

BENZIE COUNTY BOARD OF COMMISSIONERS

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

MEETING AGENDA May 10, 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 – 4/26/2022
PUBLIC COMMENT
FINANCE –
 A) Approval of Bills
ELECTED OFFICIALS & DEPT HEAD COMMENTS
ACTION ITEMS –
 A) Budget Amendment – ACO Wages
 B) Budget Amendment – CESF Grant for Courts
 C) Budget Amendment – Tax Roll Printing
 D) LOU for Passport Stipend
 E) LOU for FOPLC Clothing Reimbursement
 F) Acceptance of FY 2020/2021 Audit
 G) Almira Intercept Agreement
COMMISSIONER REPORTS –
COUNTY ADMINISTRATOR'S REPORT – Katie Zeits
COMMITTEE OF THE WHOLE – 4/26/22 Consent Calendar
COMMITTEE APPOINTMENTS –
UNFINISHED BUSINESS –
NEW BUSINESS –
10:00 Eric Johnston, BLHD Presentation on Environmental Health
10:15

PRESENTATION OF CORRESPONDENCE
PUBLIC COMMENT
ADJOURNMENT

Times Subject to Change

The County of Benzie will provide necessary reasonable auxiliary aids and services for individuals with disabilities at the meeting upon five (5) working days' notice to the County. Individuals with disabilities requiring auxiliary aids or services should contact the County in writing or by calling the following:

BENZIE COUNTY CLERK
448 COURT PLACE
BEULAH MI 49617
(231) 882-9671

This notice was posted by Dawn Olney, Benzie County Clerk, on the bulletin board in the main entrance of the Benzie County Governmental Center, Beulah, Michigan, at least 18 hours prior to the start of the meeting. This notice is to comply with Sections 4 and 5 of the Michigan Open Meetings Act (PA 267 of 1976).

PUBLIC COMMENT

Purpose: The Benzie County Board of Commissioners is a public policy setting body and subject to the Open Meetings Act (PA 267 of 1976). The Board also operates under a set of "Benzie County Board Rules (section 7.3)" which provides for public comment during their meetings. It continually strives to receive input from the residents of the county and reserves two opportunities during the monthly scheduled meeting for you the public to voice opinions, concerns and sharing of any other items of common interest. There are however, in concert with meeting conduct certain rules to follow.

Speaking Time: Agenda items may be added or removed by the board but initially at least two times are devoted to Public Comment. Generally, however, attendees wishing to speak will be informed how long they may speak by the chairman. All speakers are asked to give their name, residence and topic they wish to address. This and the statements/comments will be entered into the public record (minutes of the meeting). Should there be a number of speakers wishing to voice similar opinions, an option for a longer presentation may be more appropriate for the group and one or more speakers may talk within that time frame. The Board will not be accepting public comment via zoom/online.

Group Presentations – 15 minutes
Individual Presentations – 3 minutes

Board Response: Generally, as this is a "Comment" option, the board will not comment or respond to presenters. Silence or non-response from the board should not be interpreted as disinterest or disagreement by the board. However, should the board individually or collectively wish to address the comments of the speaker(s) at the approval of the Chair and within a time frame previously established, responses may be made by the board. Additionally, the presenter may be in need of a lengthier understanding of an issue or topic and may be referred to a committee appropriate to address those issues.

Public Comment is very important in public policy settings and is only one means for an interchange of information or dialogue. Each commissioner represents a district within the county, and he/she may be individually contacted should greater depth or understanding of an issue be sought. Personal contact is encouraged and helpful to both residents and the board.

Commissioner Contacts:

District I – Bob Roelofs (Almira East of Reynolds Road).....	231-645-1187
District II - Art Jeannot (Almira Twp West of Reynolds Road, Platte and Lake Townships)	231-920-5028
District III – Andy Miller (Crystal Lake, Frankfort)	231-920-8300
District IV – Rhonda Nye (Benzonia).....	231-510-8804
District V – Tim Markey (Homestead)	231-871-1399
District VI - Evan Warsecke (Colfax, Inland)	231-275-3375
District VII - Gary Sauer (Blaine, Gilmore, Joyfield, Weldon)	231-651-0647

January 11, 2022

THE BENZIE COUNTY BOARD OF COMMISSIONERS

April 26, 2022

The Benzie County Board of Commissioners met in a regular session on Tuesday, April 26, 2022 in the Frank Walterhouse Board Room, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chair Bob Roelofs.

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

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

Agenda:

Motion by Sauer, seconded by Miller, to approve the agenda as amended, add BVT to Committee Appointments. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None
Motion carried.

Minutes:

Motion by Nye, seconded by Warsecke, to approve the regular session minutes of April 12, 2022 as presented. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None
Motion carried.

Motion by Miller, seconded by Nye, to approve the closed session minutes of April 12, 2022 as presented. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None
Motion carried.

9:04 a.m. Public Input

Mary Haan spoke regarding National Day of Prayer to be held on May 5 at the Veterans Memorial Park Pavilion.

9:07 a.m. Public Input Closed.

FINANCE

Bills: Motion by Warsecke, seconded by Miller, to approve payment of the bills from April 13, 2022 thru April 25, 2022 in the amount of \$248,918.09, as presented. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS

Tom King, EMS Director, provided a written report and reported that the state inspection went good with no issues; COVID seems to be slowing down at this point; New vehicle is here working on final items to get it on the road; paving at Station 2 is scheduled for June; educational trainings continue; working on grant funding for active shooter training.

Dawn Bousamra, Benzie Senior Resources, provided a written report and reported that snowplowing program has finished and they have started Spring clean-up – 4 contractors have signed up; waiting for the Senior Project Fresh to begin.

Dawn Olney, County Clerk, reported that she is announcing her retirement effective June 1, 2022. After 35 years of service, I have decided that now is the time. I have loved my job here and the many people I have assisted over the past 35 years. I will miss you all.

COMMISSIONERS

Page 2 of 4

April 26, 2022

ACTION ITEMS

Budget Amendment -- Jail Medical: Motion by Warsecke, seconded by Markey, to approve budget amendments up to \$60,000.00 from the General Fund, Budgeted Use of Fund Balance for jail medical expenses for inmates on an as needed basis for the 2021/2022 fiscal year. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Budget Amendment – Sewer Feasibility Study: : Motion by Nye, seconded by Miller, to approve budget amendment for \$40,000.00 of marijuana excise tax funds as contribution to cover the sewer feasibility study facilitated by Benzonia Township, as follows:

Increase:

101-253-439.00	Marijuana Excise Tax	\$40,000
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Increase:

101-26608000.00	Contracted Services	\$40,000
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Roll call. Ayes: Jeannot Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Comm Jeannot noted that he is opposed to the process of allocating funds, but the majority of Commissioners have approved it so he will support payment.

Comm Sauer echoes those comments.

Brownfield Plan Approval – True North Project: Motion by Jeannot, seconded by Markey, that Resolution 2022-016 approving the Benzie County Brownfield Redevelopment Authority Plan, Village of Honor Scattered Plan, be adopted which supports the project proposed by Convenience Management for development of a convenience store and gas station. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Budget Amendment – District Court Jury Fees: Motion by Sauer, seconded by Miller, to approve the budget amendment in the amount of \$5,200 for jury fees be approved, with funds to move from the CARES act dollars as needed. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

9:46 a.m. Break

10:00 a.m. Reconvene

Aaron Stevens, Maner Costerisan, presented the county's audit for year ending September 30, 2021.

COMMISSIONER REPORTS

Chair Roelofs attended and reported on attendance at a mediation meeting; EMS; Agenda review.

Comm Jeannot provided a written report (attached).

Comm Miller attended and reported on Frankfort City Council and Crystal Lake Township.

Comm Nye attended and reported on Benzonia Township; EDC; Centra Wellness Board; MAC Transportation; Animal Control; township meetings regarding sewer feasibility study; Highway Clean-Up

COMMISSIONERS

Page 3 of 4

April 26, 2022

Comm Markey attended and reported on LEPC and Benzie Senior Resources.

Comm Warsecke attended and reported on Colfax Township; Conservation District; Parks & Recreation; Benzie Transportation Authority.

Comm Sauer attended and reported on Gilmore Township; Weldon Township; Road Commission; School Safety meeting; Village of Elberta.

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

COMMITTEE OF THE WHOLE – None

COMMITTEE APPOINTMENTS

Betsie Valley Trail: Motion by Sauer, seconded by Miller, to confirm Roberta Benedict as the Village of Elberta Representative to the Betsie Valley Trail Management Council for 3 years. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

UNFINISHED BUSINESS – None

NEW BUSINESS – None

PRESENTATION OF CORRESPONDENCE

- Betsie Valley Trail Management Council minutes of October 5, 2021 and April 5, 2022 received.
- Green Lake Township Notice of Adoption of Master Plan Amendment.
- Benzie-Leelanau Health Dept minutes of March 30, 2022 received.
- Benzie Transportation Authority Financial Statement for March 2022 received.

11:02 a.m. Public Input

Annie Browning, Beulah, reported that she has been busy with duties at the Village of Beulah getting ready for summer.

Mary Haan, Honor, spoke regarding the ARPA funds and that her laundromat is in need of help as well.

11:06 a.m. Public Input Closed

Motion by Warsecke, seconded by Markey, to adjourn at 11:07 a.m. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Bob Roelofs, Chair

Dawn Olney, Benzie County Clerk

INDEX

1. Approved the agenda as amended.
2. Approved the regular session minutes of April 12, 2022 as presented.

COMMISSIONERS

Page 4 of 4

April 26, 2022

3. Approved the closed session minutes of April 12, 2022 as presented.
4. Approved payment of the bills in the amount of \$248,918.09, as presented.
5. Approved budget amendments up to \$60,000.00 from the General Fund, Budgeted Use of Fund Balance for jail medical expenses for inmates on an as needed basis for the 2021/2022 fiscal year.
6. Approved budget amendment for \$40,000.00 of marijuana excise tax funds as contribution to cover the sewer feasibility study facilitated by Benzonia Township, as presented.
7. Approved Resolution 2022-016 approving the Benzie County Brownfield Redevelopment Authority Plan, Village of Honor Scattered Plan, be adopted which supports the project proposed by Convenience Management for development of a convenience store and gas station.
8. Approved the budget amendment in the amount of \$5,200 for jury fees be approved, with funds to move from the CARES act dollars as needed.
9. Confirmed Roberta Benedict as the Village of Elberta Representative to the Betsie Valley Trail Management Council for 3 years.

Art Jeannot
Commissioner Report
April 26, 2022

- Participated in 4 meetings on behalf of the County since our April 12th meeting.
- **4/15 – EDC/BRA –**
 - After a number of meetings to learn more about True North's request to use brownfield tax credits to support their project in Honor, a motion passed to recommend to the BOC approval of their request. This will be on an upcoming BOC agenda and will be discussed in greater detail.
 - We had a presentation regarding Benzie Central Wellness Center. We have been invited to go on a field trip to see other projects that are functioning in other communities.
- **4/18– Northern MI Counties Association –**
 - We discussed proposed bills for funding CMHs in Michigan. We were joined by State Representative Mary Whiteford to learn more about her proposed house bill on this subject. The bill proposed by Senator Shirkey appears to be lacking support. 62 counties have passed a resolution against the Senators bill (SB 597-598)
 - Additional monies may be coming from the State of MI to match ARPA dollars at the county level.
 - \$250M has been allocated to help rural communities with broadband initiatives.
- **4/19 – Northern MI Community Action Agency (Housing Committee) –**
 - We met to discuss investing /sponsoring a housing project in Leelanau County. You may not be aware that this same committee supported a request to fund \$145k for the housing project being built in Honor. The committee has 3 voting members who make recommendations to the full board at NMCAA.
- **4/21 – Northern MI Community Action Agency –**
 - Approved the application for a MSHDA grant for a housing project in Leelanau County.
 - I learned that Head Start has been put on notice to vacate the Platte River Elementary School at the end of the school year. I spoke with Bob Rosa and explained that Head Start is having problems finding a new location in Benzie County. Potentially Benzie County may not be able to have Head Start for the next school year. Bob has agreed to re-visit this conversation with the BCRC board.
 - There are additional monies available from the State (\$183k) for housing weatherization assistance. We need to find a way to communicate this to our community. Some of the rules have been relaxed.
- **Other –**
- **4/15 –** At Kyle Mauer's request I did a site visit to the animal shelter to discuss concerns and plans to re-locate the dog run.
- **4/19 –** I met with members of Benzie Faith in Action at their request to discuss housing and broadband in Benzie County. Katie Zeits and Paula Figura joined me.

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: April 7, 2022

Subject: **Administration Update**

Broadband

Due to unforeseen circumstances, Merit will be presenting their presentation to the Board of Commissioners on May 24th. In the near future, I will share with the board a quick 2-pager overview that can be distributed to the community.

The State of Michigan has allocated funds for broadband, and we expect programming to access those funds to be out in May. There is a great deal of money at both the state and federal level and broadband is a priority of both the Governor and the President. I will continue to follow this topic.

22/23 Budget

We will begin budgeting very soon! The process will be similar to last year but will be moved up a bit giving the board a little extra time to discuss and approve funds.

This and That

I attend the Weldon Township meeting and they were excited to hear from me. I gave them an overview of the ARPA process, let them know about the broadband presentation coming up and answered other questions they had.

I attended a Faith in Action meeting with Commissioner Jeannot to discuss broadband and housing. The group is eager to assist with both efforts in our community.

I recently met with Senator Jon Bumstead. Pending the November 2022 election, he would be our Senator in Benzie County. Senator Bumstead and I have a good history. Him and I discussed various monies at the State level and how we can potentially benefit from them, including broadband, sewer, trails, and brownfield. I brought Senator Bumstead around the building to meet with additional staff.

I continue to meet with interested developers for various properties in Benzie County, including the old high school, Platte School and Crystal Lake school. I am hopeful we can continue the momentum we've found for the Village of Honor project in Benzie County.

As a reminder, we will be celebrating with Amy Bissell on Friday, April 29th for her retirement. This event will take place in the Board room from 1pm until 4pm.

Please mark your calendars for Friday, June 17th for an all-employee cookout! More details to come.

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!

Finance Report

BILLS TO BE APPROVED May 10th

Motion to approve Vouchers in the amount of:

\$ 113,327.91 General Fund (101)

\$ 19,833.65 Jail Fund (213)

\$ 10,754.44 Ambulance Fund & ALS (214)

\$ 3,464.04 Funds 105-238

\$ 2,757.97 ACO Fund (247)

\$ - Building (249)

\$ 4,594.18 Dispatch 911 Fund (261)

\$ 104,708.38 Funds 239-292

\$ 74,514.37 Funds 293-640

\$ 27,628.05 701 Fund

\$ 78,036.95 Trust and Agency Funds & MSU Trust and Agency Fund (702-771)

\$ 439,619.94

Payable April 22nd -

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
												\$ -
4.28.22	\$ 43,224.69	\$ 6,582.98	\$ 5,774.43	\$ 799.13	\$ 2,693.85		\$ 2,892.61	\$ 7,573.81	\$ 48,242.37	\$ 907.92	\$ 78,036.95	\$ 196,728.74
												\$ -
5.5.22	\$ 70,103.22	\$ 13,250.67	\$ 4,980.01	\$ 2,664.91	\$ 64.12		\$ 1,701.57	\$ 97,134.57	\$ 26,272.00	\$ 26,720.13		\$ 242,891.20
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Totals	\$ 113,327.91	\$ 19,833.65	\$ 10,754.44	\$ 3,464.04	\$ 2,757.97	\$ -	\$ 4,594.18	\$ 104,708.38	\$ 74,514.37	\$ 27,628.05	\$ 78,036.95	\$ 439,619.94

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

05/05/2022 02:16 PM
User: LBARRETT
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 04/29/2022 - 05/05/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 1/9

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 101 BOARD OF COMMISSIONERS					
101-101-727.00	OFFICE SUPPLIES	DA DESIGNS	ANDY MILLER BUSINESS CARDS	42.50	85077
101-101-860.00	TRAVEL	SAUER, GARY	TRAVEL	136.89	85151
101-101-860.00	TRAVEL	WARSECKE, EVAN	TRAVEL	97.11	85184
Total For Dept 101 BOARD OF COMMISSIONERS				276.50	
Dept 131 CIRCUIT COURT					
101-131-802.00	TRANSCRIPTS	MARCIA TOMKIEWICZ	TRANSCRIPTS MARCH 22-26 OF 2021	211.45	85124
101-131-804.00	RECORDING SERVICES	MARCIA TOMKIEWICZ	MARCH 22-31 COUR RECORDING	525.00	85124
101-131-810.00	LEGAL FEES	MCDONALD, PATRICK	COURT APPOINTED ATTY FOR VARIOUS NA CAS	1,091.25	85127
101-131-967.00	PROJECT EXPENSES - DRUG COURT GR	KENNETH HILLIARD	CONTRACTED SERVICES DRUG COURT	1,477.44	85111
Total For Dept 131 CIRCUIT COURT				3,305.14	
Dept 136 DISTRICT COURT					
101-136-727.00	OFFICE SUPPLIES	MCCARDEL WATER CONDITIONING	OFFICE SUPPLIES	63.25	85126
101-136-805.10	PROBATE CT APPOINTED ATTORNEY	CLAPP, CHARLES L	NATHANIEL J COLBY	82.50	85070
101-136-807.00	JURY FEES	ALEXANDER, BRANDON MICHAEL	JURY DUTY	27.32	85045
101-136-807.00	JURY FEES	ANDERSON, ANGELA SUE	JURY DUTY	26.20	85048
101-136-807.00	JURY FEES	BOSTICK, ALLANA ROSE	JURY DUTY	30.68	85060
101-136-807.00	JURY FEES	BOWERS, JAMES EARL	JURY DUTY	75.68	85062
101-136-807.00	JURY FEES	BUNETTO, JOSEPH THOMAS	JURY DUTY	23.40	85064
101-136-807.00	JURY FEES	CROSSMAN, JAN SUSAN	JURY DUTY	31.80	85075
101-136-807.00	JURY FEES	CUTLER, MARIDEE DIANE	JURY DUTY	15.56	85076
101-136-807.00	JURY FEES	DOYON, JACQUELYN MARIE	JURY DUTY	16.68	85080
101-136-807.00	JURY FEES	EWING, CANDACE MARIE	JURY DUTY	20.60	85083
101-136-807.00	JURY FEES	FAFETTE, ELIZABETH ANN	JURY DUTY	71.20	85084
101-136-807.00	JURY FEES	FARAH, CYNTHIA DORAN	JURY DUTY	59.12	85085
101-136-807.00	JURY FEES	GOERKE, STEVEN FREDERICK	JURY DUTY	19.48	85088
101-136-807.00	JURY FEES	GULOW, LYDIA ELIZABETH	JURY DUTY	37.40	85090
101-136-807.00	JURY FEES	HARRINGTON, MICHAEL WALTER	JURY DUTY	26.20	85092
101-136-807.00	JURY FEES	HOMAN, STEVEN LEROY	JURY DUTY	26.20	85095
101-136-807.00	JURY FEES	JOHNSON, JAMES STEPHEN	JURY DUTY	20.60	85106
101-136-807.00	JURY FEES	JOHNSON, ROSEANN LEE	JURY DUTY	18.92	85107
101-136-807.00	JURY FEES	JONES, KOLLEEN MARIE	JURY DUTY	23.96	85109
101-136-807.00	JURY FEES	KILLIAN, NICKOLAS ARTHUR	JURY DUTY	21.72	85112
101-136-807.00	JURY FEES	KOBYLSKI, KEVIN RICHARD	JURY DUTY	71.20	85114
101-136-807.00	JURY FEES	KROUPA, KIMBERLY ANN	JURY DUTY	36.28	85117
101-136-807.00	JURY FEES	LAING, PAMMELA ANNE	JURY DUTY	20.60	85119
101-136-807.00	JURY FEES	MCGINLEY, DONAVON AREK	JURY DUTY	30.12	85128
101-136-807.00	JURY FEES	MCKAY, GERALD GEORGE	JURY DUTY	66.96	85129
101-136-807.00	JURY FEES	MCMANUS, KATHLEEN HEISCHM	JURY DUTY	20.60	85130
101-136-807.00	JURY FEES	MEPHAM, STEVEN RAY	JURY DUTY	20.60	85131
101-136-807.00	JURY FEES	MERRITT, LAURA LYNN	JURY DUTY	31.80	85132
101-136-807.00	JURY FEES	METTY, ERIK ALLYN	JURY DUTY	21.72	85133
101-136-807.00	JURY FEES	MILLIGAN, RYAN WAYNE	JURY DUTY	37.40	85135
101-136-807.00	JURY FEES	NEIGER, ELIZABETH ANN	JURY DUTY	31.12	85136
101-136-807.00	JURY FEES	ODZIANA, RACHELMARIE	JURY DUTY	35.16	85140
101-136-807.00	JURY FEES	OSELAND, SUSAN MARIE	JURY DUTY	49.72	85142
101-136-807.00	JURY FEES	POWERS, AARON PAUL	JURY DUTY	37.84	85144
101-136-807.00	JURY FEES	PROKES, DEANNA RAE	JURY DUTY	33.36	85145
101-136-807.00	JURY FEES	REED, KENNETH WESLEY	JURY DUTY	75.68	85147
101-136-807.00	JURY FEES	RICHARDSON, SHERRY LYNN	JURY DUTY	93.60	85149
101-136-807.00	JURY FEES	SCOTT, CINDY LOU	JURY DUTY	77.92	85153
101-136-807.00	JURY FEES	SIVEK, GENELL LYN	JURY DUTY	53.52	85154

05/05/2022 02:16 PM
User: LBARRETT
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 04/29/2022 - 05/05/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 2/9

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 136 DISTRICT COURT					
101-136-807.00	JURY FEES	SKIDMORE, WESLEY DUANE	JURY DUTY	29.00	85155
101-136-807.00	JURY FEES	SMITH, DANIEL SCOTT	JURY DUTY	22.84	85157
101-136-807.00	JURY FEES	SOUTHWORTH, SPRAY ELIZABETH	JURY DUTY	93.60	85158
101-136-807.00	JURY FEES	TAYLOR JR, JOHN WILLIAM	JUTY DUTY	37.84	85167
101-136-807.00	JURY FEES	THROOP, JONATHAN CHARLES	JURY DUTY	36.28	85172
101-136-807.00	JURY FEES	WARD JR, WILLIAM RUSSELL	JURY DUTY	22.84	85183
101-136-807.00	JURY FEES	ZIELINSKI, THERESE LYNN	JURY DUTY	29.56	85188
101-136-900.00	PRINTING & PUBLISHING	I.C.L.E.	2022 MI PROBATE BENCHBOOK	108.50	85100
Total For Dept 136 DISTRICT COURT				1,964.13	
Dept 141 FRIEND OF THE COURT					
101-141-964.10	REIMBURSEMENT TO MANISTEE	MANISTEE COUNTY FOC	FOC REIMBURSEMENT	12,876.43	85122
Total For Dept 141 FRIEND OF THE COURT				12,876.43	
Dept 172 ADMINISTRATOR					
101-172-727.00	OFFICE SUPPLIES	VISA=KATIE ZEITS	HONOR FAMILY MART CAKE	60.00	85179
101-172-961.00	TRAINING & SCHOOLS	VISA=KATIE ZEITS	LANSING CONF	295.92	85179
Total For Dept 172 ADMINISTRATOR				355.92	
Dept 215 COUNTY CLERK					
101-215-727.00	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES - CLERK	56.03	85141
101-215-860.00	TRAVEL	KIM CHILDS	MILEAGE TO ADOPTION CONFERENCE	122.84	85113
Total For Dept 215 COUNTY CLERK				178.87	
Dept 253 COUNTY TREASURER					
101-253-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CENTERS	OFFICE SUPPLIES	79.70	85103
101-253-860.00	TRAVEL	THOMPSON, MICHELLE	MILEAGE	77.51	85171
101-253-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	DELINQUENT TAX SYSTEM-ANNUAL SERVICE/SU	4,361.00	85063
Total For Dept 253 COUNTY TREASURER				4,518.21	
Dept 265 BUILDING & GROUNDS					
101-265-800.00	CONTRACTED SERVICES	KATHY HELINE CLEANING	CLEANING	4,100.00	85110
101-265-853.00	CELLULAR PHONES	ZEITS, KATIE	MONTHLY STIPEND PHONE	30.00	85187
Total For Dept 265 BUILDING & GROUNDS				4,130.00	
Dept 267 PROSECUTING ATTORNEY					
101-267-727.00	OFFICE SUPPLIES	VISA=SARA SWANSON	VISA 0132 - APRIL 2022	105.01	85182
101-267-901.00	RESOURCE MATERIALS	REXL INC. DBA LEXISNEXIS	APRIL 2022 4252ZSHK8	88.00	85148
Total For Dept 267 PROSECUTING ATTORNEY				193.01	
Dept 275 DRAIN COMMISSION					
101-275-819.00	CONTRACT SERVICE - LAKE LEVELS	DIXON, CRAIG	MONTHLY CONTRACTED SERVICES FOR DAM WAI	333.33	85079
Total For Dept 275 DRAIN COMMISSION				333.33	
Dept 285 CENTRAL SERVICES					
101-285-730.00	POSTAGE	CMRS-FP	METER #106000933130	2,500.00	85071
Total For Dept 285 CENTRAL SERVICES				2,500.00	
Dept 301 SHERIFF					
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, 1	OFF SUPP - 11X 17	11.77	85047
101-301-749.00	VEHICLE REPAIRS	HEIGES PERFORMANCE, INC.	19-1 FRT & REAR ROTORS/PADS 71385 MILE	298.00	85094
101-301-751.00	UNIFORMS	AMAZON CAPITAL SERVICES, 1	UNIFORMS - MAUL PANTS	171.76	85047
101-301-751.00	UNIFORMS	AMAZON CAPITAL SERVICES, 1	UNIFORMS - BLANK	73.16	85047
101-301-751.00	UNIFORMS	AMAZON CAPITAL SERVICES, 1	UNIFORM SHIRTS - MAUL	161.68	85047

05/05/2022 02:16 PM
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INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 04/29/2022 - 05/05/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 3/9

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 301 SHERIFF					
101-301-751.00	UNIFORMS	EMBROID ME OF TRAVERSE CI	UNIFORMS - ROAD - JR	84.00	85082
101-301-751.00	UNIFORMS	EMBROID ME OF TRAVERSE CI	RUBIN - SHIRTS - EMBROIDERY	100.00	85082
101-301-850.00	TELEPHONE	CHARTER COMMUNICATIONS	CHARTER 042122 TO 052022	17.98	85067
101-301-961.00	TRAINING & SCHOOLS	BENZIE COUNTY SHERIFF OFF	PRISONER TRANSPORT - MEALS/COT - T&S -	50.00	85054
101-301-970.00	EQUIPMENT	VISA=GHUBERS 1098	T&S/SRPRESSD PLATES	39.81	85178
Total For Dept 301 SHERIFF				1,008.16	
Dept 333 SECONDARY ROAD PATROL					
101-333-725.00	FRINGE BENEFITS	DEARBORN LIFE INSURANCE C	COVERAGE FROM 5.1.22-5.31.22	43.67	85078
Total For Dept 333 SECONDARY ROAD PATROL				43.67	
Dept 426 EMERGENCY MANAGEMENT					
101-426-725.00	FRINGE BENEFITS	DEARBORN LIFE INSURANCE C	COVERAGE FROM 5.1.22-5.31.22	23.12	85078
101-426-855.00	RADIO MAINTENANCE/EQUIPMENT	GRAND TRAVERSE MOBILE COMM	EM BASE STATION SPEAKER REPAIR	111.25	85089
101-426-860.00	TRAVEL	HUBERS, REBECCA	APRIL TRAVEL EXPENSES - R. HUBERS MILE	634.73	85099
Total For Dept 426 EMERGENCY MANAGEMENT				769.10	
Dept 649 MENTAL HEALTH					
101-649-836.00	APPROPRIATIONS	CENTRA WELLNESS NETWORK	MONTHLY APPROPRIATION MAY 22	9,337.42	85065
Total For Dept 649 MENTAL HEALTH				9,337.42	
Dept 670 DHHS BOARD					
101-670-721.00	PER DIEM - DHS BOARD	HARRISON, SCOTT	PER DIEM	40.00	85093
101-670-721.00	PER DIEM - DHS BOARD	SCHAFFER, DONALD E.	PER DIEM/TRAVEL	40.00	85152
101-670-860.00	TRAVEL - DHS BOARD	SCHAFFER, DONALD E.	PER DIEM/TRAVEL	5.27	85152
Total For Dept 670 DHHS BOARD				85.27	
Dept 728 INTERGOVERNMENTAL					
101-728-885.00	LIQUOR TAX - NO MI REG ENTITY	NORTHERN MICHIGAN REGIONAL	LIQUOR TX PORTION OWED TO NMRE	26,428.50	85137
Total For Dept 728 INTERGOVERNMENTAL				26,428.50	
Dept 751 PARKS & RECREATION DEPARTMENT					
101-751-721.00	PER DIEM	BARB IKENS	PARKS AND REC PER DIEM/TRAVEL	40.00	85050
101-751-721.00	PER DIEM	BARNARD, JASON	PARKS AND REC PER DIEM/TRAVEL	40.00	85051
101-751-721.00	PER DIEM	DUPERRON, SEAN	PARKS AND REC PER DIEM/TRAVEL	40.00	85081
101-751-721.00	PER DIEM	HOOGTERP, EDWARD	PARKS AND REC PER DIEM/TRAVEL	40.00	85098
101-751-721.00	PER DIEM	KRAUS, CHARLES	PARKS AND REC PER DIEM/TRAVEL	40.00	85116
101-751-721.00	PER DIEM	MICK, TED	PARKS AND REC PER DIEM/TRAVEL	40.00	85134
101-751-721.00	PER DIEM	PEACOCK, TAD	PARKS AND REC PER DIEM/TRAVEL	40.00	85143
101-751-721.00	PER DIEM	SKURDALL, BARBARA	PARKS AND REC PER DIEM/TRAVEL	40.00	85156
101-751-860.00	TRAVEL	BARB IKENS	PARKS AND REC PER DIEM/TRAVEL	2.93	85050
101-751-860.00	TRAVEL	BARNARD, JASON	PARKS AND REC PER DIEM/TRAVEL	5.85	85051
101-751-860.00	TRAVEL	DUPERRON, SEAN	PARKS AND REC PER DIEM/TRAVEL	9.95	85081
101-751-860.00	TRAVEL	HOOGTERP, EDWARD	PARKS AND REC PER DIEM/TRAVEL	1.75	85098
101-751-860.00	TRAVEL	KRAUS, CHARLES	PARKS AND REC PER DIEM/TRAVEL	12.87	85116
101-751-860.00	TRAVEL	PEACOCK, TAD	PARKS AND REC PER DIEM/TRAVEL	2.34	85143
Total For Dept 751 PARKS & RECREATION DEPARTMENT				355.69	
Dept 851 INSURANCE & BONDS					
101-851-725.06	LIFE INSURANCE	DEARBORN LIFE INSURANCE C	COVERAGE FROM 5.1.22-5.31.22	147.02	85078
Total For Dept 851 INSURANCE & BONDS				147.02	
Dept 852 MEDICAL INSURANCE					

05/05/2022 02:16 PM
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INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 04/29/2022 - 05/05/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 4/9

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 852 MEDICAL INSURANCE					
101-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	CONQUEST, JEFF	RETIREE HEALTH SUPPLEMENT BENEFIT PER C	175.00	85073
101-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	KOSIBOSKI, JEFFREY	RETIREE HEALTH SUPPLEMENT BENEFIT PER C	175.00	85115
101-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	LAUTENBACH, LORI	RETIREE HEALTH SUPPLEMENT BENEFIT PER C	175.00	85120
101-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	TUCKER, DAVID	MONTHLY RETIREE HEALTHCARE SUPPLEMENT	175.00	85175
101-852-718.00	SHORT/LONG TERM DISABILITY	DEARBORN LIFE INSURANCE CC	COVERAGE FROM 5.1.22-5.31.22	611.85	85078
Total For Dept 852 MEDICAL INSURANCE				1,311.85	
Total For Fund 101 GENERAL FUND				70,118.22	
Fund 205 TNT OFFICER MILLAGE FUND					
Dept 000					
205-000-725.00	FRINGE BENEFITS	DEARBORN LIFE INSURANCE CC	COVERAGE FROM 5.1.22-5.31.22	40.87	85078
205-000-840.00	INTELL/INVESTIGATIONS	TRANSUNION RISK & ALTERNAT	INTELL - APRIL 2022	75.00	85173
205-000-840.00	INTELL/INVESTIGATIONS	TRAVERSE NARCOTICS TEAM	TNT OPERATING SHARE - BCSO	2,000.00	85174
205-000-840.00	INTELL/INVESTIGATIONS	VISA-KASTL 7518	INTELL	28.52	85176
205-000-840.00	INTELL/INVESTIGATIONS	VISA=GHUBERS 1098	T&S/SRPRESSD PLATES	13.27	85178
Total For Dept 000				2,157.66	
Total For Fund 205 TNT OFFICER MILLAGE FUND				2,157.66	
Fund 209 SCHOOL RESOURCE OFFICER					
Dept 000					
209-000-725.00	FRINGE BENEFITS	DEARBORN LIFE INSURANCE CC	COVERAGE FROM 5.1.22-5.31.22	44.86	85078
209-000-961.00	TRAINING & SCHOOLS	VISA=GHUBERS 1098	T&S/SRPRESSD PLATES	425.00	85178
Total For Dept 000				469.86	
Total For Fund 209 SCHOOL RESOURCE OFFICER				469.86	
Fund 213 JAIL OPERATIONS FUND					
Dept 265 BUILDING & GROUNDS					
213-265-782.00	MAINTENANCE SUPPLIES	BETSIE VALLEY SALES & SER\	BLOWER	155.59	85058
213-265-783.00	EQUIP. SERVICES & SUPPLIES	BETSIE VALLEY SALES & SER\	BLOWER	438.40	85058
213-265-783.00	EQUIP. SERVICES & SUPPLIES	KSS ENTERPRISES	TP/PT/KLEENEX/CLEANER	754.47	85118
213-265-935.00	JAIL REPAIRS	BLAHNIK'S WELDING INC	CONTROL ROOM CHAIR REPAIR	55.00	85059
Total For Dept 265 BUILDING & GROUNDS				1,403.46	
Dept 351 JAIL - CORRECTIONS					
213-351-727.00	OFFICE SUPPLIES	VISA=ROSA KYLE	UPS - INMATE PACKAGE	41.43	85181
213-351-834.00	PRISONER MEDICAL - BENZIE CO	CORRECTIONAL RECOVERY	CLAIMS BALANCE/CR FEE	546.96	85074
213-351-834.01	PRISONER MEDICAL - JAIL INS CONT	ALL ACCESS CARE PLLC	APRIL JAIL MEDICAL 2022	10,872.11	85046
213-351-865.00	PRISONER TRANSFER	BENZIE COUNTY SHERIFF OFFI	PRISONER TRANSPORT - MEALS/COT - T&S -	60.00	85054
Total For Dept 351 JAIL - CORRECTIONS				11,520.50	
Dept 851 INSURANCE & BONDS					
213-851-725.06	LIFE INSURANCE	DEARBORN LIFE INSURANCE CC	COVERAGE FROM 5.1.22-5.31.22	38.00	85078
Total For Dept 851 INSURANCE & BONDS				38.00	
Dept 852 MEDICAL INSURANCE					
213-852-718.00	SHORT/LONG TERM DISABILITY	DEARBORN LIFE INSURANCE CC	COVERAGE FROM 5.1.22-5.31.22	288.71	85078
Total For Dept 852 MEDICAL INSURANCE				288.71	
Total For Fund 213 JAIL OPERATIONS FUND				13,250.67	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND					

05/05/2022 02:16 PM
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INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 04/29/2022 - 05/05/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 5/9

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND					
Dept 265 BUILDING & GROUNDS					
214-265-750.00	MAINTENANCE SUPPLIES	AMAZON CAPITAL SERVICES,	1CEMENT DRILL BIT, DRILL CHUCK KEY, ANCH	102.61	85047
214-265-750.00	MAINTENANCE SUPPLIES	FRANKFORT HARDWARE	DRIP TRAYS FOR ST 3 STOVE	24.96	85086
214-265-750.00	MAINTENANCE SUPPLIES	HONOR BUILDING SUPPLY, INC	2204-074196 TRASH BAGS AND LP TANK, 2	138.41	85097
214-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	FLASHLIGHTS FOR TRUCKS, TRASH BAGS FOR	17.99	85138
214-265-850.01	INTERNET SERVICE	CENTURYLINK	COMMUNICATION	306.59	85066
214-265-935.00	BUILDING REPAIRS	NYE PLUMBING & HEATING	ST 2 FURNACE REPAIR	245.67	85139
214-265-970.00	EQUIPMENT & REPAIR	TEAM FINANCIAL GROUP, INC.	40029846 CONTRACT PAYMENT	189.93	85168
Total For Dept 265 BUILDING & GROUNDS				1,026.16	
Dept 655 ADVANCED LIFE SUPPORT (ALS)					
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	30.51	85061
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	9.90	85061
214-655-735.00	MEDICAL SUPPLIES	NUGENT ACE HARDWARE	FLASHLIGHTS FOR TRUCKS, TRASH BAGS FOR	95.97	85138
214-655-749.00	VEHICLE REPAIRS	QUALITY CAR & TRUCK REPAIR	A21 OIL CHANGE, DOOR MOULDING, PINION E	1,652.36	85146
214-655-749.00	VEHICLE REPAIRS	XPRESS LUBE	A31 OIL CHANGE	59.02	85186
214-655-860.00	TRAVEL	MATTHEW DELZIO	4.7.22 TRAVEL	115.83	85125
214-655-970.00	EQUIPMENT	STRYKER SALES, LLC	STRYKER, ECG POWER ADAPTER	1,410.40	85165
Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)				3,373.99	
Dept 851 INSURANCE & BONDS					
214-851-725.06	LIFE INSURANCE	DEARBORN LIFE INSURANCE CO	COVERAGE FROM 5.1.22-5.31.22	76.00	85078
Total For Dept 851 INSURANCE & BONDS				76.00	
Dept 852 MEDICAL INSURANCE					
214-852-718.00	SHORT/LONG TERM DISABILITY	DEARBORN LIFE INSURANCE CO	COVERAGE FROM 5.1.22-5.31.22	503.86	85078
Total For Dept 852 MEDICAL INSURANCE				503.86	
Total For Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND				4,980.01	
Fund 228 SOLID WASTE/RECYCLING FUND					
Dept 851 INSURANCE & BONDS					
228-851-725.06	LIFE INSURANCE	DEARBORN LIFE INSURANCE CO	COVERAGE FROM 5.1.22-5.31.22	4.75	85078
Total For Dept 851 INSURANCE & BONDS				4.75	
Dept 852 MEDICAL INSURANCE					
228-852-718.00	SHORT/LONG TERM DISABILITY	DEARBORN LIFE INSURANCE CO	COVERAGE FROM 5.1.22-5.31.22	32.64	85078
Total For Dept 852 MEDICAL INSURANCE				32.64	
Total For Fund 228 SOLID WASTE/RECYCLING FUND				37.39	
Fund 247 ANIMAL CONTROL FUND					
Dept 851 INSURANCE & BONDS					
247-851-725.06	LIFE INSURANCE	DEARBORN LIFE INSURANCE CO	COVERAGE FROM 5.1.22-5.31.22	9.50	85078
Total For Dept 851 INSURANCE & BONDS				9.50	
Dept 852 MEDICAL INSURANCE					
247-852-718.00	SHORT/LONG TERM DISABILITY	DEARBORN LIFE INSURANCE CO	COVERAGE FROM 5.1.22-5.31.22	54.62	85078
Total For Dept 852 MEDICAL INSURANCE				54.62	
Total For Fund 247 ANIMAL CONTROL FUND				64.12	
Fund 261 911 EMERGENCY SERVICE FUND					
Dept 325 DISPATCH/COMMUNICATION					
261-325-727.00	OFFICE SUPPLIES	VISA=RHUBERS	CD VISA CHARGES APRIL 15, 2022 STATEMEN	12.79	85180

05/05/2022 02:16 PM

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INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY

EXP CHECK RUN DATES 04/29/2022 - 05/05/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 6/9

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 261 911 EMERGENCY SERVICE FUND					
Dept 325 DISPATCH/COMMUNICATION					
261-325-830.00	911 MAINTENANCE CONTRACT	ID NETWORKS, INC.	3 NET MOTION LICENSES 5/1/22 THROUGH 4/	207.00	85102
261-325-830.00	911 MAINTENANCE CONTRACT	WESTTEL INTERNATIONAL, LLC	MONTHLY SERVICE - MAINTENANCE JUNE 2022	938.00	85185
261-325-930.00	EQUIPMENT REPAIR	RUGGED DEPOT	CUSTOMER NUMBER: C16943 - LIND ADAPTOR	154.00	85150
261-325-961.00	TRAINING & SCHOOLS	VISA=RHUBERS	CD VISA CHARGES APRIL 15, 2022 STATEMEN	65.00	85180
Total For Dept 325 DISPATCH/COMMUNICATION				1,376.79	
Dept 851 INSURANCE & BONDS					
261-851-725.06	LIFE INSURANCE	DEARBORN LIFE INSURANCE CO	COVERAGE FROM 5.1.22-5.31.22	40.38	85078
Total For Dept 851 INSURANCE & BONDS				40.38	
Dept 852 MEDICAL INSURANCE					
261-852-718.00	SHORT/LONG TERM DISABILITY	DEARBORN LIFE INSURANCE CO	COVERAGE FROM 5.1.22-5.31.22	284.40	85078
Total For Dept 852 MEDICAL INSURANCE				284.40	
Total For Fund 261 911 EMERGENCY SERVICE FUND				1,701.57	
Fund 262 DISPATCHER TRAINING FUND					
Dept 000					
262-000-961.00	TRAINING & SCHOOLS	HUBERS, REBECCA	APRIL TRAVEL EXPENSES - R. HUBERS MILEF	337.82	85099
262-000-961.00	TRAINING & SCHOOLS	JANET ENGLER	MILAGE AND MEAL TRAVEL EXPENSES - LEIN	254.17	85104
262-000-961.00	TRAINING & SCHOOLS	VISA=RHUBERS	CD VISA CHARGES APRIL 15, 2022 STATEMEN	89.25	85180
Total For Dept 000				681.24	
Total For Fund 262 DISPATCHER TRAINING FUND				681.24	
Fund 276 COMMISSION ON AGING MILLAGE FUND					
Dept 000					
276-000-800.00	CONTRACTED SERVICES	BENZIE SENIOR RESOURCES	MNTHLY PYMT FOR CONTRACTED SERVICES	96,453.33	85057
Total For Dept 000				96,453.33	
Total For Fund 276 COMMISSION ON AGING MILLAGE FUND				96,453.33	
Fund 293 VETERAN'S RELIEF FUND					
Dept 000					
293-000-839.00	VETERANS BURIALS & MARKERS	THOMAS SMITH	VETERANS BURIAL BENEFIT- MICHAEL C SMITH	300.00	85170
293-000-860.00	TRAVEL	VISA= KAREN KOROLENKO	VA CONFERENCE	104.00	85177
293-000-900.00	PRINTING & PUBLISHING	MACDONALD GARBER BROADCASTING	VA ADVERTISING	1,363.63	85121
Total For Dept 000				1,767.63	
Total For Fund 293 VETERAN'S RELIEF FUND				1,767.63	
Fund 401 CAPITAL IMPROVEMENT FUND					
Dept 000					
401-000-967.00	PROJECT EXPENSES	I.T. RIGHT- VC3	SHERIFF SERVER REPLACEMENT	12,771.25	85101
Total For Dept 000				12,771.25	
Total For Fund 401 CAPITAL IMPROVEMENT FUND				12,771.25	
Fund 425 EQUIPMENT REPLACEMENT FUND					
Dept 301 SHERIFF					
425-301-967.09	PROJECT EXPENSES BCSO VSU GRANT	VISA=RHUBERS	EM VISA CHARGES APRIL 25, 2022 STATEMEN	50.04	85180
Total For Dept 301 SHERIFF				50.04	
Dept 426 EMERGENCY MANAGEMENT					

05/05/2022 02:16 PM
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INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 04/29/2022 - 05/05/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 7/9

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 425 EQUIPMENT REPLACEMENT FUND					
Dept 426 EMERGENCY MANAGEMENT					
425-426-967.01	PROJECT EXPENSES - GTB - RACES	HAM RADIO OUTLET, INC	RADIO PURCHASE - AUTHORIZED BY 2% GTB F	2,298.70	85091
425-426-967.02	PROJECT EXPENSES - CERT	VISA=RHUBERS	EM VISA CHARGES APRIL 25, 2022 STATEMEN	51.96	85180
Total For Dept 426 EMERGENCY MANAGEMENT				2,350.66	
Total For Fund 425 EQUIPMENT REPLACEMENT FUND				2,400.70	
Fund 516 DELINQUENT TAX REVOLVING FUND					
Dept 000					
516-000-230.00	DUE OTHER UNITS - SETTLEMENT	BENZIE CONSERVATION DISTRI	2021 DELINQUENT TAX DISBURSEMENT	9,347.32	85052
516-000-694.00	CASH OVER/SHORT	ANDREW SWARTZ	OVERPAID ON DLQ TAXES	8.80	85049
516-000-694.00	CASH OVER/SHORT	THOMAS CHAVEY	OVERPAID ON DLQ TAXES	24.30	85169
Total For Dept 000				9,380.42	
Total For Fund 516 DELINQUENT TAX REVOLVING FUND				9,380.42	
Fund 701 GENERAL AGENCY FUND					
Dept 136 DISTRICT COURT					
701-136-214.01	DUE TO SHERIFF'S DEPT - OWI REIM	BENZIE COUNTY SHERIFF OFFI	APRIL 2022 OWI REIMBURSEMENT	330.00	85056
701-136-228.20	DUE STATE - DNR JUDGEMENT FEES	STATE OF MICHIGAN	APRIL 2022 FEE TRANSMITTAL	930.00	85161
701-136-228.37	DUE STATE - CRIME VICTIM RIGHTS	STATE OF MICHIGAN	APRIL 2022 FEE TRANSMITTAL	1,278.00	85161
701-136-228.42	DUE STATE - STATE COURT - MOTION	STATE OF MICHIGAN	APRIL 2022 FEE TRANSMITTAL	190.00	85161
701-136-228.56	DUE STATE - EFILING FEE DIST CO	STATE OF MICHIGAN	APRIL 2022 FEE TRANSMITTAL	405.00	85161
701-136-228.58	DUE STATE - CIVIL FILING FEES	STATE OF MICHIGAN	APRIL 2022 FEE TRANSMITTAL	1,967.00	85161
701-136-228.59	DUE STATE - JUSTICE SYSTEM FUND	STATE OF MICHIGAN	APRIL 2022 FEE TRANSMITTAL	2,255.00	85161
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED/COSTS/FORFEITED	1,225.00	85042
701-136-271.00	RESTITUTIONS PAYABLE	GLEN LAKE ELECTRIC INC	RESTITUTION PYMT FROM SAMUAL CIKITY	195.14	85087
701-136-271.00	RESTITUTIONS PAYABLE	STATE FARM INSURANCE	RESTITUTION PYMT FROM WM FORTINE #22014	20.00	85159
Total For Dept 136 DISTRICT COURT				8,795.14	
Dept 141 FRIEND OF THE COURT					
701-141-222.04	DUE MANISTEE - STATUTORY FEES	MANISTEE COUNTY TREASURER	FEE COLLECTION APRIL 2022	298.11	85123
701-141-222.05	DUE MANISTEE - PROCESSING FEES	MANISTEE COUNTY TREASURER	FEE COLLECTION APRIL 2022	40.19	85123
Total For Dept 141 FRIEND OF THE COURT				338.30	
Dept 148 PROBATE COURT					
701-148-228.06	DUE STATE - SHARED FEES	STATE OF MICHIGAN	APRIL 2022 FEE TRANSMITTAL	179.02	85160
701-148-228.42	DUE STATE - GENERAL FEES	STATE OF MICHIGAN	APRIL 2022 FEE TRANSMITTAL	125.00	85160
701-148-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	APRIL 2022 FEE TRANSMITTAL	275.00	85160
701-148-228.58	DUE STATE - CIVIL FILING FEES	STATE OF MICHIGAN	APRIL 2022 FEE TRANSMITTAL	1,650.00	85160
Total For Dept 148 PROBATE COURT				2,229.02	
Dept 215 COUNTY CLERK					
701-215-228.16	DUE STATE - PISTOL PERMITS	STATE OF MICHIGAN (#38-60C	CPL APPLICATIONS FOR APRIL	1,219.00	85164
701-215-271.00	RESTITUTIONS PAYABLE	ALAN GRAY	RESTITUTION FROM BRANDON PIPER	12.50	85043
701-215-271.00	RESTITUTIONS PAYABLE	ALAN GRAY	RESTITUTION FROM BRANDON PIPER	12.50	85044
701-215-271.00	RESTITUTIONS PAYABLE	BENZIE COUNTY PROSECUTORS	RESTITUTION FROM ANDREW MYSLIWIEC	45.00	85053
701-215-271.00	RESTITUTIONS PAYABLE	BENZIE COUNTY SHERIFF OFFI	RESTITUTION FROM ANDREW MYSLIWIEC	5.00	85055
701-215-271.00	RESTITUTIONS PAYABLE	CHRISTINA GUNDERSON	RESTITUTION FROM LUCAS BRIGHT	10.00	85068
701-215-271.00	RESTITUTIONS PAYABLE	CIERA BRUNAN	REPLACEMENT CHECK FOR 81676,82320,82321	40.00	85069
701-215-271.00	RESTITUTIONS PAYABLE	HOMESTEAD TWP FIRE DEPT	RESTITUTION FROM MICHAEL VINCENT	400.00	85096
701-215-271.00	RESTITUTIONS PAYABLE	JASON WARE	RESTITUTION FROM KYLER EDLER	199.66	85105
701-215-271.00	RESTITUTIONS PAYABLE	JONATHAN RIENKS	REPLACEMENT CHECK FOR #81178 -B.S.	82.00	85108
701-215-271.00	RESTITUTIONS PAYABLE	TAMMY BURDICK	REPLACEMENT CHECK FOR #79241 - CHAD SHF	120.00	85166

05/05/2022 02:16 PM
User: LBARRETT
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 04/29/2022 - 05/05/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 8/9

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<hr/>					
Fund 701 GENERAL AGENCY FUND					
Dept 215 COUNTY CLERK					
		Total For Dept 215 COUNTY CLERK		2,145.66	
Dept 253 COUNTY TREASURER					
701-253-274.10	DUE STATE - QFF DELQ	STATE OF MICHIGAN	QFP PARTICIPATION	12,320.00	85163
701-253-275.00	TAX OVERPAYMENTS/REFUNDS	STATE OF MICHIGAN	PRE INT REFUND 27102423A28M	524.30	85162
		Total For Dept 253 COUNTY TREASURER		12,844.30	
Dept 267 PROSECUTING ATTORNEY					
701-267-268.00	CANINE ADVOCATE FUND	CODY KASTL	K9 ADVOCATE 3Q EXP - GROOMING	367.71	85072
		Total For Dept 267 PROSECUTING ATTORNEY		367.71	
		Total For Fund 701 GENERAL AGENCY FUND		26,720.13	

05/05/2022 02:16 PM
User: LBARRETT
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INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 04/29/2022 - 05/05/2022
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BOTH OPEN AND PAID

Page: 9/9

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101 GENERAL FUND	70,118.22
Fund 205 TNT OFFICER MII	2,157.66
Fund 209 SCHOOL RESOURCE	469.86
Fund 213 JAIL OPERATIONS	13,250.67
Fund 214 EMERGENCY MEDIC	4,980.01
Fund 228 SOLID WASTE/REC	37.39
Fund 247 ANIMAL CONTROL	64.12
Fund 261 911 EMERGENCY S	1,701.57
Fund 262 DISPATCHER TRAI	681.24
Fund 276 COMMISSION ON P	96,453.33
Fund 293 VETERAN'S RELIE	1,767.63
Fund 401 CAPITAL IMPROVI	12,771.25
Fund 425 EQUIPMENT REPL	2,400.70
Fund 516 DELINQUENT TAX	9,380.42
Fund 701 GENERAL AGENCY	26,720.13

Total For All Funds:	242,954.20
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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 April 2022

Elyssa Magnan is off training and now working her shift independently as a probationary ECS.

Jeremy Breitner has moved to phase two of his training process.

Michelle Eichenberg has submitted her resignation. Her last day is May 3, 2022.

Our roster was full “for a hot minute”. BCCD has one full time and one part time Emergency Communications Specialist roster position available.

The next 911 Dispatch Advisory Board meeting is scheduled for **May 12, 2022**.

All reports have been submitted to the State of Michigan for our “Report to Legislature” and surcharge renewal. The newly drafted 911 surcharge rules – have a few more teeth to make sure vendors are accountable for submitting their surcharge payments to the state and locally.

I am going to refrain from adding *call by hour* pictures to the packet until the end of the year. Monthly the image doesn’t represent much, but annually it offers a better picture of our call volume.

Input is currently being requested by staff to update the Emergency Communications Specialist job description.

I am in the process of drafting RFP language for architecture and design services for the new Emergency Communications Center/PSAP/Dispatch

House Bill 5522: contains supplemental appropriations for many “first responders” and “public safety” and is a good bill to pay attention to. It has been shared that there is currently no definition of a “first responder” in Michigan. The Bill does “define” a Local Public Safety Department, but does this clearly apply to Dispatch Centers and are Telecommunicators, first responders? Please share with your close legislatures your opinion.

My hope is that you recognize that telecommunicators/dispatchers/Emergency Communications Specialists are very much just as specialized as “first responders” as any of the police, fire and EMS responders that handle your local emergencies. They are also susceptible to the stresses, and strains experienced by other responders, just at different levels other than *getting their hands dirty*.

Sincerely – Rebecca Hubers

	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-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
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
Abandoned Vehicle	2	2	12	2	2	13	9
Accidental Dial	64	25	33	35	31	26	41
Aircraft Down							
Alarm - Commercial	7	13	9	8	13	20	8
Alarm - Medical	9	4	15	11	6	16	8
Alarm - Residential	15	19	11	13	7	9	15
Ambulance Request	180	156	152	162	162	164	119
Ambulance Transfer	45	37	39	37	29	29	33
Animal Control Complaint	12	18	11	13	7	15	16
Assault	8	6	7	2	1	4	10
Assist Other Dept / County	11	7	11	2	11	6	3
Be on the Lookout	1				1	1	
Boater in Distress							
Boating Complaint		1				1	
Breaking and Entering	3	5		3	3	3	2
Breaking and Entering - In progress		2		1	2	1	
Breaking and Entering - Vehicle	4		1	3			1
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
Careless Use		2					
Child Neglect						1	
Child Abuse		2	2				
Citizen Assist	4	5	5	9	18	10	12
Civil - Assist	2	3	2	3	2		
Civil - Dispute	2	2		2	2		3
Civil - Standby	1	2	1		2	1	5
Computer Crime							2
Conservation Law Violations	2	3	2	1	1		2
Counterfeit Money / ID							
Criminal Sexual Conduct (CSC)	1	2	2	1	1		
Custody Dispute	1		4	2	2	2	1
Deer Permit Issued	2		2	2			1
Disorderly Subject	2	1			1		
Domestic Violence	10	7	4	4	2	6	8
Drowning							
Drug Activity	3	1	1	2	2	1	3
Embezzlement	1						
Family Trouble	6	2	6	11	17	7	7
Fight in Progress	2		1	1		1	2
Fire - Alarm	7	4	1	1	3	8	4
	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22
Fire - Brush	1	3	1		1		4
Fire - Chimney			1	1			1
Fire - Grass	1				1		1
Fire - Other	7	5	15	5	4	7	6

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

Robbery - Armed							
Robbery - Unarmed							
Roll Over - Personal Injury Accident		3	1	1	5		
Roll Over - Property Damage Accident	1	5	4	2	1		
Runaway	6	4	3	4	1	1	3
Sex Offender Violations							
Shoplifting					1	1	1
Shots fired complaint	3	5		1			
Stalking	2			2			1
Suicidal Subject	4	7	7	4	7	6	5
Suspicious Mail / Package		2	1	1		2	
Suspicious Person	2	6	5	3	6	8	12
Suspicious Telephone Call / Text		1					
Suspicious Situation	14	14	18	18	16	14	26
Suspicious Vehicle	9	8	6	4	5	9	4
Test Call	27	14	10	8	5	5	7
Threats	6	12	7	9	2	4	7
Traffic Stop	235	157	183	127	139	176	222
Tree Down in Road	6	25	86		5	3	12
Trespassing		6	2	1	3	9	8
Truancy		1	4		1		
Unauthorized Driving Away Automobile	1	1	5		1	2	2
Uninitiated 9-1-1 call					1		
Unknown Accident		6	6	10	2	2	2
Unwanted Person	6	8	3	2	6	6	4
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
Warrant Attempt		1		1	1		2
Warrant Arrest	1				1		
Warrant Entry	14	14	6	7	12	14	11
Warrant TIP		1		1		1	1
Water Rescue	1	1		1			
Welfare Check	25	24	18	14	23	14	15
TOTAL	1081	943	1125	861	799	865	904
Smart911							
	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-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



Benzie County Office of Emergency Management

Emergency Management Activities

for the month April 2022

1. **Region 7 Homeland Security Planning Board Meeting**

The Region 7 Homeland Security Board meets on the first Thursday of every month. I have had to miss the last two meetings to accommodate training for Dispatch.

Our work in the months prior has designated funding for EOC improvements and training opportunities. Benzie County received 6 new laptops for the EOC and is hosting two Search and Rescue Training opportunities in August. One course is for searchers and the second is for first responders and their initial actions to a missing person call.

2. **CERT Activations**

Several CERT members attended the Damage Assessment training that was offered on April 20. Damage assessment is a “first 48 hours” necessity if there should natural disaster occur and financial or resource assistance is need above the local level.

Several members also participated in a Volunteer Reception Center exercise on April 29. When an incident occurs, and spontaneous volunteers arrive to “help”. There is a level of management of those volunteers needed to intake, vet, organize, deploy, and demobilize during the incident. CERT VRC trained members know how to do that and understand the liabilities and responsibilities that come with organizing untrained volunteers.

3. **Ironman September 11, 2022**

All of the Township approvals have been received for the Ironman routes. There is a change on the south end of the bike route that will bypass the Village of Elberta and instead run out and back on River Road (although I believe the website still shows the Grace Road route). The swim and run routes remain almost the same as 2021. We received many compliments on the organization of the 2021 Ironman event. I attribute some of that success to the community communication regarding the route and the expectations. Please continue to share the information so your community members know where to find the information if they want it. I also think there is greater community knowledge, now that we have experienced one event, and the citizens will have a better understanding of how the event may impact their communities and personal plans going forward.

<https://www.ironman.com/im703-michigan-course>

4. **COVID-19 Response**

The Benzie Leelanau District Health Department website is the best resource for scheduling Covid-19 vaccinations/boosters or testing (appointments required) Paul Oliver Memorial Hospital still has a walk-in (trailer) available for testing.

5. **Local Planning Team / Local Emergency Planning Committee**

LEPC meeting was held on April 18, 2022, the offsite response plans for Graceland Fruit were approved. Natural Hazard Mitigation plan development continues with the assistance of Networks Northwest.

LPT meeting was held, April 28, 2022. Minutes are always available through the Office of Emergency Management.

6. Benzie County Sheriff's Office – Victims Services Unit

The VSU team is now comprised of 6 members. Four volunteers were able to attend the annual MSA (Michigan Sheriff's Association) Victim's Services conference in Lansing April 22 and 23. VSU is under the oversight of the Sheriff's Office providing on-scene short-term crisis intervention to families in the event of tragedy or death.

7. School Safety Workgroup

The Benzie County School Safety Workgroup met April 18, 2022

The new milage language should better describe what services our School Resource Officers provide, year-round, with the students and youth of our communities. It is also beneficial to include *all* schools in Benzie County and not have services isolated to only Benzie Central and Frankfort Elberta Area school districts.

There is a Campus Active Shooter Integrated Response training for first responders and school officials scheduled for August 2 and 3, 2022. at the Frankfort Elberta Area High School.

8. Benzie County Lakeshore Erosion / High Water

Lakes Superior, Michigan-Huron, St. Clair, Erie, and Ontario are 1-7 inches above water levels from a month ago but below last year's levels, except Lake Ontario (20 inches above levels a year ago). In the next month, water levels on all lakes are forecasted to rise 1 to 4 inches. (USACE Weekly Great Lakes Water Level Update, dated April 29, 2022)

9. County Trainings

June 9, 2022 - 9am to 4pm – Basic First Aid/ CPR/AED at the Board of Commissioners Room
Course fee required – Contact Rebecca 231-882-0567

August 2, 3, 2022 8am to 4pm - CASIR – Campus Active Shooter Integrated Response
Pre-registration required – Contact Rebecca 231-882-0567

August 19-21 and 26-28 FUNSAR – Fundamentals of Search and Rescue. Pre-requisites and Pre-registration required – Contact Rebecca 231-882-0567

August 26, 2022, SARIA – Search and Rescue Initial Actions – Pre-registration required – contact Rebecca 231-882-0567

10. Upcoming Events

May 10-12 Great Lake Homeland Security Conference – Grand Rapids.

May 16 - 2pm LEPC meeting.

May 25 10am MSP – Statewide School Safety meeting

Cancelled May 26 LPT meeting.

May 30 Memorial Day Holiday

June 1- 10am Frankfort Independence Day event planning meeting #2

June 2 – 10am Region 7 Homeland Security Planning Board Meeting

June 9 – 9am-4pm CERT CPR/First Aid Training

June 20 – 10am School Safety Meeting

June 22 – 2pm LEPC meeting

June 23 – 2pm LPT meeting

ACTION ITEMS

Memorandum



To: Board of Commissioners

From: Kristine Bosley, Human Resource/Deputy Finance Director *Kristine Bosley*

CC: Katelyn Zeits, County Administrator
Kyle Maurer, Animal Control Director

Date: May 4, 2022

Subject: **Budget Amendment – ACO Wages**

I recently completed an audit of general ledger numbers being used for wages. I identified that in the Animal Control Budget, there were no monies budgeted for the seasonal Animal Care Clerk.

This position has been occupied by an employee who works 20 hours per week. There were staff shortages due to medical leave and vacancy, where this individual assumed additional responsibilities causing this position to move from seasonal basis to part-time (entering a more active part of the year). This position is also currently being utilized to achieve the requested hours of operation for the Shelter, assisting shelter visitors. Wages earned by the part-time Animal Care Clerk, is currently being recorded under the Assistant ACO general ledger number. I have estimated a total of 16,500 of wages needed for this position. A journal entry will correct the line items affected.

The weekend cleaner for the Animal Control also assisted in the shelter operations covering additional shifts, when there were staff absences, including holidays. The budgeted about for wages for 2021/2022 is 5,700, which was a decrease of 1,304 from the previous year. Based on the additional hours worked in the beginning of the fiscal year and the hours need for the remaining year, I estimate a shortage of 3,400 for this wage line item.

I am asking for Board approval for 19,900 in funds from the CARES Act Grant Funding to cover costs for wages of the Animal Control part-time/seasonal positions.

Recommendation:

That the Board of Commissioners approves budget amendments in the amount of \$19,900 to increase revenues and expenditures in the Animal Control wage lines 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: 5/4/2022

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

Account to be Increased:

Line Number	Account Name	Amount
247-430-699.00	TRANSFER IN LICENSE FEE	19,900.00

Total \$ 19,900.00

Account to be Increased:

Line Number	Account Name	Amount
247-430-703.10	WAGES-ANIMAL CARE CLERK	16,500.00
247-430-706.13	WAGES-PART-TIME CLEANING ACO	3,400.00

19,900.00

SIGNED: _____

Bold Garlop

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: May 4, 2022

Subject: **Coronavirus Emergency Supplemental Funding for the Courts – recognizing grant revenue and expenditures**

In January, the Board of Commissioners took action to approve a grant timing extension for a grant received by the Courts during the pandemic. This grant is a reimbursement grant from the State of Michigan and Pat Heins manages it. Pat has ordered a few items to be paid for by this grant, but there is no budget to support the payment. Therefore, I am requesting a budget amendment for the grant revenues and expenditures to carry out the fiscal year.

Recommendation:

That the budget amendment in the amount of \$11,000 to increase revenues and expenditures in the Circuit Court fund as a result of a State of Michigan CARES Act grant, 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: 4/30/2022

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

Account to be Increased:

Line Number	Account Name	Amount
101-131-528.00	Circuit Court, Other Grants	11,000.00

Total \$ 11,000.00

Account to be Increased:

Line Number	Account Name	Amount
101-131-967.02	Project Expenses	11,000.00

11,000.00

SIGNED: _____

Bale Kurlapp

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: May 4, 2022

Subject: **Budget Amendment – Tax Bill Printing/Mailing**

Attached you will find a budget amendment from the County Treasurer asking to recognize revenue and expenditures related to printing and mailing of tax bills for local townships and villages. These transactions were unanticipated as this is a newer process being followed.

Recommendation:

That the budget amendment in the amount of \$8,000 to increase revenues and expenditures in the County Treasurer's lines as a result of a printing and mailing tax bills for local jurisdictions, 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: 4/27/2022

Request to Amend the 2020/21 Budget for the following:

Account to be Increased:

Line Number	Account Name	Amount
101 253 642.10	tax roll printing	8,000.00

Total \$ 8,000.00

Account to be Increased:

Line Number	Account Name	Amount
101 253 731.00	tax rolls and notices	8,000.00

Total \$ 8,000.00

SIGNED: _____

Unanticipated new and expenditures
related to new procedure for
printing / mailing tax bills for
townships / villages

Memorandum



To: Board of Commissioners

From: Kristine Bosley, Human Resource/Deputy Finance Director *Kristine Bosley*

CC: Katelyn Zeits, County Administrator

Date: May 4, 2022

Subject: **Letter of Understanding – Passport Stipend**

This Letter of Understanding (LOU) is being brought before you for approval. There is an existing LOU which specifically identifies an employee name. This employee transferred internally to another department. The position of the Register of Deeds Department Secretary has been filed with a new employee who has obtained her passport acceptance agent certificate. This LOU has been updated to refer to the position and not a particular person. This updated LOU has been reviewed by Legal Counsel and Union Representatives.

I am asking for Board approval of this Letter of Understanding and to allow the Board Chair to sign such document.

Recommendation:

That the Board of Commissioners approves the Letter of Understanding between the County of Benzie and the Fraternal Order of Police Labor Council regarding the Passport Acceptance Agent stipend for the Register of Deeds Department Secretary and authorizes the Board Chair sign such agreement.

LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF BENZIE
AND THE
FRATERNAL ORDER OF POLICE LABOR COUNCIL

WHEREAS, the parties are signatories to a Collective Bargaining Agreement with a term of October 1, 2021 through September 30, 2024;

WHEREAS, the parties agree to increase the hourly rate for the Register of Deeds Department Secretary, by \$1.00/hr. effective retroactively to the first pay-period following the successful completion of obtaining a passport acceptance agent;

WHEREAS, the parties agree that the additional assignment of the additional hourly rate may be discontinued at the discretion of the Employer (defined below) and this decision will not be grievable.

THEREFORE, it is agreed as follows:

1. Employer (Benzie County) agrees to pay the Register of Deeds Department Secretary an additional \$1.00/hr. effective retroactively the first pay-period following the successful completion of obtaining a passport acceptance agent.
2. That the parties agree that the increase in hourly rate is only to supplement the additional work assignments that the Register of Deeds Department Secretary will be responsible for.
3. The parties agree that the additional assignment or the additional hourly rate may be discontinued at the discretion of the Employer and this decision will not be grievable.

4. All other terms of the Collective Bargaining Agreement between the parties will govern the terms and conditions of employment for the employees. It is expressly understood that this Letter of Understanding will be without precedent or prejudice for any future circumstances.

IN WITNESS WHEREOF the parties hereto by their duly authorized representatives agree to this Letter of Understanding effective the date it is full executed.

EMPLOYER:

UNION:

 5/10/2022
Chair, Benzie County Commission Date

Paul D. Postal Jr Date
FOPLC Business Agent

Benzie County Administrator Date

Memorandum



To: Board of Commissioners

From: Kristine Bosley, Human Resource/Deputy Finance Director

A handwritten signature in blue ink, which appears to read "Kristine Bosley", is written over the printed name and title.

CC: Katelyn Zeits, County Administrator
Kyle Rosa, Sherriff
Kyle Maurer, Animal Control Director

Date: May 4, 2022

Subject: **Letter of Understanding – General Unit Uniform and Footwear Reimbursement**

This Letter of Understanding (LOU) is being brought before you for approval. The General Unit consists of employees in the Governmental Center, the Animal Control Center, and Clerical and Maintenance staff in the Sheriff's Office. The Maintenance staff at the Governmental Center and Sheriff's Office and the full-time staff in the Animal Control Shelter are unique from the administrative positions in this unit. These employees are working outside in the elements, working with their hands, animals, yard and animal waste, and zoonotic pathogens.

Historically, these positions were provided uniforms through the departments purchases or reimbursement directly to the employee. We have identified there is no existing language regarding uniforms or footwear for this particular group in the Collective Bargaining Agreement. There is an existing request for reimbursement from one of the positions listed above waiting for approval of reimbursements.

The attached Letter of Understanding has been reviewed by Legal Counsel and Union Representatives.

I am asking for Board approval of this Letter of Understanding and to allow the Board Chair to sign such document.

Recommendation:

That the Board of Commissioners approves the Letter of Understanding between the County of Benzie and the Fraternal Order of Police Labor Council regarding Uniform and Footwear for employees who hold the position of Maintenance Coordinator or Animal Shelter Attendant and authorizes the Board Chair sign such agreement.

LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF BENZIE
AND THE
FRATERNAL ORDER OF POLICE LABOR COUNCIL

WHEREAS, the parties are signatories to a Collective Bargaining Agreement with a term of October 1, 2021 through September 30, 2024;

WHEREAS, the parties agree to furnish employees with the necessary uniforms and footwear in order for employees to carry out responsibilities as Maintenance Coordinator or Animal Shelter Attendant, and shall replace or repair property damaged or destroyed while perform their duties, provided, however, an employee may be held personally liable for any damage or destruction to the Employer's property caused by his/her own negligence. A report of such lost or damaged property shall be made to the Department Head uniform reimbursements shall be effective retroactively to October 1, 2021.

WHEREAS, The Employer agrees to reimburse each employee up to \$150.00 for one (1) pair of footwear on alternating years. The Department Head will approve the type of footwear for reimbursement and will maintain the schedule of when each employee receives his or her allowance.

WHEREAS, the parties agree that the uniforms may be discontinued at the discretion of the Employer (defined below) and this decision will not be grievable.

THEREFORE, it is agreed as follows:

1. Employer (Benzie County) agrees to furnish employees with the necessary uniforms and equipment in order for employees to carry out responsibilities as Maintenance Coordinator or Animal Shelter Attendant.
2. Employer (Benzie County) agrees to reimburse each employee up to \$150.00 for one (1) pair of footwear on alternating years.
3. That the parties agree that the uniform reimbursements shall be effective retroactively to October 1, 2021.
4. The parties agree that the uniforms may be discontinued at the discretion of the Employer and this decision will not be grievable.
5. All other terms of the Collective Bargaining Agreement between the parties will govern the terms and conditions of employment for the employees. It is expressly understood that this Letter of Understanding will be without precedent or prejudice for any future circumstances.

IN WITNESS WHEREOF the parties hereto by their duly authorized representatives agree to this Letter of Understanding effective the date it is full executed.

EMPLOYER:

UNION:

 5/10/2022
Chair, Benzie County Commission Date

Paul D. Postal Jr Date
FOPLC Business Agent

Benzie County Administrator Date

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: May 4, 2022

Subject: **Acceptance of Fiscal Year 2020/2021 Audit**

At the April 26, 2022 Board of Commissioners meeting, the County's auditing firm an overview of the audit. I recommend that the Board formally accepts the audit.

Recommendation:


That the Audited Financial Statements for Benzie County's Fiscal Year 2020/2021, be accepted.

Memorandum



To: Board of Commissioners

Copy: Tom King, Director of EMS/ALS

From: Katie Zeits, County Administrator 

Date: May 4, 2022

Subject: **Intercept Agreement w/ Almira Township for Advanced Life Support**

Attached you will find an agreement prepared by Almira Township and reviewed by our staff and legal counsel outlining shared intercept services between Benzie County EMS and Almira Township Fire/EMS. The purpose of this Agreement is to fulfill a critical community health care need and the obligation of the parties to the community to provide reasonably available quality emergency medical services. This agreement is an extension of an existing agreement with Almira Township at a fee of \$250 for each intercept covered under the agreement.

Almira Township has reviewed and approved of this agreement. This agreement has also been reviewed and approved by County's Legal Counsel.

Mr. King will be present on Tuesday to answer any questions.

Recommendation:

That the Board of Commissioners approves the Advanced Life Support Intercept Agreement with Almira Township for emergency medical and advanced life support services in a mutual aid fashion and authorizes the Board Chair to sign.

ADVANCED LIFE SUPPORT

INTERCEPT AGREEMENT

Purpose

THIS **AGREEMENT** is entered into effective as of the 10th day of May, 2022, among **BENZIE COUNTY** on behalf of **BENZIE COUNTY EMS**, hereinafter known as "**BCEMS**", a Michigan governmental entity, of 448 Court Place, Beulah, MI 49617, and **ALMIRA TOWNSHIP** on behalf of **ALMIRA TOWNSHIP FIRE/EMS DEPARTMENT**, hereinafter known as "**ALMIRA TOWNSHIP FIRE/EMS**", a Michigan governmental entity, of 7272 Ole White Drive, Lake Ann, MI 49650.

RECITALS

1. **Almira Township Fire/EMS is the primary EMS provider for ambulance service for Almira Township and the Village of Lake Ann.**
2. **Almira Township Fire/EMS operates a Basic Life Support (BLS) ambulance service from its station at 7272 Ole White Dr., Lake Ann, MI 49650.**
3. **BCEMS** operates an Advanced Life Support (ALS) ambulance service from its base at 1901 N. Thompsonville Hwy, Beulah, MI 49617, 448 Court Place, Beulah, MI 49617 and 225 Park Ave, Frankfort, MI
4. **BCEMS** owns and operates an Advanced Life Support (ALS) ambulance service in Benzie County, Michigan and also has Basic Life Support (BLS) ambulances.
5. Both **ALMIRA TOWNSHIP FIRE/EMS** and **BCEMS** are part of the Northwest Regional Medical Control Authority which is the Medical Control Authority, organized pursuant to the Michigan Public Health Code, responsible for the management and coordination of emergency services in all of Benzie County.
6. Advanced Life Support offers an ALS patient assessment and procedures determined to be advanced by the State of Michigan and the local Medical Control Authority. Examples of advanced services are found in the list below, but not limited to this list.
 - a. Advanced Airway Management
 - i. Endotracheal Intubation
 - ii. Nasotracheal Intubation
 - iii. Cricothyrotomy
 - iv. Pleural Decompression
 - b. Cardiac Monitoring / Electrical Therapy
 - i. Three (3) Lead Monitoring
 - ii. Multi-lead Diagnostics
 - iii. Manual Defibrillation
 - iv. Synchronized Cardioversion
 - v. Transcutaneous Pacing
 - c. Vascular Access for Fluid Replacement and Medication Administration
 - i. Intravenous Catheterization

- ii. Intraosseous Catheterization
 - d. Advanced Pharmacology
 - i. Pain Management
 - ii. Sedation
 - iii. ACLS Medications
 - iv. Respiratory Emergency
- 7. There is a need in the **ALMIRA TOWNSHIP FIRE/EMS** ambulance coverage area within Benzie County for ALS emergency medical services to support the BLS emergency medical services provided by **ALMIRA TOWNSHIP FIRE/EMS**.
- 8. **BCEMS** is obligated by taxpayer millage to provide BLS/ALS support to **ALMIRA TOWNSHIP FIRE/EMS**. **ALMIRA TOWNSHIP FIRE/EMS** desires to utilize such services on the terms and conditions set forth in this Agreement.
- 9. The purpose of this Agreement is to fulfill a critical community health care need and the obligation of the parties to the community to provide reasonably available quality emergency medical services. The parties expressly acknowledge that no payment or benefit accorded to any party under this Agreement is directly or indirectly in exchange for the referral of patients and that influencing referral patterns is not a purpose of this Agreement.

AGREEMENT

- 1. **Terms** NOW THEREFORE, in consideration of the premises and the mutual promises contained herein, the parties agree as follows:
- 2. **BCEMS** agrees to provide **ALMIRA TOWNSHIP FIRE/EMS** Advanced Life Support services as needed, provided that **BCEMS** is not already fully engaged in EMS activity and have equipment and manpower available to assist.
- 3. Neither Party shall be liable for failure to respond to such request.
- 4. Each party shall assume its own liability, to the extent permitted by law and without waiving governmental immunity, for accidents and/or damages received to its personnel and/or equipment at the scene or in responding to or returning from the scene of an emergency.
- 5. Transport services provided by either party will be billed by that entity.
- 6. **ALS SERVICES PROVIDED BY BCEMS:** Upon the request of the appropriate local governmental unit serving as the central dispatch for emergency medical services, and assuming the availability of appropriate transport vehicle and personnel, **BCEMS** agrees to intercept **ALMIRA TOWNSHIP FIRE/EMS'S** vehicle and provide ALS care to the patient being transported by **ALMIRA TOWNSHIP FIRE/EMS'S** vehicle for the remainder of the transport to an appropriate general acute care facility. Intercept coverage by **BCEMS** under this Agreement is limited to the availability of a fully staffed ground transport and/or non-transport advanced life support vehicle, provided however, **BCEMS** shall at all times use its best efforts to respond appropriately to all requests for ALS intercepts through this agreement or otherwise.
- 7. **BILLING, COLLECTION, AND COMPENSATION:**
 - a. **ALMIRA TOWNSHIP FIRE/EMS** agrees to provide accounts receivables billing for ambulance services rendered to patients in circumstances where **BCEMS** "Intercepts" **ALMIRA TOWNSHIP FIRE/EMS** and provides ALS emergency medical service in an **ALMIRA TOWNSHIP FIRE/EMS** ambulance.

- b. **ALMIRA TOWNSHIP FIRE/EMS** and **BCEMS** agrees to the following billing stipulations and fees pursuant to this agreement:
 - i. **BCEMS** agrees that it will not bill or seek to collect any remuneration, direct or indirect, from any patient, insurance agency or reimbursing agency of any kind, for ALS intercepts in support of **ALMIRA TOWNSHIP FIRE/EMS** under this Agreement.
 1. Exception: ALS intercepts for a patient with Medicaid coverage. See 7f.
 - ii. **ALMIRA TOWNSHIP FIRE/EMS** agrees that it will not bill or seek to collect any remuneration, direct or indirect, from any patient, insurance agency or reimbursing agency of any kind, for ALS/BLS ambulance services rendered and transported by **BCEMS's** ambulance under this Agreement.
 - iii. **BCEMS** shall provide and assist **ALMIRA TOWNSHIP FIRE/EMS** with all information routinely obtained to ensure the accurate and efficient billing, collection and accounts receivable management for ambulance services under this Agreement.
 - iv. **ALMIRA TOWNSHIP FIRE/EMS** shall provide and assist **BCEMS** with all information routinely obtained to ensure the accurate and efficient billing, collection and accounts receivable management for ambulance services under this Agreement.
 - c. **ALMIRA TOWNSHIP FIRE/EMS** agrees to pay **BCEMS** the amount of **Two-hundred and Fifty Dollars (\$250.00)** each time **BCEMS** provides ALS intercept services under this agreement EXCEPT those patients having Medicaid coverage (See: 7f). **BCEMS** will not directly bill any patients or insurance payers transported by **Almira Township Fire/EMS** for ALS intercept services provided by **BCEMS**.
 - d. **BCEMS** agrees to invoice **ALMIRA TOWNSHIP FIRE/EMS** **Two-hundred and Fifty Dollars (\$250.00)** for each ALS intercept within Almira Township's coverage area. **ALMIRA TOWNSHIP FIRE/EMS** agrees to pay **two-hundred and fifty Dollars (\$250.00)** upon receipt of an invoice for ALS Intercepts approved under this agreement.
 - e. **BEMS** agrees that ALS intercept fees will not be invoiced to **ALMIRA TOWNSHIP FIRE/EMS** for cancelled responses or responses that do not result in an ALS transport.
 - f. Billing of Medicaid for intercept services shall be as follows: When **BCEMS** intercepts with **ALMIRA TOWNSHIP FIRE/EMS** and the patient is covered by Medicaid, the BLS ambulance transport will be billed to Medicaid by **ALMIRA TOWNSHIP FIRE/EMS** and the ALS intercept will be billed directly to Medicaid by **BCEMS**.
8. **STANDARDS: ALMIRA TOWNSHIP FIRE/EMS** and **BCEMS** shall perform their duties and responsibilities under this Agreement in accordance with all applicable standards of:
 - a. third-party payors with which they have a contractual relationship to obtain reimbursement for services rendered (including Blue Cross Blue Shield of Michigan, Medicare and Medicaid).
 - b. Federal, state and local government laws, rules and regulations.
 - c. Currently approved and generally accepted professional standards.
 9. **AMENDMENT AND TERMINATION:** This Agreement shall be effective as of 5/10/2022 and shall remain in effect until a request for amendment or termination by any party with or without cause upon **Ninety (90) DAYS** prior written notice.

10. **SUPERVENING LAW:** The parties recognize that this Agreement, at all times, is subject to applicable state, local and federal law. The parties further recognize that this Agreement may become subject to amendments in such laws and regulations and to new legislation, such as a new federal or state economic stabilization program or health insurance program. Any provisions of law that invalidate, or otherwise are inconsistent with, the terms of this Agreement, or that would cause one or more of the parties to be in violation of law, shall be deemed to have superseded the terms of this Agreement; provided, however, that the parties shall exercise their best efforts to modify the terms of this Agreement consistent with the requirements of law in order to effectuate the purpose and intent of this Agreement.
11. **NOTICES:** Any notice or other communication by a party to the other parties shall be in writing and shall be given, and be deemed to have been given, if either delivered by messenger or mailed, postage prepaid, registered or certified mail addressed as follows:

TO ALMIRA TOWNSHIP FIRE/EMS:

ALMIRA TOWNSHIP FIRE/EMS

7272 Ole White Drive,

Lake Ann, MI 49650

Attn: Fire & EMS Chief

TO BCEMS:

Benzie County Emergency Medical Services

448 Court Place

Beulah, MI 49617

Attn: Tom King

Or to such other address, and to the attention of such other person or officer as a party may designate in writing.

12. **MODIFICATION AND CHANGES:** This Agreement may be changed or modified only by a written agreement executed by the parties hereto.
13. **ASSIGNMENT:** No party shall assign its rights, duties or obligations under this Agreement without the prior written approval of the other parties.
14. **HEADINGS:** The headings contained in this Agreement are intended solely for convenience of reference and shall be given no effect in the construction or interpretation of this Agreement.
15. **NONDISCRIMINATION:** The parties agree not to discriminate against any employee or applicant for employment with respect to hire, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight or marital status. Breach of this covenant may be regarded as material breach of this Agreement.

16. **INSURANCE:** The parties shall maintain during the term of this Agreement appropriate liability insurance and Workers Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan
17. **GOVERNING LAW:** This Agreement shall be governed by the laws of the State of Michigan.
18. **INDEPENDENT CONTRACTOR STATUS:** In the performance of the services to be rendered pursuant to this Agreement, it is mutually understood and agreed that the parties shall be, and at all times are, acting and performing as independent contractors. As such, except as specifically provided herein, no party shall be deemed the agent, legal representative, joint venture, partner, employee or servant of the other for any purpose whatsoever.
19. **NO THIRD-PARTY BENEFICIARIES:** This Agreement is intended solely for the benefit of the parties hereto and there is no intention, expressed or otherwise, to create rights or interests for any party or persons other than the parties to this Agreement. This Agreement shall be enforceable only by the parties hereto and their successors in interest by virtue of an assignment which is not prohibited under the terms of this Agreement, and no other person shall have the right to enforce any of the provisions contained herein.
20. **WAIVER OF BREACH:** The failure of any party to strictly enforce any provisions of this Agreement shall not be construed as a waiver thereof or as excusing the defaulting party from future performances.
21. **NONASSUMPTION OF LIABILITIES:** Neither party shall, by entering into and performing this Agreement, become liable for any of the existing or future obligations, liabilities or debts of the other party, and neither party shall, by providing emergency medical services, assume or become liable for any of the obligations, debts and liabilities of the other party.
22. **ACCESS TO RECORDS:** For the purposes of implementing Section 1861(v)(1)(1) of the Social Security Act, as amended, and any written regulations thereto, **ALMIRA TOWNSHIP FIRE/EMS** agrees:
- a. Until the expiration of four years after the furnishing of such services pursuant to this Agreement, **ALMIRA TOWNSHIP FIRE/EMS** shall make available, upon written request to the Secretary of Health and Human Services ("Secretary"), or upon request to the Comptroller General of the United States, or any of their duly authorized representatives, the Agreement, any books, documents and records of **ALMIRA TOWNSHIP FIRE/EMS** that are necessary to certify the nature and extent of such costs; and
 - b. If **ALMIRA TOWNSHIP FIRE/EMS** carries out any of the duties of this Agreement through a subcontract, with a value of cost of \$10,000 or more over a twelve month period, with a related organization (as that term is defined in 42 CFR 405.427 (b), as amended from time to time, such subcontract shall contain a clause to the effect that until the expiration of four years after the furnishing of such services pursuant to the subcontract, the related organization shall make available, upon written request to the Secretary, or upon request to the Comptroller General, or any of their duly authorized representatives, the subcontract, and those books, documents and records of such organization that are necessary to verify the nature and extent of such costs.
23. **FORCE MAJEURE:** Notwithstanding anything contained in this Agreement to the contrary, if any term or condition of this Agreement to be performed or observed by either party is rendered impossible of performance or observation due to any cause beyond such party's control, including without limitation, any act of God, war, civil disturbance, fire or casualty, weather conditions, labor dispute or governmental rule, such party, for so long as such condition exists, shall be excused from such performance or observation, provided it takes all appropriately reasonable steps as soon as reasonably practicable in order to terminate such condition.
24. **LEGAL CAPACITY / COMPETENCY OF PARTIES:** The parties agree that they:
- a. Have a legal right to enter into a contract for the entity for which they are representing.

- b. Are of legal age to enter into a contract.
- c. Do not suffer from a mental impairment.
- d. Are not under the influence of an intoxicant.
- e. Have not been coerced into signing the contract by the other party or any outside party.

25. MUTUALITY OF OBLIGATION: This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and no representations or agreements, oral or otherwise, between the parties not embodied herein shall be of any force or affect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year stated below.

Almira Township

County of Benzie

_____ Date: ____ / ____ / 2022 Bob Roelofs Date: 5 / 10 / 2022

Mark Roper, Supervisor

Bob Roelofs, Chairperson

Almira Township

County Board of Commissioners

APPROVED AS TO FORM FOR COUNTY OF BENZIE:	
COHL, STOKER & TOSKEY, P.C.	
By:	SARAH K. OSBURN
On:	April 22, 2022

Commissioner Reports

Art Jeannot
Commissioner Report
May 10, 2022

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

County Administrator Report

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: May 4, 2022

Subject: **Administration Update**

Broadband

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

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

22/23 Budget

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

This and That

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

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

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

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

Capital Budget

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

To date, the Board has approved a total of \$211,114 in expenditures. This has included the BS&A Timesheet upgrade, stairwell tread and riser replacement (amended amount), HVAC upgrades in the jail, blind purchase, and the approval of two vehicles for Sheriff's Department operational use, and generator onboarding 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
April 26, 2022**

The Benzie County Board of Commissioners met as a Committee of the Whole on Tuesday, April 26, 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, Sauer and Warsecke

The Pledge of Allegiance was recited.

Agenda:

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

Minutes:

Motion by Miller, seconded by Warsecke, to approve the Committee of the Whole minutes of April 11, 2022 as presented. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

1:31 p.m. Public Comment – None

Doug Durand – Benzie Senior Resources: Discussion was held regarding the contract with BSR and the dollar amount provided in the contract for what the county pays them monthly; that amount is not what is collected each year from taxes; we have years where the agency received more money than was collected by the special millage. Katie recommends that we enter into an amendment to the contract that allows us to calculate the millage amount to collect and withhold \$10,000 in contingency, then provide them with an equal amount over 12 months; the contingency amount will be used to “shore up” any remaining balances after disbursements. Doug agrees with the process.

Motion by Markey, seconded by Roelofs, to recommend to the Board of Commissioners to enter into an amendment to the Services Agreement with Benzie Senior Resources clarifying compensation to Benzie Senior Resources from millage revenue as described in the April 20-, 2022 memorandum from the County Administrator, authorizing the chair to sign. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Human Resources:

- a. **MERS Purchase Time – S Swanson: Motion by Roelofs, seconded by Miller, to recommend to the Board of Commissioners to approve the Application for Additional Service Credit Purchase for Sara Swanson and authorize the Chair to sign the appropriate documents. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.**
- b. **RFP Insurance Agent-Broker: Information only; Kristine & Katie will review the RFPs when they are due and make a recommendation to the full board.**

Technology Update:

- a. Website Update: Katie gave an update on the website – our existing website vendor will be doing a rehaul; there will be an additional cost to add a fillable forms feature; it will be a 16-20 week timeline and will continue to work with Revise to possibly bring the cost down.

Buildings & Grounds Update: None

Finance:

- a. Lake Township Sheriff Patrol Agreement: **Motion by Warsecke, seconded by Miller, to recommend to the Board of Commissioners to enter into contract between the Benzie County Sheriff and Lake Township for special police protection as presented, authorizing the chair to sign. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.**
- b. Village of Beulah Sheriff Patrol Agreement: **Motion by Markey, seconded by Miller, to recommend to the Board of Commissioners to enter into contract between the Benzie County Sheriff and Village of Beulah for special police protection as presented, authorizing the chair to sign. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.**
- c. Benzie Leelanau Health Dept Presentation: Dodie Putney presents information to the board showing how funds are used once received from the county.
Motion by Sauer, seconded by Markey, to recommend to the Board of Commissioners to transfer the \$125,000 from General Fund Contingency to the Health Department fund as billed. Ayes: Jeannot, Markey, Miller, Nye, Roelofs and Sauer Nays: Warsecke Motion carried.

Topics for Continued Discussion: None

2:37 p.m. Public Comment – None

Motion by Roelofs, seconded by Miller, to adjourn at 2:37 p.m. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Committee of the Whole
Page 3 of 3
April 26, 2022

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

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

Committee Appointments

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: May 4, 2022

Subject: **Health Department**

Attached you will find a presentation from Eric Johnston, the Director of Environmental Health at the Health Department. In effort to increase the understanding of just what his department does, Eric will be at our meeting on Tuesday to go over the important functions of his department. He will also happily answer any questions the board may have.



Environmental Health Division Role and Responsibilities

Eric Johnston, R.S.
Director of Environmental Health

1

**Environmental
Health (EH)
=
Public Health**

The American Public Health Association defines environmental health as the branch of public health that:

Focuses on the relationships between people and their environment; promotes human health and well-being; and fosters healthy and safe communities. Environmental health is a key part of any comprehensive public health system. The field works to advance policies and programs to reduce biological, chemical and other environmental exposures in air, water, soil and food to protect people and provide communities with healthier environments.



2

How is that Accomplished?

The environmental health division is comprised of programs that are Required by the Michigan Public Health Code, programs that are administered through contracts with state partners, as well as locally funded programs that serve the needs of the community.



3

EH Division Programs

- Food Service
- On-Site Water Supply
- On-site Wastewater
- Existing Water Well & Septic System Evaluations
- Septage Hauling, Land Application, and Waste Receiving Stations
- Subdivision/Site Condominium Review
- Body Art
- Foster Family and MDHHS Inspections
- Campgrounds



4

EH Division Programs (Cont.)

- Public Swimming Pools
- Public Bathing Beach Monitoring
- Nuisance Complaint Investigation
- Communicable Disease
- Air Quality
- Emergency Response



5

Food Service

Michigan Public Health Code (Required)

- Enforce State Food Code and Food Law
- Food Service Establishment Inspections
 - Restaurants
 - Schools
 - Concessions Stands
 - Etc.



6

Food Service



Michigan Public Health Code (Required)

- Inspection of temporary food events, food trucks, and other mobile food units

Temporary Food Facilities



7

Food Service



Michigan Public Health Code (Required)

- Conduct plan reviews for newly proposed or remodeled food service establishments.
- Investigate Food Complaints



8

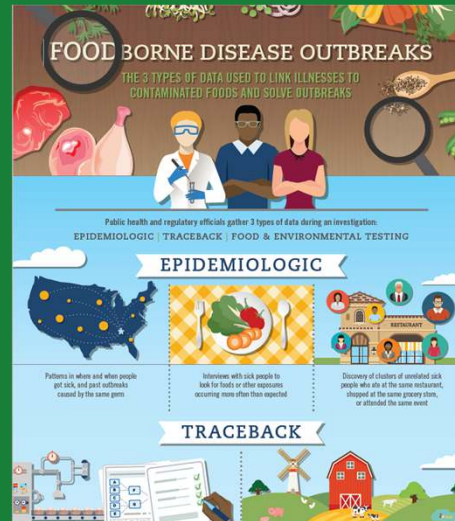
Food Service



9

Michigan Public Health Code (Required)

- Conduct Foodborne Illness (FBI) investigations



Food Service



10

Michigan Public Health Code (Required)

- Provide education through community outreach
 - Food Safety Manager Training Classes
 - Press Releases
 - Etc.



On-site Water Supply



Michigan Public Health Code (Required)

- Assure compliance with Part 127 of Act 368 (Well Construction Code) and Act 399 (Safe Drinking Water Act)
- Evaluate and Permit onsite water supply wells for residential and commercial use.



11

On-site Water Supply



Michigan Public Health Code (Required)

- Conduct sanitary surveys of plumbing systems
- Provide oversight of water quality monitoring as required by the Safe Drinking Water Act
 - Coliform Bacteria
 - Nitrate
 - Nitrite
 - Volatile Organic Contaminants (Gas, Cleaners, Solvents, etc.)
 - Synthetic Organic Contaminants (Pesticides, Herbicides, etc.)
 - Complete Metals (Arsenic, Mercury, Nickel, + 8 more)
 - Cyanide
 - Lead & Copper
 - PFAS

12

On-site Water Supply



Michigan Public Health Code (Required)

- Investigate potential well contamination
- Long-Term Contamination Monitoring
- Provide rule technical support to the drilling community
- Conduct enforcement activities for violations of the well construction code or Safe Drinking Water Act.



13

On-site Waste Water



Michigan Public Health Code (Required)

- Protect public health and the environment through enforcement of the Benzie and Leelanau County Environmental Health Regulations, Michigan Department of Environment, Great Lakes, and Energy (EGLE) and Federal regulations.

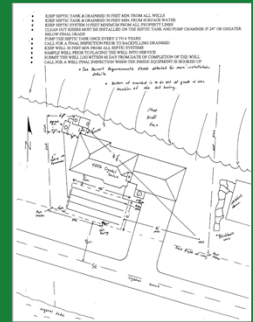
14

On-site Waste Water



Michigan Public Health Code (Required)

- Evaluate sites for development and determine site suitability for on-site wastewater disposal (Vacant Land Evaluation)
- Issue permits for the construction of sewage treatment and disposal systems

15

On-site Waste Water



Michigan Public Health Code (Required)

- Conduct final inspection of septic system installations and document "as built" specs

16

On-site Waste Water



Michigan Public Health Code (Required)

- Work with State and local officials on community wastewater projects (shared septic system).
- Review engineered plans for commercial and large volume wastewater septic systems
- Respond to sewage releases to the environment
- Investigate sewage complaints



17

Existing Water Well & Septic System Evaluations



Local Code or Ordinance

Goal of Evaluation

To determine that the sewage disposal system and water well system are in “substantial conformance” with the standards of “the Code, and its regulations”.

Types of Requests

- Time of Sale or Transfer of Property Ownership
- Remodel Review
- Mortgage Refinancing (Lender request)
- Owner request

18

Existing Water Well & Septic System Evaluations



Local Code/Ordinance Requirement

What is Evaluated

- The sewage system isolation distance between the high ground-water table and the bottom of the final disposal system
- Isolation distance to surface waters and wetlands
- Isolation distance between water wells and sewage systems
- On-site suitability of the soil conditions suitability
- System size and construction
- Operational condition
- Drinking water meets USEPA National Primary Drinking Water Regulations for Coliform Bacteria & Nitrates

19

Septage Hauling, Land Application, and Waste Receiving Stations



Michigan Public Health Code (Required) Funded by EGLE Grant & Local Appropriations

- Inspect septage hauling vehicles
 - Proper licensing and vehicle signage
 - Equipment clean and functioning
 - Signs of leakage
- Inspect land application sites
 - Proper licensing
 - Isolation distances
 - Land management practices
 - Site application and screening
 - Waste incorporation and lime stabilization
- Inspect Waste Receiving Stations
 - Proper licensing
 - Clean, free of obnoxious odors, and safe
 - Access limited
 - Documentation of usage and volumes



20

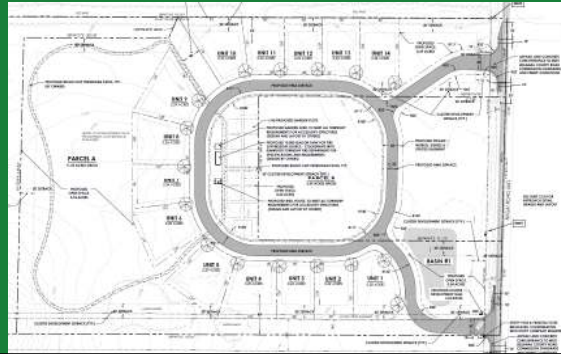
Site Condominium Review



Michigan Public Health Code

(Required)

- Review proposed site condominium projects, and parcels < 1 acre, to ensure that they comply with Michigan's *On-site Water Supply and Sewage Disposal for Land Divisions and Subdivisions* administrative rules



21

Body Art



Michigan Public Health Code

(Required)

- Assure compliance with Michigan's Public Health Code (Act 368 of 1978, P.A. 375 of 2010)
 - Proper licensure (both facility and technician)
 - Sterilization & cleanliness of facility, tools, etc.
 - Proper waste disposal
 - Single use items are used properly and are not expired
 - Facility standards
 - Documentation
 - & more



22

Foster Family Home Licensing and MDHHS Inspections



MDHHS Reimbursement of Local Fee

- Evaluate the facilities septic system and/or water well for suitability for the intended use
 - Septic system size & operational condition
 - Water well construction and sanitary condition
 - Water quality parameters are acceptable
- Facility meets MDHHS requirements for:
 - Vermin control
 - Proper disposal of garbage
 - Screening of windows and doors
 - Proper lighting, ventilation, and temperature
 - Adequate plumbing, toilet, and bathing facilities
 - And more

23

Campgrounds & Public Swimming Pools



Michigan Public Health Code

(Required)

- Assist EGLE with review of proposed campground and public swimming pool (both pools and spas) plans
- Assure compliance with Michigan's Campground and Public Swimming Pool rules.
- Require facility closure where an immediate public health risk is evident
 - Lack of adequate disinfectant
 - Bacteria present in water sample
 - Etc.



24

Public Bathing Beach Monitoring



EPA Grant + Locally Funded Local Partnership w/ The Watershed Center Grand Traverse Bay

- Partner with The Watershed Center Grand Traverse Bay to have public beaches sampled for e. coli levels each week (13 weeks) during the summer (June – Labor Day)
- Report weekly test results to local authorities and media outlets
- Issue swimming (body contact) advisories when necessary



25

Nuisance Complaint Investigation, Vector Borne Disease, Air Quality



Locally Funded

- Investigate nuisance complaints
 - Household garbage
 - Vermin (rodents, insects, etc)
 - Failed Septic Systems
- Vector Borne Disease Surveillance
 - Rabies
 - Lyme disease, rocky mountain spotted fever, etc (tick borne)
 - Eastern equine encephalitis, West Nile virus, etc (mosquito borne)
- Air Quality (Vapor Intrusion)
 - Radon
 - Perchloroethylene (dry cleaning, degreasing, industrial uses)
 - Mercury spill
 - Partner with EGLE, MDHHS, and local regulatory officials to mitigate the issue



26

Emergency Response



Local/State/Federal Funding

- Emerging Contaminant Investigation
 - PFAS
- Pandemic/Epidemic response
 - Large scale testing & vaccinations
- Natural Disasters
 - Drinking water supply safety
 - Sewage contamination



- Other large scale public health threats

27



| Any Questions?



28



Thank you



Correspondence