Depth to a root restrictive layer is greater than 60 inches. The natural drainage class is very poorly drained. Water movement in the most restrictive layer is moderately high. Available water to a depth of 60 inches (or restricted depth) is very high. Shrink-swell potential is low. This soil is not flooded. It is frequently ponded. A seasonal zone of water saturation is at 0 inches during January, February, March, April, May, June, October, November, December. Organic matter content in the surface horizon is about 55 percent. This component is in the F096XA014MI Snowy Mucky Depression ecological site. Nonirrigated land capability classification is 5w. This soil meets hydric criteria. The calcium carbonate equivalent within 40 inches, typically, does not exceed 13 percent. There are no saline horizons within 30 inches of the soil surface.

Threatened and Endangered Species. There were no threatened or endangered species observed on this parcel during the site visit and none known to the landowner to occur on the property, however it is important that land managers are aware of potential threatened and endangered species that may occur on the parcel. The U.S. Fish and Wildlife Service maintains the list of the federally listed threatened or endangered species for Michigan at www.fws.gov/midwest/endangered/lists/michigan-spp.html. There are more species on the State of Michigan list than are on the federal list of threatened or endangered species; the State list can be found here: <https://mnfi.anr.msu.edu/species>. Potentially occurring species are listed below; * indicates the species is found in Benzie County.

Potential Threatened and Endangered Plants [Cohen et al 2020, Kost et al 2007].

- *Amerorchis rotundifolia* (round-leaved orchis, state endangered)
- *Aster modestus* (great northern aster, state threatened)
- *Calypso bulbosa* (calypso orchid, state threatened)*
- *Carex heleonastes* (Hudson Bay sedge, state endangered)
- *Cypripedium arietinum* (ram's head lady's-slipper, state special concern)*
- *Empetrum nigrum* (black crowberry, state threatened)
- *Erigeron hyssopifolius* (hyssop-leaved fleabane, state threatened)
- *Gymnocarpium robertianum* (limestone oak fern, state threatened)
- *Lonicera involucrata* (black twinberry, state threatened)
- *Mimulus glabratus* var. *michiganensis* (Michigan monkey-flower, state endangered)*
- *Parnassia palustris* (marsh-grass-of-Parnassus, state threatened)
- *Pinguicula vulgaris* (butterwort, state special concern)
- *Ranunculus lapponicus* (Lapland buttercup, state threatened)
- *Senecio indecorus* (rayless mountain ragwort, state threatened)
- *Solidago houghtonii* (Houghton's goldenrod, federal/state threatened)
- *Stellaria crassifolia* (fleshy stitchwort, state threatened)
- *Vaccinium vitis-idaea* (mountain-cranberry, state endangered)

Potential Threatened and Endangered Animals [Cohen et al 2020, Kost et al 2007].

- *Accipiter gentilis* (northern goshawk, state special concern)*
- *Appalachina sayanus* (spike-lip crater, state special concern)

- *Asio otus* (long-eared owl, state special concern)
- *Buteo lineatus* (red-shouldered hawk, state threatened)*
- *Canis lupus* (gray wolf, state threatened)
- *Clemmys insculpta* (wood turtle, state threatened)
- *Dendragapus canadensis* (spruce grouse, state special concern)
- *Felis concolor* (cougar, state endangered)
- *Hendersonia occulta* (cherrystone drop, state threatened)
- *Lynx canadensis* (lynx, federal threatened and state endangered)
- *Pandion haliaetus* (osprey, state threatened)*
- *Picoides arcticus* (black-backed woodpecker, state special concern)
- *Sistrurus c. catenatus* (eastern massasauga, federal candidate species and state special concern)*
- *Somatochlora hineana* (Hine's emerald, federal/state endangered)

Biodiversity Management [Cohen et al 2020, Kost et al 2007]. Rich conifer swamp is a self-maintaining, stable community that relies on gap-phase dynamics to regenerate long-lived, shade-tolerant, northern white-cedar. A major threat to natural regeneration of cedar in northern rich conifer swamps is high density of deer, which rely on cedar as a main winter-staple. Logging rich conifer swamps can facilitate its conversion to hardwood-conifer swamps, hardwood swamps, aspen, and alder thickets. Long-term conservation of rich conifer swamps will require reducing deer densities across the landscape and allowing natural disturbances such as windthrow to create the complex structure that creates habitat for late-successional species.

Invasive species that threaten the diversity and community structure of rich conifer swamp include glossy buckthorn (*Frangula alnus*), purple loosestrife (*Lythrum salicaria*), narrow-leaved cat-tail (*Typha angustifolia*), hybrid cat-tail (*Typha xglauca*), reed (*Phragmites australis* subsp. *australis*), reed canary grass (*Phalaris arundinacea*), and European marsh thistle (*Cirsium palustre*). Regular monitoring for these and other invasive species followed by prompt and sustained control efforts will help protect the ecological integrity of rich conifer swamp and adjacent natural communities.

Invasive Species. Invasive species are organisms that are not native to the region and spread so that they cause damage to the environment, human ecology, or health. The Midwest Invasive Species Information Network (MISIN) collects data on invasive species locations and publishes training modules and information sheets; you can find extensive information on how to identify and treat invasive species at <http://www.misin.msu.edu>. Invasive species observed on the natural community.

- Swamp thistle (*Cirsium palustre*) –This European thistle can be found in many wetland types across Michigan. It is a biennial that spreads by seed; it forms a rosette in the first year, flowers in its second (or sometimes third or fourth) year to produce a seed crop, and then dies. It can be identified by its rosette of spiny leaves the first year, and its spiny-winged stem if it is flowering (Fig. 3). The native marsh thistle (*Cirsium multicum*) looks very similar, however it does not have a spiny-winged stem between leaf nodes; rosettes are difficult to distinguish. Several rosettes are spread across the rich conifer swamp.



Figure 4. Marsh thistle can be identified by its first year rosette with spiny leaves (left) and winged spiny stem (right).

Northern Hardwood Swamp (2.9 ac)

Community Type Description [Cohen et al 2020, Kost et al 2007]. Northern hardwood swamp is a seasonally inundated, deciduous swamp forest community dominated by black ash (*Fraxinus nigra*) that occurs on neutral to slightly acidic, hydric mineral soils and shallow muck over mineral soils. Located north of the climatic tension zone, northern hardwood swamp is found primarily in depressions on level to hummocky glacial lakeplains, fine- and medium-textured glacial tills, and broad flat outwash plains. Fundamental disturbance factors affecting northern hardwood swamp development include seasonal flooding and windthrow.

Stand Description. This area of northern hardwood swamp occurs on saturated, seasonally inundated soils along the Herring Creek. The open canopy was once dominated by black ash, however these have mostly succumb to emerald ash borer. Remaining canopy trees include northern white-cedar (*Thuja occidentalis*), paper birch (*Betula papyrifera*), yellow birch (*Betula alleghaniensis*), and red maple (*Acer rubrum*). Tag alder (*Alnus incana*) is common throughout, and this community grades into alder-dominated northern shrub thicket in low areas and along Herring Creek. The shrub component also includes red-osier dogwood (*Cornus sericea*), alder-leaved buckthorn (*Rhamnus alnifolia*), highbush-cranberry (*Viburnum opulus*), and wild currants (*Ribes spp.*).

The understory is dominated by fowl manna grass (*Glyceria striata*), *Carex stricta*, and mixed sedges and grasses, with virgin bower (*Clematis virginiana*), dewberry (*Rubus pubescens*), hooked crowfoot (*Ranunculus recurvatus*), wrinkle-leaved goldenrod (*Solidago rugosa*), tall goldenrod (*Solidago altissima*), longspur violet (*Viola rostrata*), Canada mint (*Mentha canadensis*), sensitive fern (*Onoclea sensibilis*), royal fern (*Osmunda regalis*), and cinnamon fern (*Osmunda cinnamomea*).

Soils. Map Unit: 122—Dair-Adrian mucks

Dair: 50 percent

The Dair component makes up 50 percent of the map unit. Slopes are 0 to 2 percent. This component is on depressions. The parent material consists of 4 to 8 inches of organic material over sandy glaciofluvial deposits. Depth to a root restrictive layer is greater than 60 inches. The natural drainage class is very poorly drained. Water movement in the most restrictive layer is moderately high. Available water to a depth of 60 inches (or restricted depth) is low. Shrink-swell potential is low. This soil is not flooded. It is frequently ponded. A seasonal zone of water saturation is at 0 inches during January, February, March, April, May,

June, September, October, November, December. Organic matter content in the surface horizon is about 70 percent. This component is in the F096XA011MI Snowy Wet Sandy Depression ecological site. Nonirrigated land capability classification is 5w. This soil meets hydric criteria.

Adrian: 45 percent

The Adrian component makes up 45 percent of the map unit. Slopes are 0 to 2 percent. This component is on depressions. The parent material consists of 16 to 51 inches of organic material over sandy glaciofluvial deposits. Depth to a root restrictive layer is greater than 60 inches. The natural drainage class is very poorly drained. Water movement in the most restrictive layer is moderately high. Available water to a depth of 60 inches (or restricted depth) is very high. Shrink-swell potential is low. This soil is not flooded. It is frequently ponded. A seasonal zone of water saturation is at 0 inches during January, February, March, April, May, June, October, November, December. Organic matter content in the surface horizon is about 100 percent. This component is in the F096XA014MI Snowy Mucky Depression ecological site. Nonirrigated land capability classification is 5w. This soil meets hydric criteria.

Threatened and Endangered Species. There were no threatened or endangered species observed on this parcel during the site visit and none known to the landowner to occur on the property, however it is important that land managers are aware of potential threatened and endangered species that may occur on the parcel. The U.S. Fish and Wildlife Service maintains the list of the federally listed threatened or endangered species for Michigan at www.fws.gov/midwest/endangered/lists/michigan-spp.html. There are more species on the State of Michigan list than are on the federal list of threatened or endangered species; the State list can be found here: <https://mnfi.anr.msu.edu/species>. Potentially occurring species are listed below; * indicates the species is found in Benzie County.

Potential Threatened and Endangered Plants [Cohen et al 2020, Kost et al 2007].

- *Carex assiniboinensis* (Assiniboia sedge, state threatened)
- *Gentiana linearis* (narrow-leaved gentian, state threatened)
- *Poa paludigena* (bog bluegrass, state threatened)

Potential Threatened and Endangered Animals [Cohen et al 2020, Kost et al 2007].

- *Accipiter cooperii* (Cooper's hawk, state special concern)
- *Accipiter gentiles* (northern goshawk, state special concern)*
- *Appalachiana sayanus* (spike-lip crater, state special concern)
- *Ardea herodias* (great blue heron, protected by the Migratory Bird Treaty Act of 1918)*
- *Canis lupus* (gray wolf, federal/state threatened)
- *Emydoidea blandingii* (Blanding's turtle, state special concern)*
- *Felis concolor* (cougar, state endangered)
- *Haliaeetus leucocephalus* (bald eagle, state threatened)*
- *Pachypolia atricornis* (three-horned moth, state special concern)
- *Pandion haliaetus* (osprey, state threatened)*
- *Sistrurus c. catenatus* (eastern massasauga, federal candidate species and state special concern)*
- *Terrapene c. carolina* (eastern box turtle, state special concern)*

Biodiversity Management [Cohen et al 2020, Kost et al 2007]. Where the primary conservation objective is to maintain biodiversity in northern hardwood swamps, the best management practice is to leave large tracts unharvested and allow natural processes (e.g., flooding, windthrow, and senescence) to operate unhindered. Black ash is a slow growing species and is usually found with small diameters, under 25 cm DBH (10 in), and is therefore of minor commercial value. Black ash is, however, a component of northern Wisconsin and Upper Peninsula Michigan sawtimber production. Clear-cutting black ash swamps can cause the loss of the community type due to the rises in the water table resulting from decreased transpiration following tree removal.

Threats to northern hardwood swamps involve hydrological impacts such as drainage for agriculture, sedimentation due to logging or construction, or the deleterious impacts of stormwater or wastewater runoff either causing prolonged flooding outside the natural range of variation, or significantly increasing nutrient levels and facilitating establishment of invasive species. Invasive species that may threaten the diversity and community structure of northern hardwood swamp include glossy buckthorn (*Frangula alnus*), purple loosestrife (*Lythrum salicaria*), narrow-leaved cat-tail (*Typha angustifolia*), hybrid cat-tail (*Typha xglauca*), reed (*Phragmites australis* subsp. *australis*), reed canary grass (*Phalaris arundinacea*), and European marsh thistle (*Cirsium palustre*). Regular monitoring for these and other invasive species followed by prompt and sustained control efforts will help protect the ecological integrity of northern hardwood swamp and adjacent natural communities.

In southern Lower Michigan, the introduction of the emerald ash borer (*Agrilus planipennis*) has initiated new concern for ecosystems in which ash plays a significant role. The emerald ash borer (EAB), established in southeastern Lower Michigan around 1990, infests and kills all species of ash. Like Dutch elm disease, which has virtually eliminated American elm as a dominant overstory tree of swamp communities, EAB is having a similar effect on southern hardwood swamps and floodplain forests dominated by black or green ash. Outside the main area of infestation in southeastern Michigan, the density and health of ash is relatively robust, which will likely foster the expansion EAB throughout Michigan and into adjacent states and provinces.

Invasive Species. Invasive species are organisms that are not native to the region and spread so that they cause damage to the environment, human ecology, or health. The Midwest Invasive Species Information Network (MISIN) collects data on invasive species locations and publishes training modules and information sheets; you can find extensive information on how to identify and treat invasive species at <http://www.misin.msu.edu>. Invasive species observed in the natural community.

- Multiflora rose (*Rosa multiflora*) – This Eurasian rose species can form dense thorny thickets in open areas. It can be separated from native roses by its fringed stipules (green appendages at the base of the compound leaf). It also has clusters of small white flowers on long, arching canes. Our native swamp rose has larger pink flowers and no fringes on the stipules. Several individuals were found growing on the parcel along the upland edge of the northern hardwood swamp.

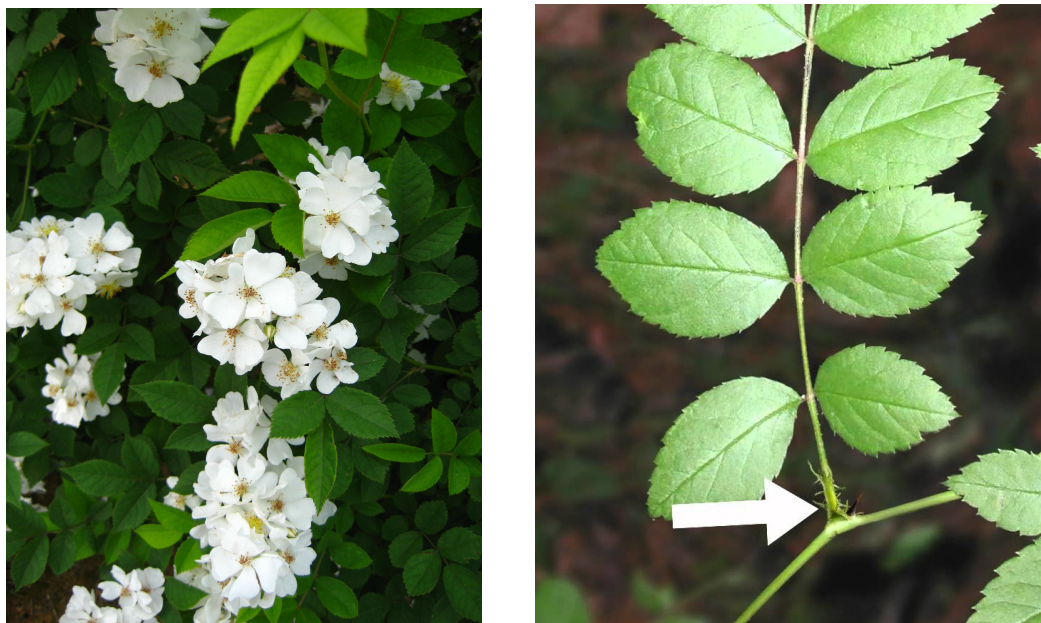


Figure 5. Multiflora rose has showy clusters of white, single-petaled flowers (left) and fringed stipules at the leaf base (right).

- Japanese barberry (*Berberis thunbergii*) – Japanese barberry is a non-native invasive shrub that can form dense thickets in forest understories and shade out native tree seedlings and herbaceous species. It

is also known to host ticks. It can be identified by the thorny stem, small oblong leaves with smooth edges, and waxy red berries. Several plants were found growing across the hardwood conifer swamp.



Figure 6. Japanese barberry can be identified by the oblong leaves with tapering petioles clustered at nodes, spines at nodes, and red elliptic berries in the fall (photo credit: Chris Evans, University of Illinois).

Table 1. Resource concerns and conservation practices for Hinkle Nature Preserve.

Resource Concerns	Details	Activity
Degraded plant condition – excessive pest pressure (plant inventory, photos)	Beech bark disease, emerald ash borer, potential for oak wilt, emerging forest pests and diseases, garlic mustard	1. Monitor Forest Health Annually
	Remove woody invasive species – multiflora rose, Japanese barberry	2. Brush Management
	Early detection and rapid response to European swamp thistle	3 Herbaceous Weed Management
Human and Cultural Access and Use	A suitable trail and walkway system is necessary to move humans across the property and manage resources	4. Trails and Walkways Establishment
	Appropriate signage is needed to direct the public to the parking and trails and communicate other information	5. Signage Establishment
	A pavilion is desired for educational and recreations uses	6. Construction of Pavilion or Similar Structure

Management Actions

Activity 1. Monitor Forest and Field Health – 5.6 acres, Annually

Location. Entire property.

Purpose and Objectives. Monitor the forest for emerging pests and diseases, windthrow, invasive species, and (after completion of the tree planting) survival of planted seedlings. The objective is to catch any emerging problems early and take action before widespread or irreversible damage.

Plans and Specifications. Monitor the forest regularly for changes that may indicate problems. Walk through the entire forest stand and look for the death of otherwise healthy trees, an abundance of a particular insect, and/or discoloration or early senescence of leaves. Watch for signs of hemlock woolly adelgid (non-native, invasive pest causing high mortality, high concern) on Eastern hemlock trees. Additional information and photos of forest pests and diseases can be found in the Forest Pest and Disease section above, and Appendix V.

Deer browse has a significant impact on native biodiversity and severely restricts the abundance of many species. In some cases, such as with the Canada yew (*Taxus canadensis*), abundant plants are now rarely found in our forests and can be extirpated from forests. Monitor for deer browse on desired species by looking for clipped off branches, nipped flower buds, and saplings or shrubs that look like they have been persistently pruned back. Browse-sensitive species on your property include Eastern hemlock, oak, elderberry, viburnums, and many wildflowers and grasses. Desirable trees and shrubs can be protected with mesh or plastic tree protectors, or by rolling wire fence into a tube, fastening, and staking into the ground. Generally, protectors should be 6' tall so plants can grow beyond browse-height, and wide enough to allow room for leaves or any bushy branches.

Monitoring and control efforts to detect and remove invasive species are critical to the long-term viability of northern forests. By outcompeting native species, invasive plants alter vegetation structure, reduce species diversity, and disrupt ecological processes. Monitor for new invasive species, particularly along trails and the roadside. A list of important invasive species are listed above in each natural community type.

Operation and Maintenance. Take notes on stand and individual tree health and compare between years. If pests or diseases are encountered, or if sudden tree death occurs, contact your local Conservation District Office to speak with the district forester. They can provide you with a free service to inspect your forested land for pests and diseases, and provide recommendations.

Activity 2. Brush Management – <1 acre, July-September 2021

Location. Entire property; <1 acre in coverage of non-native invasive woody plants. Japanese barberry is located sparsely throughout the northern hardwood swamp, and multiflora rose is located along the transition into northern hardwood swamp. Walk property thoroughly to detect all individuals.

Purpose and Objectives. Brush Management is the management or removal of woody plants. Invasive and noxious woody species are included as target species for management or removal. The objective of brush management is to decrease the abundance of invasive multiflora rose (*Rosa multiflora*) and Japanese barberry (*Berberis thunbergii*) from the current cover to 0%.

Plans and Specifications.

Permitting – Japanese barberry and multiflora rose occurs in wetland and along Herring Creek, potentially making it subject to special wetland regulations. A permit from EGLE is required to pull, dig, or use herbicide on plants in wetlands and in standing water; more information can be found here: https://www.michigan.gov/egle/0,4561,7-135-3313_3681_3710---,00.html. The use of a licensed applicator

who is certified in aquatic pest management is recommended for herbicide application. For a list of certified herbicide applicators see the Appendix.

Prioritization – Remove the largest fruit-bearing shrubs first, then move on to smaller individuals and satellite populations last. By removing the largest shrubs first, you will decrease the amount of seed that is being dispersed locally by birds and small mammals, and the number of new shrubs to treat in future years. Shrubs that are too small or shaded to produce fruit should be the lowest priority.

Timing – The preferred treatment time is during active growing before shrubs produce seed. Pulling may be done at any time of the year. Cutting is most effective while the plant is flowering, so that it starves the roots of maximum resources. If using cut-stump treatment, it is most effective when the shrubs are transporting resources below-ground, drawing herbicides into the roots. However, cut stump treatments can be effective anytime of the year except early spring when sap is flowing upwards, and during summer drought.

Treatment Method for Invasive Shrubs – There are several approaches to removing invasive shrub species:

- Hand pulling is the best way to control small and scattered populations of Japanese barberry and multiflora rose because they have shallow root systems, but care must be taken to remove all of the rhizomes, or treat re-sprouts (Ward et al 2013a). Pull plants in the early spring when they first leaf out and the soil is moist. Gloves are needed for protection against spines and thorns and a stand-up weeding tool that grasps the stem can decrease the labor of bending over and pulling. Check for regrowth from root fragments later in the growing season and in the next year and pull any remaining plants. Heal over openings in soil by tamping down soil and existing native vegetation. Dispose of all plant materials with seeds or roots.
- Cutting stems of Japanese barberry and multiflora rose is the least effective method of control because the shrubs will vigorously resprout from the root crown and must be re-cut throughout the growing season and in follow-up years to exhaust root reserves. However cutting stems can temporarily reduce seed production as a stop-gap measure. Cutting must be done once per year, preferably just before seed set in July.
- Cut-stump herbicide treatment is the most effective way to remove large invasive shrubs. Cut target shrubs at the base of the stem and follow with a cut-stump treatment of herbicide. The herbicide must be applied to freshly cut stems ideally within a few minutes of cutting, before the stem surface dries and seals. Use a brush to apply the herbicide directly to the freshly cut stump, avoiding by-kill from over-spray. If spraying is necessary because of the amount of area or stems treated, use a low-pressure hand sprayer and spray directly on the cut stumps, avoiding contact with soil or other plants. Color herbicide with dye to better keep track of which stems have been treated. The herbicide will travel into the stem to the roots of the shrub and keep it from re-sprouting.

Cut-stump Herbicide Specifications – In wetland areas, use an aquatic herbicide formulation of glyphosate (e.g. Rodeo) or triclopyr (e.g. Garlon 3A) and apply to cut stumps immediately, avoiding any over-spray. If treatments are dense and in close proximity to desired species, avoid using herbicides or apply to a test area and monitor for bi-kill. Follow specifications on herbicide labels and safety data sheets.

Disposal – Dispose of invasive species vegetation by burning completely or bagging up and sending to the local waste management facility. It is legal to dispose of invasive species in municipal trash in Michigan.

Monitoring – Survey each treatment area in the late spring following the treatment (May-June). Look for signs of new growth on the target plants, as well as any damage to non-target species. Keep a log and photo records of each site noting the species and amount of shrubs targeted, the number of shrubs showing regrowth, and damage to non-target species. If non-target species have been affected, note extent and distance from target species to better manage for non-target effects in the future.

Operation and Maintenance. Brush management practices shall be applied using approved materials and procedures. Operations will comply with all local, state, and federal laws and ordinances. Michigan law

permits the disposal of invasive species plant parts in landfills.

Successful removal of woody shrub species will be determined by evaluating post-treatment re-growth of these species. Re-growth on cut stems shall be evaluated in the next growing season after treatment. If stems are regrowing, re-treat as specified above. Monitoring for propagules (root shoots or seedlings) shall be conducted annually for several growing seasons. Fruit-bearing shrubs as bird dispersed and seeds are often carried in from neighboring properties, and may need to be treated on an on-going basis. It is recommended to work with neighboring landowners to control regional invasive species populations. Existing invasive shrubs may need to be treated several times before they die.

The operator will develop a safety plan for individuals exposed to chemicals, including telephone numbers and addresses of emergency treatment centers and the telephone number for the nearest poison control center. The National Pesticide Information Center (NPIC) telephone number in Corvallis, Oregon, may also be given for non-emergency information: **1-800-858-7384** Monday to Friday 6:30 a.m. to 4:30 p.m. Pacific Time. The national Chemical Transportation Emergency Center (CHEMTRAC) telephone number is: 1-800-424-9300.

- Follow label requirements for mixing/loading setbacks from wells, intermittent streams and rivers, natural or impounded ponds and lakes, and reservoirs.
- Post signs, according to label directions and/or federal, state, tribal, and local laws, around fields that have been treated. Follow restricted entry intervals.
- Dispose of herbicides and herbicide containers in accordance with label directions and adhere to federal, state, tribal, and local regulations.
- Read and follow label directions and maintain appropriate Material Safety Data Sheets (MSDS). MSDS and pesticide labels may be accessed on the Internet at: <http://www.greenbook.net/>
- Calibrate application equipment according to recommendations before each seasonal use and with each major chemical and site change.
- Replace worn nozzle tips, cracked hoses, and faulty gauges on spray equipment.
- Maintain records of brush/shrub control for at least two years. Herbicide application records shall be in accordance with USDA Agricultural Marketing Service's Pesticide Recordkeeping Program and state-specific requirements.

Review and update the plan periodically in order to incorporate new IPM technology, respond to complex plant population changes, and avoid the development of plant resistance to herbicide chemicals.

Activity 3. Herbaceous Weed Management – <1 acre, June 2022-Ongoing

Location. Rich conifer swamp; potentially northern hardwood swamp

Purpose and Objectives. Treat the small population of European swamp thistle occurring in wetland areas.

Plans and Specifications.

European swamp thistle is a herbaceous biennial or monocarpic perennial native to the British Isle and was first reported in North America in the early 1900s. Its current distribution in North America is the Great lakes region. Monocarpic perennials generally flower within two years (biennial) but may take longer. First year plants grow a rosette of leaves; the rosette stage can last as much as 3 (to 6) years. Second year plants (up to fourth year plants) grow an erect, 3-6 ft tall stem that forms several small flower heads. Each plant can produce as much as 2,000 seeds. Seeds are small with a pappus to allow for wind dispersal up to 250 m, though most seeds are dispersed to within 10 m of the parent plant (Gucker 2009). Seeds can also be dispersed by water run-off, humans and animals, and hundreds of miles on equipment. Seeds do not last more than 3 years in the seed bank; most seeds germinate during the first year (Gucker 2009). All plants will die after flowering, however if the flowering stem is damaged, it may regrow in the same or next growing season (Gucker 2009). It prefers moist soils and is shade-tolerant. Habitat preference include roadsides, wet old fields, fens, marshes, swamps, and interdunal wetlands (MNFI 2009). It appears to be an early and mid-succession species in North America (Gucker 2009).

- First-year rosettes can be hand dug or pulled, making sure to remove root or cut it a few inches below the rosette to fully kill the plant (GLIFWC 2006). Plants that have sent up a flowering stem can be controlled in the same way as the rosettes, preferably before the formation of the flowers so that biomass can be left on site. If a flowering head has formed, the flowers must be bagged and disposed of off-site in a sanitary manner.
- Clipping, or removal of the flowering stem without removal of the root can be successful, though this must be repeated for 3-4 years for each plant. If the root is not severed to kill the plant, it will send up a new flowering shoot after the original one is cut; thus its biennial duration can be extended for as much as six years with continued mowing or stem-cutting (WDNR 2004). The new shoot may be sent up in the same year after cutting or the following year, and tends to produce more seed than undisturbed plants (Nordin 2002).
- The best practice for controlling marsh thistle at a state-wide level is the prevention and spread of new populations by avoiding disturbing wetland soils. In particular, avoid building roads and trails in wild wetland areas because the combination of the disturbance and the vector leads to the establishment of new populations.

Timing – Hand pull plants in June when the stems have elongated and become easier to pull, and before the flowers have opened or seeds have begun to form.

Disposal – Swamp thistle can still grow and produce mature seeds even after it has been pulled, so it is important that plants be bagged and removed from the site. Do NOT compost. Michigan law permits the disposal of invasive species in landfills. They also may be thoroughly burned.

Monitoring – Monitoring is required for successful invasive species control. Monitor the site in the spring for at least three years after the last live plants have been observed. Treat again as necessary following above specifications.

Operation and Maintenance.

Following initial application, some regrowth, resprouting, or reoccurrence of herbaceous weeds may be expected. Spot treatment of individual plants or areas needing re-treatment should be completed as needed when weed vegetation is most vulnerable to desired treatment procedures. Success of the practice shall be determined by evaluating re-growth or reoccurrence of target species after sufficient time has passed to monitor the situation and gather reliable data. Evaluate re-growth one year after treatment and again two years after treatment. For complete removal, there should be no germinating seedlings three years after last treatment, to take into account seeds in the seedbank that will continue to germinate.

Review and update the plan periodically in order to incorporate new IPM technology; response to complex weed population changes; and avoid the development of weed resistance to herbicide chemicals.

Activity 4. Trails and Walkways – 585 ft & 1,576 ft, May 2022

Location. See Trails and Structures Map. The actual route of the trails and walkway may vary to avoid trees and to adjust for topography as needed.

Purpose and Objectives. The purpose of this conservation activity is to install an earthen trail and an elevated walkway to provide access to Hinkle Nature Preserve and Herring Creek. The trail will be a foot path that will move visitors from an established parking area at Fruithaven Nature Preserve (owned by the Grand Traverse Regional Land Conservancy) to the 0.5 acre upland area in Hinkle Nature Preserve where a pavilion will be located. The elevated walkway is a raised constructed path with an artificial or wooden surface used to facilitate movement of people along a loop trail, from the pavilion area across the wetlands and past Herring Creek. As the elevated walkway passes Herring Creek, there will be an observation deck to allow visitors pause in this location without trampling wetland vegetation.

Plans and Specifications. Before constructing the trail and walkway, survey the extent for archeological and historic resources, threatened and endangered species, wetlands, and environmentally sensitive areas of special scenic value. To protect water quality, consider the location of the trail/walkway relative to its use and purpose. Avoid locating trails and walkways where runoff will flow directly from the trail or walkway into a stream or body of water.

Permits – County and township regulatory bodies may require land use, erosion, and other permits to construct a walkway. Contact the local municipalities to learn which permits apply.

Accessibility for Recreation – The Americans with Disabilities Act of 1990 (ADA) requires outdoor recreation access routes and some hiker/pedestrian trails to be accessible to people with disabilities. Address accessibility requirements for new construction and when existing facilities are being altered.

Compliance with the ADA outdoor recreation guidelines is not required where:

- compliance would cause harm to cultural, historic, religious, or significant natural features;
- compliance would substantially alter the nature of the setting;
- compliance would require construction methods or materials that are prohibited by Federal, State or local regulations; or
- compliance would not be feasible due to terrain or the prevailing construction practices.

Make an accessibility evaluation to determine the required level of accessibility for a trail/walkway design.

Trail Extent – The trail (earthen foot path or similar) will be approximately 420 ft in from Fruithaven Parking Lot to the center of the upland forested area (site of future pavilion). The width of the trail will depend on the planned level of accessibility. General use pedestrian and equestrian trail/walkway grades should not exceed 10%.

Walkway Extent – The walkway (wooden puncheon style or similar) will be a 1,576 ft loop through the wetlands. The width of the walkway will depend on the planned level of accessibility. For elevated walkways, use the maximum loading anticipated during normal use plus a safety factor of at least 1.5. For elevated walkways that will only be used for pedestrian traffic, reference the AASHTO *Guide Specification for Design of Pedestrian Bridges* or State guidelines for design.

As the walkway passes by Herring Creek, there shall be a 10ft x 10ft viewing deck to allow visitors to pause, rest, bird-watch, or other passive or educational activities without impacting sensitive wetland vegetation along Herring Creek shoreline. The deck will have railings and benches. This should be located in the vicinity of the existing old wooden structure, since this has already been impacted by human use. Discourage alternate bank access points by locating the walkway away from the river along the rest of the loop.

Vegetation Clearing - Design clearing widths and heights to accommodate the safe use of the trail and/or walkway, generally clear vegetation (bushes, limbs) 1.5x the width of the walkway and 8 ft above the height of the walkway. Trails and walkways may meander to avoid large trees or significant natural features or vegetation.

Surfacing - Use a material that is suitable for the conditions and use; use wood or decking material for the walkway. The trail may be earthen or hardened with gravel or crushed stone.

Safety and Use Control - Incorporate use control and the safety of the users into the design of the trail/walkway. Where needed, install directional and warning signs, handrails, gates, fencing, and other safety devices.

Operation and Maintenance. Inspections and maintenance are required to achieve the intended function, benefits, and life of the practice. The landowner/operator is responsible to establish and implement an inspection and maintenance program. Items to inspect and maintain during the 10-year design life of the practice include, but are not limited to, the following:

1. At least annual inspections should include drainage structures, trail/walkway surfaces, vegetation, fencing, bridges and elevated walkways, and safety features, as appropriate.

- a. Repair of safety or control features, as required
2. Inspect after significant storm events and at least annually to identify repair and maintenance needs. Complete needed repairs as soon as possible.
3. Repair any settlement or erosion that occurs and revegetate or resurface as needed.
4. Where surface material is used periodic addition of surface materials to maintain a stable surface and its intended use.
 - a. Check areas where unusual settlement has occurred. Determine the cause of settlement and fill or otherwise repair, as appropriate.
5. Promptly repair or replace damaged bridges, elevated walkways and other structural components to ensure they are functional, structurally sound, and are not a safety hazard
6. Limit access only those types of traffic for which the trail or walkway was designed.
7. Keep drainage structures such as culverts, roadside ditches, and outlets clean and free of obstructions that reduce flow capacity.
8. Re-seeding of areas in which the vegetation has been damaged or destroyed.
9. Control undesirable trees and brush by chemical or mechanical means.
10. Inspect and maintain fences, gates, or other barriers in accordance with the design.
11. Keep machinery away from steep side slopes. Keep equipment operators informed of all potential hazards.

Activity 5. Establish Signage – May 2022

Location. Signage will be located in front of the Preserve where easily visible, at the parking area, or at the trailhead, where necessary to provide adequate information and instruction.

Purpose and Objectives. The purpose of the signage is to instruct visitors to the site, the trails, and communicate educational information and Preserve use guidelines. The objective is to provide enough information to guide people to successfully use the area without impacting the natural resources.

Plans and Specifications. Exact location and information on signage will be developed as needed. Suggested signage is listed below.

- Hinkle Nature Preserve sign along Herron Rd marking the location of the preserve, naming the preserve, and the managing organization
- Trailhead sign at Fruithaven Nature Preserve parking area including information on the location and length of the trails and property rules and guidelines
- Educational sign near Herring Creek describing the Herring Lake watershed and associated natural communities, flora, and fauna
- Signs to remind people to stay on the trails and walkways

Permits – County and township regulatory bodies may require land use, erosion, or other permits to install signs. Contact the local municipalities to learn which permits apply.

Operation and Maintenance. Inspections and maintenance are required to achieve the intended function, benefits, and life of the practice.

Activity 6. Visitor Use Pavilion – 20x20 ft, June 2023

Location. Centrally located on the half acre of mesic northern forest uplands; see trails and structures map.

Purpose and Objectives. The purpose of this activity is to build a covered that can be used by visitors for educational and recreational activities. The objective is to provide suitable infrastructure to allow users to comfortably use the site.

Plans and Specifications. The visitor use pavilion will be designed by an engineer and be sized to fit the intended uses.

- The pavilion shall be located within the upland area with the greatest setback from wetlands as possible.
- All construction activities shall stay within the upland area and construction equipment and materials will not drive on or be placed on wetland areas
- Post construction clean-up shall remove all unused materials from the site

Operations and Maintenance. Inspections and maintenance are required to achieve the intended function, benefits, and life of the practice. The site shall be surveyed for invasive species transported by construction equipment in June for three years following construction.

Summary Table

The recommended Conservation Activities are summarized in Table 2. This table includes space for you to make notes about your management decisions over the next fifteen years. See the section Management Actions for details.

Table 2. Summary of Management Actions for the next fifteen years.

Location	Activity #	Area	Activity Description	Dates		Cost Share	Cost / Income
				Planned	Finished		
Entire Property	1	5.6 ac	Monitor Forest Health	Annually			
Northern Hardwood Swamp	2	<1 ac	Brush Management (Japanese barberry, multiflora rose)	July 2021 - ongoing			
Rich Conifer Swamp	3	<1 ac	Herbaceous Weed Management (swamp thistle)	June 2021- ongoing			
Entire Property	4	585 ft & 1,576 ft	Trails and Walkways	May 2022			
Entire Property	5	n/a	Signage	May 2022			
Mesic Northern Forest	6	~20x20 ft	Pavilion	June 2023			

Monitoring and Assessment Plan

Successful implementation is dependent upon frequent monitoring by the landowner. The landowner or their agent should walk the entire parcel at least annually to inspect the forest and fields for changes and to evaluate the success of earlier management activities. Monitoring for forest health issues should occur more frequently, at least two or three times a year to look for signs and symptoms of insects or disease during different seasons. Monitoring wildlife habitat and ecological community change should occur biannually (summer and winter) to evaluate wildlife conservation practices.

All plans should be adaptable and flexible enough to accommodate changes in landowner goals or forest resources over the ten to twenty year planning period. Please use the table at the end of this plan to record notes and make modifications to this plan as needed.

Appendix I – References

- Albert and Comer. 2008. Atlas of Early Michigan's Forests, Grasslands, and Wetlands: An Interpretation of the 1816-1856 General Land Office Surveys. Michigan State University Press, East Lansing, MI.
- Cohen, J.G., M.A. Kost, B.S. Slaughter, D.A. Albert, J.M. Lincoln, A.P. Kortenhoven, C.M. Wilton, H.D. Enander, and K.M. Korroch. 2020. Michigan Natural Community Classification [web application]. Michigan Natural Features Inventory, Michigan State University Extension, Lansing, Michigan. Available <https://mnfi.anr.msu.edu/communities/classification>. (Accessed: June 7, 2021).
- Kost, M.A., D.A. Albert, J.G. Cohen, B.S. Slaughter, R.K. Schillo, C.R. Weber, and K.A. Chapman. 2007. [Natural Communities of Michigan: Classification and Description. Michigan Natural Features Inventory](#), Report No. 2007-21, Lansing, MI.
- Sargent, M.S and Carter, K.S., ed. 1999. [Managing Michigan Wildlife: A Landowners Guide](#). Michigan United Conservation Clubs, East Lansing, MI. 297pp. Available online: http://www.michigandnr.com/publications/pdfs/huntingwildlifehabitat/Landowners_Guide/
- Soil Survey Staff, Natural Resources Conservation Service, United States Department of Agriculture. 2019. Official Soil Series Descriptions. Available online: https://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/survey/geo/?cid=nrcs142p2_053587. Accessed [06/07/2021].

Appendix II – Resources and Contact Information

Forest Health

The DNR publishes the annual “Forest Health Highlights” that has information about the forest insect and disease problems in Michigan. See www.Michigan.gov/ForestHealth for a pdf of the most recent edition.

DNR Forest Health – <http://www.Michigan.gov/ForestHealth>, DNR-FRD-Forest-Health@michigan.gov or 517-284-5895

MDARD Exotic Forest Pests – <http://www.Michigan.gov/ExoticPests>

USFS Forest Health - <http://fhm.fs.fed.us/>

Benzie Conservation District Forester (Kama Ross) – kama.ross@macd.org or 231-256-9783

Wildlife Habitat

The DNR Wildlife Division has an excellent publication on managing wildlife habitat at http://www.michigandnr.com/publications/pdfs/huntingwildlifehabitat/Landowners_Guide/index.htm

DNR Wildlife Division's Landowner Incentive Program – www.Michigan.gov/DNRLIP

Michigan United Conservation Clubs - <https://mucc.org>

Quality Deer Management Association – www.qdma.com

Audubon Society - www.MichiganAudubon.org

Foresters for the Birds – <http://vt.audubon.org/foresters-birds>

Ruffed Grouse Society - www.RuffedGrouseSociety.org

National Wild Turkey Federation - www.nwtf.org

Michigan Trout Unlimited – www.MichiganTU.org

Michigan Herp Atlas - <https://www.miherpatlas.org/>

Invasive Species

Midwest Invasive Species Information Network - <http://www.misin.msu.edu/>

DNR Invasive Species Info – <http://www.Michigan.gov/InvasiveSpecies>

Northwestern Michigan Invasive Species Network - <http://habitatmatters.org/>



Herbicide Applicators List:

Companies in ISN's 4 counties certified to do invasive work.

Companies with (*) are known to ISN to have invasive species control experience:

County	Company	City	PHONE
Benzie	Advantage Turf Solutions	Beulah	(231) 633-4205
	*Benzie Conservation District	Beulah	(231) 882-4391
	*Gerhart's Tree Service, LLC	Honor	(231) 714-4005
	Target Pest Control, LLC	Lake Ann	(231) 275-5343
Grand Traverse	AMO Inc.	Traverse City	(231) 932-7379
	All Season Outdoors, LLC	Traverse City	(231) 392-6469
	Anderson Outdoor Services, Inc.	Traverse City	(231) 947-9548
	Arbor Tech Outdoors, LLC	Traverse City	(231) 631-2247
	Colliers Pest Control, Inc.	Traverse City	(231) 947-3262
	Cutting Edge Lawn Management	Traverse City	(231) 947-5617
	Great Lakes Lawn and Landscapes	Traverse City	(231) 938-7003
	Green Team Lawn Care, Inc.	Traverse City	(231) 866-1860
	Jetts Lawn Service	Buckley	(231) 631-1284
	Landgreen Lawncare LLC	Traverse City	(231) 357-9968
	Lewis Lawn Service LLC	Traverse City	(231) 632-1502
	North Shore Services, Inc.	Kingsley	(231) 943-5125
	Northern Greenlawn INC.	Traverse City	(231) 941-3450
	Outdoor Specialties Inc	Traverse City	(231) 941-4011
	Pride Lawncare	Traverse City	(231) 943-3433
	Rainbow Lawn Maintenance	Traverse City	(231) 947-3073
	*Schillinger Forestry LLC	Traverse City	(231) 633-8733
	Traverse Outdoor	Traverse City	(231) 947-4496
	Trugreen	Williamsburg	(231) 267-5200
	Vision Landscaping	Traverse City	(231) 590-3862
	*Wildlife and Wetlands Solutions, LLC	Traverse City	(231) 943-0762
	Zimmerman Landscaping, Inc	Traverse City	(231) 947-1170
Leelanau	Deering Tree Service	Maple City	(231) 228-6492
	TruNorth Landscaping LLC	Traverse City	(231) 922-0087
Manistee	James Scarlata Consulting Forester, LLC	Manistee	(231) 723-6996
	*Peacock Landscaping LLC	Manistee	(810) 327-684
(Emmet)	*Dan's Green Side Up	Harbor Springs	(231) 526-6287

Statewide companies known to specialize in invasive control:

City, State	Company	Website/Phone
Fennville, MI	Black River Habitats	http://www.blackriverhabitats.com/
Portland, MI	Farm Enterprises, Inc.	
West Olive, MI	Cardno	http://www.cardno.com
Brighton, MI	Niswander Environmental, LLC	http://www.niswander-env.com
Ann Arbor, MI	PlantWise	www.plantwisere restoration.com
Alto, MI	PLM - Lake & Land Mgmt	www.plmcorp.net
Alpena, MI	Thunder Bay Tree Service	(989) 356-9468
Mason, MI	Wildtype	www.wildtypeplants.com/services
Grand Rapids, MI	Grand Arbor Group, Inc	www.grandarborgroup.com (616) 364-4558
Swartz Creek, MI	Aquatic Nuisance Plant Control	www.aquaticnuisanceplantcontrol.com/
Belding, MI	Kanouse Outdoor Restoration	skanouse@hotmail.com 231-499-4819
Niles & Nunica, MI	Clarke Aquatic Services, Inc	https://www.clarke.com/

Want to learn more about invasive species? Check out our website: www.HabitatMatters.org

Please note: this list is not complete, nor is it an endorsement.

It contains only companies that are based in Benzie, Grand Traverse, Leelanau, or Manistee Counties or turned up in a brief web search, and mainly companies that have several certifications.

We encourage interested landowners to explore many options to find the best services.

Natural Resource Elements

Michigan Natural Features Inventory: A guide to the natural communities of Michigan -

<http://mnfi.anr.msu.edu/communities/index.cfm>

Michigan Flora - <http://michiganflora.net/search.aspx>

Tip of the Mitt Watershed Council - <http://www.watershedcouncil.org/>

Michigan DNR Private Land Programs - http://www.michigan.gov/dnr/0,4570,7-153-10370_36649---,00.html

Best Management Practices

Best Management Practices (BMPs) are guidelines published by the State of Michigan to protect Michigan's water resources from non-point source pollution and erosion while working on forest land. BMPs are now called "Sustainable Soil and Water Quality Practices on Forest Land" and the document is online at www.Michigan.gov/PrivateForestLand. BMPs include proper location and construction of logging roads, the use of riparian management zones, installation of culverts and other stream crossings, proper use of pesticides and other chemicals, and site preparation for planting. BMPs also include the proper seasonal timing of activities to minimize the spread of insects or disease. Any forest management activities should minimize soil erosion near wetlands and surface water. Tree Farm certification requires compliance with best management practices.

Appendix III – Photos

Photo 1. Mesic northern forest area looking south from Herron Rd towards the area proposed for the pavilion.



Photo 2. Looking west from the center of the small area of mesic northern forest towards the rich conifer swamp.



Photo 3. Northern hardwoods swamp, looking south from the wetland edge, towards Herring Creek.



Photo 4. Large Japanese barberry shrub in the northern hardwood swamp.



Photo 5. Rich conifer swamp, looking west from the edge of the mesic northern forest.



Photo 6. Rich conifer swamp interior.



Photo 7. Herring Creek, looking west at the area where the planned boardwalk will end; consider placing a deck or platform to protect sensitive wetland vegetation.



Photo 8. Herring Creek, looking west from the streambank from end of the planned boardwalk.



Photo 9. Old duck blind or similar on the bank of Herring Creek near the emergence of the planned boardwalk.



Appendix IV – Threatened and Endangered Species in Benzie County

Scientific Name	Common Name	Federal Status	State Status	Global Rank	State Rank	Occurrences	Last Observed
Accipiter gentilis	Northern goshawk		SC	G5	S3	2	2001
Alasmidonta viridis	Slippershell		T	5	G4G S3	1	1925
Ammodramus savannarum	Grasshopper sparrow		SC	G5	S4	2	2006
Berula erecta	Cut-leaved water parsnip		T	5	G4G S2	1	1988
Bombus affinis	Rusty-patched bumble bee	LE	SC	G2	SH	1	1958
Bombus auricomus	Black and gold bumble bee		SC	G5	S2	1	1954
Bombus borealis	Northern amber bumble bee		SC	5	G4G S3	1	1958
Bombus pensylvanicus	American bumble bee		SC	4	G3G S1	1	1958
Botrychium campestre	Prairie Moonwort or Dunewort		T	4	G3G S2	1	1985
Buteo lineatus	Red-shouldered hawk		T	G5	S4	13	2004
Calypso bulbosa	Calypso or fairy-slipper		T	G5	S2	1	1893
Charadrius melodus	Piping plover	LE	E	G3	S2	2	2019
Cirsium pitcheri	Pitcher's thistle	LT	T	G3	S3	8	2008
Cistothorus palustris	Marsh wren		SC	G5	S3	1	2005
Coregonus artedii	Lake herring or Cisco		T	GNR	S3	2	2006
Cygnus buccinator	Trumpeter swan		T	G4	S3	1	2019
Cypripedium arietinum	Ram's head lady's-slipper		SC	G3	S3	2	2012
Elliptio complanata	Eastern elliptio		SC	G5	S2	1	
Emydoidea blandingii	Blanding's turtle		SC	G4	S2 S3	2	2018
Gavia immer	Common loon		T	G5	S3	6	2018
Glyptemys insculpta	Wood turtle		SC	G3	S2	6	2017
Haliaeetus leucocephalus	Bald eagle		SC	G5	S4	15	2017
Ixobrychus exilis	Least bittern		T	5	G4G S3	1	2005
Lanius ludovicianus migrans	Migrant loggerhead shrike		E	3Q	G4T S1	2	1990
Lasmigona compressa	Creek heelsplitter		SC	G5	S3	1	1949

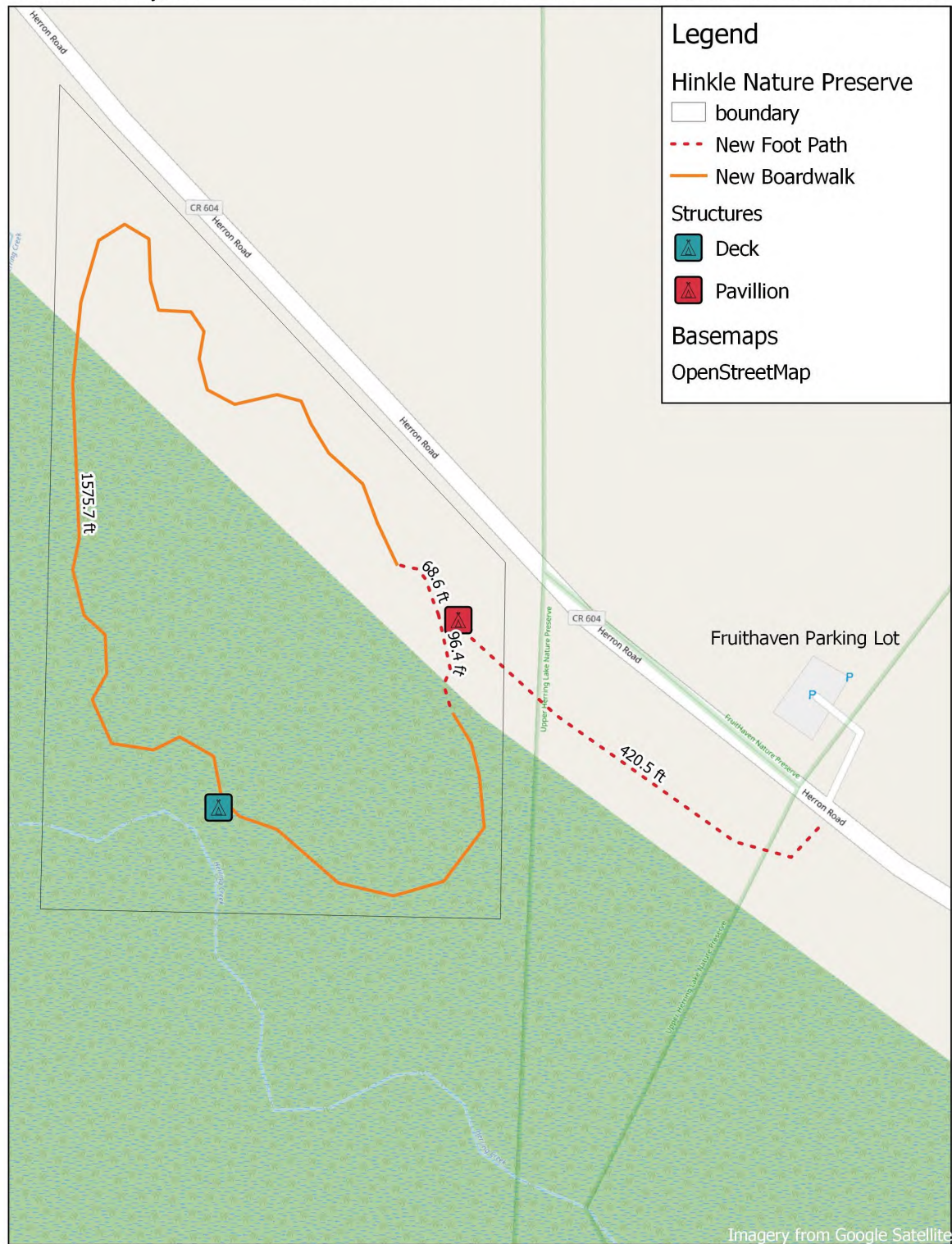
Lasmigona costata	Flutedshell		SC	G5	R	SN	2	1949
Lepisosteus oculatus	Spotted gar		SC	G5	S3	S2	1	2014
Ligumia nasuta	Eastern pondmussel		E	G4	S2		2	1925
Ligumia recta	Black sandshell		E	5	G4G	S1?	1	2000
Lithobates palustris	Pickerel frog		SC	G5	S4	S3	3	2008
Microtus pinetorum	Woodland vole		SC	G5	S4	S3	2	1968
Mimulus michiganensis	Michigan monkey flower	LE	E	1	G5T	S1	1	2012
Opheodrys vernalis	Smooth green snake		SC	G5	S3		1	2017
Orobanche fasciculata	Broomrape		T	5	G4G	S2	4	2006
Panax quinquefolius	Ginseng		T	4	G3G	S2	5	2012
Pandion haliaetus	Osprey		SC	G5	S4		3	1995
Physella magnalacustris	Great Lakes physa		SC	G5	R	SN	1	
Physella parkeri	Broadshoulde r physa		T	G2Q	R	SN	1	
Pyganodon lacustris	Lake floater		SC	GU	R	SN	2	2001
Setophaga discolor	Prairie warbler		E	G5	S3		2	1997
Sistrurus catenatus	Eastern massasauga	LT	SC	G3	S3		1	1976
Stenelmis douglasensis	Douglas stenelmis riffle beetle		SC	3	G1G	S1	2	1990
Terrapene carolina carolina	Eastern box turtle		SC	5	G5T	S2	2	1981
Toxolasma parvum	Lilliput		E	G5	S1		1	1936
Trimerotropis huroniana	Lake Huron locust		T	3	G2G	S2	4	2009

Appendix V – Updates and Modifications

Hinkle Nature Preserve
Benzie County, MI

Trails and Structures

T25N R16W Sec13 NE1/4 NW1/4

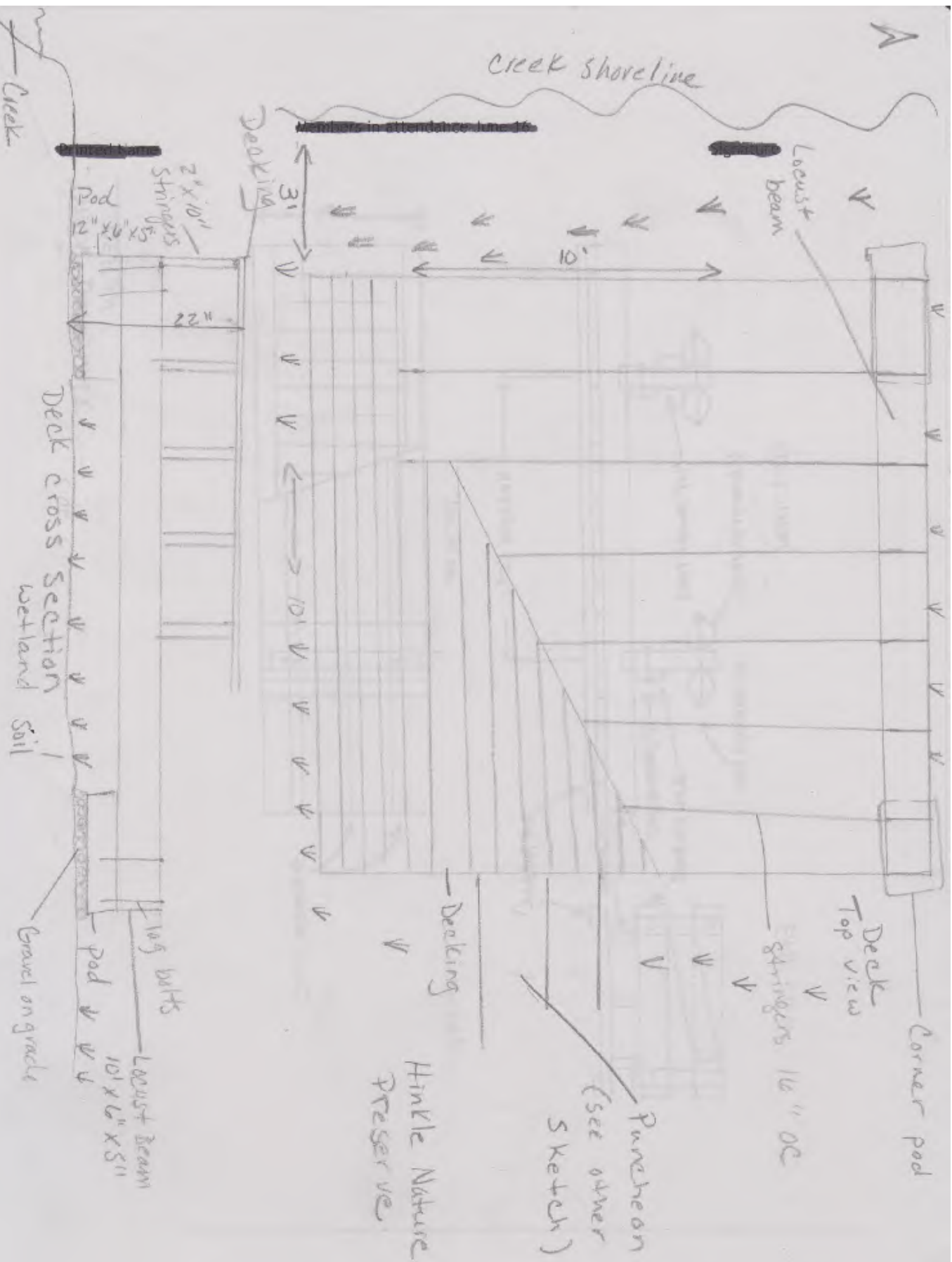


Borealis Consulting
Traverse City, MI

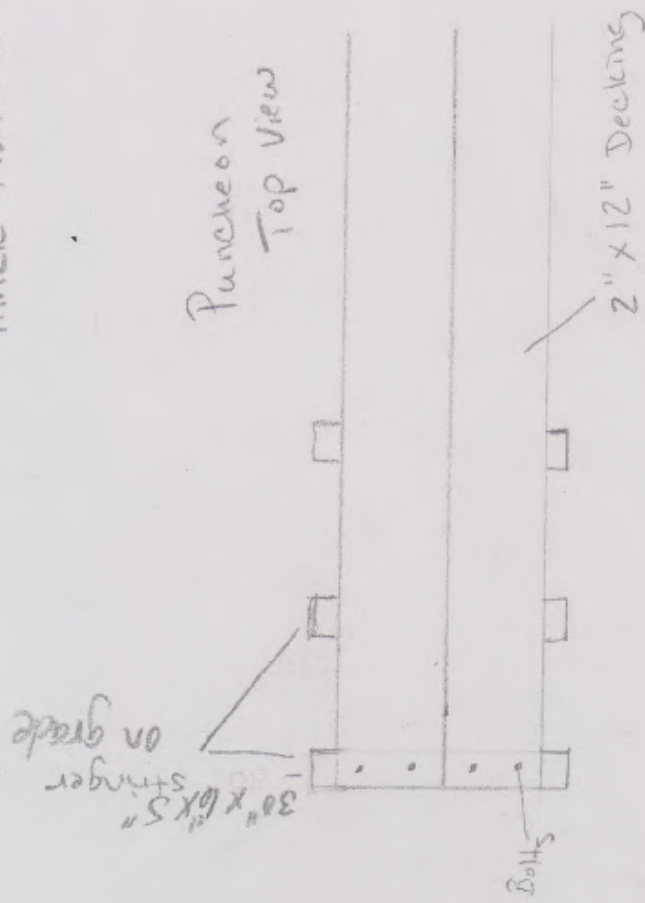
0 50 100 150 200 250 ft



Map Date: June 2021



Hinkle Nature Preserve



Punchoon Cross Section

