

# BENZIE COUNTY BOARD OF COMMISSIONERS

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448 COURT PLACE – BEULAH, MI 49617 – (231) 882-9671  
[www.benzieco.net](http://www.benzieco.net)

## MEETING AGENDA

**May 24, 2022**

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

Join Zoom Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81470368457>

Or One tap mobile :

US: 13126266799

Webinar ID: 814 7036 8457

### PLEASE TURN OFF ALL CELL PHONES OR SWITCH THEM TO VIBRATE

9:00 a.m.      CALL TO ORDER  
ROLL CALL  
INVOCATION AND PLEDGE OF ALLEGIANCE  
APPROVAL OF AGENDA  
APPROVAL OF MINUTES – 5/10/2022  
PUBLIC COMMENT  
FINANCE –  
    A) Approval of Bills  
ELECTED OFFICIALS & DEPT HEAD COMMENTS  
ACTION ITEMS –  
    A) Rebecca Hubers – HMEP Agreement FY 21-22  
    B) BSR – 2% Grant App for Fresh Produce; Budget for Same  
    C) Letter of Support for Honor True North Project  
    D) MERS Sick Buy Out Correction  
    E) LOU – Corrections Division  
    F) ACO Budget Amendment for VET Services  
COMMISSIONER REPORTS –  
COUNTY ADMINISTRATOR’S REPORT – Katie Zeits  
COMMITTEE OF THE WHOLE – 5/10/22 Consent Calendar  
COMMITTEE APPOINTMENTS – Parks & Rec Resignation  
UNFINISHED BUSINESS –  
NEW BUSINESS –  
10:00      MERIT – Broadband Presentation  
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



## THE BENZIE COUNTY BOARD OF COMMISSIONERS

May 10, 2022

The Benzie County Board of Commissioners met in a regular session on Tuesday, May 10, 2022, in the Frank Walterhouse Board Room, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chair Bob Roelofs.

Present were: Commissioners Markey, Miller, Nye, Roelofs and Sauer

Excused: Commissioners Jeannot and Warsecke

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

### **Agenda:**

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

### **Minutes:**

Motion by Nye, seconded by Miller, to approve the regular session minutes of April 26, 2022, as presented. Ayes: Markey, Miller, Nye, Roelofs and Sauer Exc: Jeannot and Warsecke Nays: None Motion carried.

9:01 a.m. Public Input - None

### **FINANCE**

Bills: Motion by Miller, seconded by Nye, to approve payment of the bills from April 29, 2022, thru May 05, 2022, in the amount of \$439,619.94, as presented. Roll call. Ayes: Markey, Miller, Nye, Roelofs and Sauer Exc: Jeannot and Warsecke Nays: None Motion carried.

### **ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS:**

Rebecca Hubers, Emergency Management/911 Dispatch – provided a written report.

Chip Johnson, Central Wellness, gave an overview of last year. He stated that they will be providing a Carter Kit (duffel bag filled with sensory items), to the Sheriff Departments, EMS, and schools as they become available. He will be providing one to Sheriff Rosa today. He is working with Sheriff Rosa regarding funding a social worker/ mental health worker who will be deputized to work in the Sheriff Department.

Sheriff Kyle Rosa, stated that this is National Police Officer Memorial week. Please thank them when you see them out in the community. Last week was National Correction Officer week.

Kristine Bosley, Human Resource/Finance Director, gave an update as to what is being done in their office. Have received four insurance proposals, and the RFP is closed. Collecting wage data within Benzie County from our city and township offices. Working on recruitment for an Administrative Assistance for their office.

Kyle Mauer, Animal Control, gave an update on the livestock that was forfeited and re-homing the animals. Received quotes for Cat Condo's and working on a grant for them.

## COMMISSIONERS

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May 10, 2022

### ACTION ITEMS

Budget Amendment – ACO Wages: Motion by Markey, seconded by Miller, to amend the 2021-22 budget in the amount of \$19,900 to increase revenues and expenditures in the Animal Control wage lines as follows:

Increase:

247-430-699.99	Transfer in License Fee	\$19,900.00
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Increase:

247-430-703.10	Wages – Animal Care Clerk	\$16,500.00
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247-430-706.13	Wages – Part-Time Cleaning ACO	\$ 3,400.00
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Roll call. Ayes: Markey, Miller, Nye, Roelofs and Sauer    Exc: Jeannot and Warsecke

Nays: None    Motion carried.

Budget Amendment – CESF Grant for Courts: Motion by Nye, seconded by Sauer, to amend the 2021-22 budget 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 as follows:

Increase:

101-131-528.00	Circuit Court, Other Grants	\$11,000.00
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Increase:

101-131-967.02	Project Expenses	\$11,000.00
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Roll call. Ayes: Markey, Miller, Nye, Roelofs and Sauer    Exc: Jeannot and Warsecke

Nays: None    Motion carried.

Budget Amendment – Tax Roll Printing: Motion by Markey, seconded by Miller, to amend the 2021-22 budget 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 as follows:

Increase:

101-253-642.10	Tax Roll Printing	\$8,000.00
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Increase:

101-253-731.00	Tax Rolls and Notices	\$8,000.00
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Roll call. Ayes: Markey, Miller, Nye, Roelofs and Sauer    Exc: Jeannot and Warsecke

Nays: None    Motion carried.

LOU – Passport Stipend: Motion by Miller, seconded by Markey, to approve the Letter of Understanding between the County of Benzie and Fraternal Order of Police Labor Council (FOPLC) regarding the Passport Acceptance Agent stipend for the Register of Deeds Department Secretary and authorizing the Chair to sign. Roll call. Ayes: Markey, Miller, Nye, Roelofs and Sauer  
Exc: Jeannot and Warsecke    Nays: None    Motion carried.

LOU - FOPLC Clothing Reimbursement: Motion by Sauer, seconded by Miller, to approve the Letter of Understanding between Fraternal Order of Police Labor Council (FOPLC) regarding Uniform and Footwear for employees who hold the position of Maintenance Coordinator or Animal Shelter Attendant and authorizing the Chair to sign. Roll call. Ayes: Markey, Miller, Nye, Roelofs and Sauer    Exc: Jeannot and Warsecke    Nays: None    Motion carried.

Acceptance of FY 2020-2021 Audit: Motion by Sauer, seconded by Nye, to accept the Audited Financial Statements for Benzie County's Fiscal Year 2020/2021 as presented. Roll call. Ayes: Markey, Miller, Nye, Roelofs and Sauer    Exc: Jeannot and Warsecke    Nays: None    Motion carried.

## **COMMISSIONERS**

**Page 3 of 4**

**May 10, 2022**

Almira Intercept Agreement: Motion by Miller, seconded by Markey, to approve the Advanced Life Support Intercept Agreement with Almira Township for emergency medical and advanced life support services in a mutual aid fashion as presented, authorizing the Chair to sign. Roll call. Ayes: Markey, Miller, Nye, Roelofs and Sauer Exc: Jeannot and Warsecke Nays: None Motion carried.

10:02 a.m. Break

10:10 a.m. Reconvene

Eric Johnston, Director of the Environmental Health gave a presentation on Environmental Health and the jobs that their department handle.

## **COMMISSIONER REPORTS**

Chair Roelofs attended the Domestic Violence Task Force meeting, coffee with State Representative Jack O'Malley, DTRF meeting, Area Agency on Aging, Almira Township clean up day and Veterans Affairs meeting.

Comm Jeannot provided a written report

Comm Miller attended Benzie Human Services Collaborative meeting and Frankfort School Board meeting.

Comm Nye attended the Benzie Leelanau Health Department meeting, DTRP meeting, Village of Benzonia meeting, Central Wellness Executive meeting, Land Bank meeting, Village of Beulah meeting, and Benzie School Board meeting.

Comm Markey attended the LPT meeting, Homestead Township meeting, Central Wellness Network CSR meeting, NMRE Substance Abuse Disorder meeting, and Village of Honor meeting.

Comm Sauer attended the Benzie Leelanau Health Department meeting, Road Commission meeting, Betsie Valley Trail meeting, Maples meeting, Joyfield Township meeting, Blaine Township meeting, and Village of Thompsonville meeting.

**COUNTY ADMINISTRATOR'S REPORT** – Katie Zeits provided a written report.

## **COMMITTEE OF THE WHOLE**

Motion by Sauer, seconded by Markey, to approve items 1 - 5 of the April 26, 2021, Committee of the Whole Consent Calendar as presented. Roll call. Ayes: Markey, Miller, Nye, Roelofs and Sauer Exc: Jeannot and Warsecke Nays: None Motion carried.

**COMMITTEE APPOINTMENTS** - None

**UNFINISHED BUSINESS** - None

**NEW BUSINESS** - None

**CORRESPONDENCE** – None

## COMMISSIONERS

Page 4 of 4

May 10, 2022

11:35 a.m. Public Input - None

Motion by Sauer, seconded by Markey, to adjourn at 11:35 a.m. Ayes: Markey, Miller, Nye, Roelofs and Sauer Exc: Jeannot and Warsecke Nays: None Motion carried.

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Bob Roelofs, Chair

Tammy Bowers, Benzie County Chief Deputy Clerk

### INDEX

1. Approve the agenda as presented.
2. Approve the regular session minutes of April 26, 2022, as presented.
3. Approve payment of the bills from April 29, 2022, thru May 05, 2022, in the amount of \$439,619.94, as presented.
4. Amend the 2021-22 budget in the amount of \$19,900 to increase revenues and expenditures in the Animal Control wage lines as presented.
5. Amend the 2021-22 budget 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 as presented.
6. Amend the 2021-22 budget 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 as presented.
7. Approve the Letter of Understanding between the County of Benzie and Fraternal Order of Police Labor Council (FOPLC) regarding the Passport Acceptance Agent stipend for the Register of Deeds Department Secretary and authorizing the Chair to sign.
8. Approve the Letter of Understanding between Fraternal Order of Police Labor Council (FOPLC) regarding Uniform and Footwear for employees who hold the position of Maintenance Coordinator or Animal Shelter Attendant and authorizing the Chair to sign.
9. Accept the Audited Financial Statements for Benzie County's Fiscal Year 2020/2021 as presented.
10. Approve the Advanced Life Support Intercept Agreement with Almira Township for emergency medical and advanced life support services in a mutual aid fashion as presented, authorizing the Chair to sign.
11. approve items 1 - 5 of the April 26, 2021, Committee of the Whole Consent Calendar as presented.

**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.

**Art Jeannot**  
**Commissioner Report**  
**May 10, 2022**

- Participated in 1 meeting on behalf of the County since our April 26<sup>th</sup> 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.

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# Memorandum

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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 24<sup>th</sup> 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!



# Finance Report

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## **BILLS TO BE APPROVED May 24th**

Motion to approve Vouchers in the amount of:

\$ 48,403.75 General Fund (101)

\$ 29,272.48 Jail Fund (213)

\$ 17,843.48 Ambulance Fund & ALS (214)

\$ 5,306.40 Funds 105-238

\$ 1,667.07 ACO Fund (247)

\$ 36,298.00 Building (249)

\$ 9,526.39 Dispatch 911 Fund (261)

\$ 4,290.96 Funds 239-292

\$ 6,285.83 Funds 293-640

\$ 9,728.34 701 Fund

\$ 77,024.02 Trust and Agency Funds & MSU Trust and Agency Fund (702-771)

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\$ 245,646.72

**Payable May 12-**

DATE	FUND 101 GENERAL	FUND 213 JAIL	FUND 214 EMS	FUND 105-238	FUND 247 ACO	FUND 249 BUILDING	FUND 261 DISPATCH	FUND 239-292	FUND 293-690	FUND 701 TRUST/ AGENCY	FUND 702-771	TOTALS
5.12.22	\$ 15,101.14	\$ 10,333.18	\$ 7,890.58	\$ 2,154.93	\$ 64.12		\$ 9,068.37	\$ 3,626.66	\$ 5,301.50	\$ 6,950.00		\$ 60,490.48
												\$ -
5.12.22 2		\$ 6,000.00										\$ 6,000.00
												\$ -
5.19.22	\$ 33,302.61	\$ 12,939.30	\$ 9,952.90	\$ 3,151.47	\$ 1,602.95	\$ 36,298.00	\$ 458.02	\$ 664.30	\$ 984.33	\$ 2,778.34	\$ 77,024.02	\$ 179,156.24
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Totals	\$ 48,403.75	\$ 29,272.48	\$ 17,843.48	\$ 5,306.40	\$ 1,667.07	\$ 36,298.00	\$ 9,526.39	\$ 4,290.96	\$ 6,285.83	\$ 9,728.34	\$ 77,024.02	\$ 245,646.72

206-K-9 Fund  
207-Sheriff Reserve's  
208-Dive Team  
209-Resource Officer  
210-Benzie Kids  
211-D.A.R.E. Fund  
215-FOC

230-BVTMC  
232-Planning/Zoning  
235-CBDG  
238-EDC  
245-Remonumentation  
256-Reg of Deeds  
262-911-Training

269-Law Library  
270-Platte River Bridge  
271-Housing Grant  
276-Council on Aging  
285-Pt. Betsie Lighthouse  
292-Child Care Fund  
293-Soldiers Relief Fund

310-Gov't Ctr Addition-Debt  
315-Benzie Leelanau Health  
321-Jail Bond  
371-Jail Bldg Debt Millage  
425-Equipment Replace

05/19/2022 12:35 PM  
User: KATELYN  
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY  
EXP CHECK RUN DATES 05/13/2022 - 05/19/2022  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-001.00	CASH SSB SAV 213	QUALITY CAR & TRUCK REPAIR	A32 REPAIRS	855.15	
Total For Dept 000				855.15	
Dept 131 CIRCUIT COURT					
101-131-800.00	CONTRACTED SERV - THINKING MATTE	CATHOLIC HUMAN SERVICES, I	THINKING MATTERS GROUP	322.92	85289
101-131-810.00	LEGAL FEES	DAUGHERTY, JOHN	COURT APPOINTED ATTY VARIOUS NA CASES	670.20	85299
101-131-810.00	LEGAL FEES	MCDONALD, PATRICK	COURT APPOINTED ATTY FOR VARIOUS NA CAS	878.95	85330
101-131-810.00	LEGAL FEES	NICHOLAS BROWN LAW, PLLC	COURT APPOINTED ATTY FOR VARIOUS NA CAS	1,113.71	85338
101-131-810.00	LEGAL FEES	NORTH POINTE LEGAL, PLC	COURT APPOINTED ATTY FOR VARIOUS NA CAS	697.50	85340
101-131-810.00	LEGAL FEES	SPILLAN, JOHN	COURT APPOINTED ATTY - NA FEES	1,463.66	85349
101-131-813.00	PROBATION EXPENSES	JACKPINE BUSINESS CENTERS	PROBATION SUPPLIES/FILE SORTER/FILING S	60.92	85319
101-131-813.00	PROBATION EXPENSES	JACKPINE BUSINESS CENTERS	PROBATION SUPPLIES/STAPLES/LEGAL PAPER	28.52	85319
101-131-813.00	PROBATION EXPENSES	WELLS FARGO VENDOR FIN SEF	PROBATION COPIER FEES FROM 4.27-5.26.22	67.52	85363
101-131-860.00	TRAVEL	QUAGLIA, VINCENT	MILEAGE & MEALS	243.90	85345
101-131-967.00	PROJECT EXPENSES - DRUG COURT GR	BENZIE COUNTY SHERIFF OFFIC.	BALLARD 8 DRUG TESTS	32.00	85279
101-131-967.00	PROJECT EXPENSES - DRUG COURT GR	BENZIE COUNTY SHERIFF OFFIC.	O'BRIEN 9 DRUG TESTS	36.00	85279
101-131-967.00	PROJECT EXPENSES - DRUG COURT GR	BENZIE COUNTY SHERIFF OFFIC.	MARCUS 9 DRUG TESTS	36.00	85279
101-131-967.00	PROJECT EXPENSES - DRUG COURT GR	BENZIE COUNTY SHERIFF OFFIC.	VANSLAMBROUCK 12 DRUG TESTS	48.00	85279
Total For Dept 131 CIRCUIT COURT				5,699.80	
Dept 136 DISTRICT COURT					
101-136-727.00	OFFICE SUPPLIES	PREMIER BIOTECH, INC.	TESTS	245.08	85344
101-136-805.10	PROBATE CT APPOINTED ATTORNEY	BROWN, KATHLEEN	V ALEKSEYKOV	50.00	85286
101-136-805.10	PROBATE CT APPOINTED ATTORNEY	KEHR, LINDA MOOREY	ATTY GUADALUPE GARCIA BAKER	200.00	85320
101-136-805.10	PROBATE CT APPOINTED ATTORNEY	NICHOLAS BROWN LAW, PLLC	SCHRAM / FITZHUGH	250.00	85339
101-136-900.00	PRINTING & PUBLISHING	MICHIGAN LAWYERS WEEKLY	1 YR SUBSCRIPTION	389.00	85334
Total For Dept 136 DISTRICT COURT				1,134.08	
Dept 142 JUVENILE DIVISION					
101-142-727.00	OFFICE SUPPLIES	WELLS FARGO FINANCIAL LEAS	603-0236145-000 2022	79.90	
Total For Dept 142 JUVENILE DIVISION				79.90	
Dept 172 ADMINISTRATOR					
101-172-727.00	OFFICE SUPPLIES	VISA=KATIE ZEITS	STAMPS/POSTAGE MACHINE DOWN	133.29	85360
Total For Dept 172 ADMINISTRATOR				133.29	
Dept 253 COUNTY TREASURER					
101-253-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CENTERS	OFFICE SUPPLIES	64.97	85319
Total For Dept 253 COUNTY TREASURER				64.97	
Dept 265 BUILDING & GROUNDS					
101-265-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD COMMIS	APRIL 2022 FUEL	133.12	85278
101-265-750.00	MAINTENANCE SUPPLIES	BETSIE VALLEY SALES & SER	SPRING TUNE UP/REPAIR OIL LEAKS MOWER	396.18	85281
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	ALUMINUM SHEET, PUTTY KNIFE,WIRE STEEL	17.97	85341
101-265-800.00	CONTRACTED SERVICES	SIGNATURE SERVICES, BENZO	SHERIFF'S OFFICE CLEANING	1,862.90	
101-265-800.00	CONTRACTED SERVICES	KONE INC.	MAINTENANCE	212.25	85324
101-265-850.00	TELEPHONE	TELNET WORLDWIDE	TELEPHONE	434.78	85354
101-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	GAS	457.10	85303
101-265-924.00	ELECTRIC	CONSUMERS ENERGY	GVT CTR	5,082.91	85294
101-265-924.00	ELECTRIC	CONSUMERS ENERGY	GARAGE ELECTRIC	96.30	85294
Total For Dept 265 BUILDING & GROUNDS				8,693.51	
Dept 266 LEGAL & CONTRACTED SERVICES					

05/19/2022 12:35 PM

User: KATELYN

DB: Benzie County

## INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY

EXP CHECK RUN DATES 05/13/2022 - 05/19/2022

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BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 266 LEGAL & CONTRACTED SERVICES					
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.53435,36,37,38		8,815.94	85293
		Total For Dept 266 LEGAL & CONTRACTED SERVICES		8,815.94	
Dept 267 PROSECUTING ATTORNEY					
101-267-727.00	OFFICE SUPPLIES	MICHIGAN MUNICIPAL RISK M <sup>2</sup> MALLON NOTARY BOND		10.00	
101-267-727.00	OFFICE SUPPLIES	STATE OF MICHIGAN MALLON 08071965 NOTARY RENEWAL APPLICAT		10.00	85350
101-267-814.00	DIRECT VICTIMS NEEDS - EXPENSES	VISA=SARA SWANSON DVN Q2 22-100-SM CRAWFORD		54.05	85361
101-267-814.00	DIRECT VICTIMS NEEDS - EXPENSES	LARRY CRAWFORD 22-100-SM CRAWFORD DVN Q2 DOOR LOCKS		133.71	85326
		Total For Dept 267 PROSECUTING ATTORNEY		207.76	
Dept 285 CENTRAL SERVICES					
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP, INC.40023293 CONTRACT PAYMENT		122.00	
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP, INC.40032368 CONTRACT PAYMENT		375.75	85352
		Total For Dept 285 CENTRAL SERVICES		497.75	
Dept 286 TECHNOLOGY SUPPORT					
101-286-963.10	WEBSITE SUPPORT	REVIZE LLC WEBSITE/CMS SOFTWARE 6.22-6.23		3,000.00	85347
		Total For Dept 286 TECHNOLOGY SUPPORT		3,000.00	
Dept 301 SHERIFF					
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, 10FF SUPP		31.79	85271
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, 10FF SUPP ROAD		15.98	85271
101-301-727.00	OFFICE SUPPLIES	VISA=KATIE ZEITS STAMPS/POSTAGE MACHINE DOWN		12.48	85360
101-301-748.00	GAS, OIL & GREASE	WATSON BENZIE LLC 17 JOURNEY OC TR CONTRACT 05132022		200.00	85362
101-301-748.00	GAS, OIL & GREASE	WEX BANK BCSO - FUEL 04162022 TO 05152022		489.11	85364
101-301-749.00	VEHICLE REPAIRS	BAYSHORE TIRE & AUTO 17 JOURNEY TIRE REPAIR		35.00	85275
101-301-749.00	VEHICLE REPAIRS	HEIGES PERFORMANCE, INC. 16-1 REAR PASS WHEEL BEARING - LABOR C		193.00	85317
101-301-751.00	UNIFORMS	EMBROID ME OF TRAVERSE CI 16 SHIRTS - BLANK - 2 MAUL -4		150.00	85309
101-301-751.00	UNIFORMS	VISA=GHUBERS 1098 COMP EQUIP UNIFORMS MAINT SUPP EQUIP -		69.98	85359
101-301-956.00	EMPLOYEE PHYSICALS	MANAGEMENT & BEHAVIOR CONE PREEMPLOY PSYCH EVAL		792.00	85327
101-301-956.00	EMPLOYEE PHYSICALS	MUNSON WALK IN CLINC PRE EMPLOY PHYSICAL & DRUG TEST SM		160.00	85337
101-301-970.00	EQUIPMENT	VISA=GHUBERS 1098 COMP EQUIP UNIFORMS MAINT SUPP EQUIP -		105.96	85359
		Total For Dept 301 SHERIFF		2,255.30	
Dept 333 SECONDARY ROAD PATROL					
101-333-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIELD OF COVERAGE 6.1-6.30.22		20.35	85284
101-333-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIELD OF COVERAGE 6.1-6.30.22		107.10	85284
		Total For Dept 333 SECONDARY ROAD PATROL		127.45	
Dept 426 EMERGENCY MANAGEMENT					
101-426-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIELD OF COVERAGE 6.1-6.30.22		6.13	85284
101-426-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIELD OF COVERAGE 6.1-6.30.22		30.60	85284
		Total For Dept 426 EMERGENCY MANAGEMENT		36.73	
Dept 648 MEDICAL EXAMINER					
101-648-959.00	FORENSIC AUTOPSIES	GOSLINOSKI, LOIS R. DO AUTOPSY FEE M. MILLER		1,200.00	
		Total For Dept 648 MEDICAL EXAMINER		1,200.00	
Dept 852 MEDICAL INSURANCE					
101-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF COVERAGE 6.1-6.30.22		663.85	85284
101-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF COVERAGE 6.1-6.30.22		3,424.14	85284
101-852-874.00	MEDICAL INSURANCE - RETIREES	BLUE CARE NETWORK COVERAGE 6.1.22-6.30.22		396.02	85283
101-852-874.00	MEDICAL INSURANCE - RETIREES	BLUE CROSS BLUE SHIELD OF COVERAGE 6.1-6.30.22		24.52	85284

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Fund 101 GENERAL FUND					
Dept 852 MEDICAL INSURANCE					
101-852-874.00	MEDICAL INSURANCE - RETIREES	BLUE CROSS BLUE SHIELD OF COVERAGE 6.1-6.30.22		122.40	85284
		Total For Dept 852 MEDICAL INSURANCE		4,630.93	
		Total For Fund 101 GENERAL FUND		37,432.56	
Fund 205 TNT OFFICER MILLAGE FUND					
Dept 000					
205-000-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIELD OF COVERAGE 6.1-6.30.22		6.13	85284
205-000-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIELD OF COVERAGE 6.1-6.30.22		30.60	85284
205-000-748.00	GAS, OIL & GREASE	WEX BANK	BCSO - FUEL 04162022 TO 05152022	201.02	85364
		Total For Dept 000		237.75	
		Total For Fund 205 TNT OFFICER MILLAGE FUND		237.75	
Fund 206 SHERIFF'S K-9 FUND					
Dept 000					
206-000-967.00	PROJECT EXPENSES	VISA-KETZ 7500	K9 FOOD	51.99	85357
		Total For Dept 000		51.99	
		Total For Fund 206 SHERIFF'S K-9 FUND		51.99	
Fund 213 JAIL OPERATIONS FUND					
Dept 265 BUILDING & GROUNDS					
213-265-783.00	EQUIP. SERVICES & SUPPLIES	KSS ENTERPRISES	LAUNDRY - JAIL	524.71	85325
213-265-783.00	EQUIP. SERVICES & SUPPLIES	VISA=GHUBERS 1098	COMP EQUIP UNIFORMS MAINT SUPP EQUIP -	126.64	85359
213-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	NATURAL GAS - JAIL 04122022 TO 05102022	1,123.59	85305
213-265-924.00	ELECTRIC	CONSUMERS ENERGY	APRIL 2022 ELECTRIC	2,779.59	85295
213-265-935.00	JAIL REPAIRS	CRYSTAL GARDENS	JAIL REPAIRS	106.85	85297
213-265-935.00	JAIL REPAIRS	VISA=DAN SMITH	JAIL MAINT	43.28	85358
		Total For Dept 265 BUILDING & GROUNDS		4,704.66	
Dept 351 JAIL - CORRECTIONS					
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPPLIES 03/20 TO 03/26/2022	1,742.33	85287
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPPLIES 03/27/2022 TO 04/02/2022	1,793.00	85287
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPPLIES 05082022 TO 05142022	1,773.05	85288
213-351-748.00	GAS, OIL & GREASE	WEX BANK	BCSO - FUEL 04162022 TO 05152022	289.59	85364
213-351-961.00	TRAINING & SCHOOLS	DELTA COLLEGE	BASIC FIREARM INSTRUCTOR - SGT DC	248.21	85300
213-351-963.00	COMPUTER EQUIPMENT	VISA=GHUBERS 1098	COMP EQUIP UNIFORMS MAINT SUPP EQUIP -	127.96	85359
213-351-972.00	KITCHEN EQUIPMENT/SERVICE	FEDERAL SUPPLY USA	INGREDIENT BINS - JAIL KITCHEN	904.33	85311
		Total For Dept 351 JAIL - CORRECTIONS		6,878.47	
Dept 852 MEDICAL INSURANCE					
213-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF COVERAGE 6.1-6.30.22		219.89	85284
213-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF COVERAGE 6.1-6.30.22		1,136.28	85284
		Total For Dept 852 MEDICAL INSURANCE		1,356.17	
		Total For Fund 213 JAIL OPERATIONS FUND		12,939.30	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND					
Dept 265 BUILDING & GROUNDS					
214-265-750.00	MAINTENANCE SUPPLIES	MI PEST	ST 3 PEST CONTROL	61.00	85333
214-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	PACKAGING TAPE	4.99	85341
214-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	PACKAAGING TAPE	8.99	85341
214-265-850.01	INTERNET SERVICE	DIRECT TV	ST 2 DIRECT TV	126.98	85301

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Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND					
Dept 265 BUILDING & GROUNDS					
214-265-923.00	FUEL - PROPANE GAS	DTE ENERGY	ST 3 GARAGE GAS	113.52	85304
214-265-923.00	FUEL - PROPANE GAS	DTE ENERGY	ST 3 DTE GAS	91.95	85307
214-265-924.00	ELECTRIC	CONSUMERS ENERGY	ST 3 ELECTRICITY	129.10	85294
214-265-970.00	EQUIPMENT & REPAIR	AMAZON CAPITAL SERVICES, I	GARAGE DOOR OPENERS	62.85	85271
214-265-970.00	EQUIPMENT & REPAIR	GRAND TRAVERSE GARAGE DOOF	ST 2 GARAGE DOOR REPAIR	259.22	85314
Total For Dept 265 BUILDING & GROUNDS				858.60	
Dept 655 ADVANCED LIFE SUPPORT (ALS)					
214-655-721.00	PER DIEM	DAGNEAU-BATES, MARTHA	EMS PER DIEM & TRAVEL VOUCHER	40.00	85298
214-655-721.00	PER DIEM	FRANKE, JIM	EMS PER DIEM & TRAVEL VOUCHER	40.00	85312
214-655-721.00	PER DIEM	MARKEY, TIM	EMS PER DIEM & TRAVEL (NOT AS A COMMIS	40.00	85328
214-655-721.00	PER DIEM	MEAD, MICHAEL	EMS PER DIEM & TRAVEL VOUCHER	40.00	85331
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	221.15	85285
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	1,298.61	85285
214-655-749.00	VEHICLE REPAIRS	QUALITY CAR & TRUCK REPAIR	A32 REPAIRS	2,421.62	85346
214-655-751.00	UNIFORMS	TELE-RAD, INC.	JOB SHIRT FOR TIM GUENTHARDT	62.04	85353
214-655-855.00	RADIO MAINTENANCE/EQUIPMENT	GRAND TRAVERSE MOBILE COMM	ELECTRONICS FOR A23	1,942.37	85315
214-655-860.00	TRAVEL	DAGNEAU-BATES, MARTHA	EMS PER DIEM & TRAVEL VOUCHER	21.29	85298
214-655-860.00	TRAVEL	FRANKE, JIM	EMS PER DIEM & TRAVEL VOUCHER	5.85	85312
214-655-860.00	TRAVEL	MARKEY, TIM	EMS PER DIEM & TRAVEL (NOT AS A COMMIS	11.70	85328
214-655-860.00	TRAVEL	MARTHA DAGNEAU-BATES	MILEAGE - EMS ADVISORY BOARD 7-20-21	19.43	85329
214-655-860.00	TRAVEL	MEAD, MICHAEL	EMS PER DIEM & TRAVEL VOUCHER	8.19	85331
214-655-860.00	TRAVEL	PARRISH, CHRIS	FOOR AND MILIAGE REIMBURSEMENT FOR EXPC	267.14	85343
214-655-955.10	DUES & REGISTRATIONS	BENZIE COUNTY FIRE/EMS ASS	EMS ASSOCIATION DUES	1,000.00	85276
214-655-956.00	EMPLOYEE PHYSICALS	MUNSON OCCUPTIONAL HEALTH	PRE EMPLOYMENT EXAMS	322.00	85336
Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)				7,761.39	
Dept 852 MEDICAL INSURANCE					
214-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	COVERAGE 6.1-6.30.22	216.01	85284
214-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	COVERAGE 6.1-6.30.22	1,116.90	85284
Total For Dept 852 MEDICAL INSURANCE				1,332.91	
Total For Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND				9,952.90	
Fund 228 SOLID WASTE/RECYCLING FUND					
Dept 000					
228-000-934.00	OTHER REPAIRS/ MAINTENANCE - SIT	HCC	TRAILER RAILING & LANDING DEPOSIT	500.00	85316
228-000-955.00	CONVENTIONS & DUES	MICHIGAN RECYCLING COALIT	IMRC CONFERENCE 2022	325.00	85335
Total For Dept 000				825.00	
Dept 852 MEDICAL INSURANCE					
228-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	COVERAGE 6.1-6.30.22	6.13	85284
228-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	COVERAGE 6.1-6.30.22	30.60	85284
Total For Dept 852 MEDICAL INSURANCE				36.73	
Total For Fund 228 SOLID WASTE/RECYCLING FUND				861.73	
Fund 231 SOIL EROSION (SESSC) FUND					
Dept 723 SOIL EROSION CONTROL					
231-723-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT SER\	PERMIT FEES APRIL 2022	2,000.00	85273
Total For Dept 723 SOIL EROSION CONTROL				2,000.00	
Total For Fund 231 SOIL EROSION (SESSC) FUND				2,000.00	

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Fund 247 ANIMAL CONTROL FUND					
Dept 265 BUILDING & GROUNDS					
247-265-782.00	MAINTENANCE SUPPLIES	KEN KNAPP LOCKSMITH	RELOCK FOR SHELTER	86.00	85321
247-265-924.00	ELECTRIC & HEATING	CONSUMERS ENERGY	ELECTRIC BILL APRIL	235.58	85296
247-265-924.00	ELECTRIC & HEATING	DTE ENERGY	GAS BILL FOR APRIL	211.69	85306
Total For Dept 265 BUILDING & GROUNDS				533.27	
Dept 430 ANIMAL CONTROL					
247-430-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD COMMIS	FUEL FOR APRIL	435.78	85278
247-430-835.20	VET & DRUG FEES	BETSIE RIVER VETERINARY CI	SHELTER EXAM 1.20.21	13.30	85280
247-430-835.20	VET & DRUG FEES	BETSIE RIVER VETERINARY CI	CAT VACCINE 3.15.21	184.31	85280
247-430-835.20	VET & DRUG FEES	BETSIE RIVER VETERINARY CI	CAT VACCINE 4.12.21	138.25	85280
247-430-835.20	VET & DRUG FEES	BETSIE RIVER VETERINARY CI	SEDATION/EUTHANASIA 6.30.21	113.61	85280
247-430-945.20	DISPOSALS & BURIALS	GFL ENVIRONMENTAL	WASTE MANAGEMENT	20.25	85313
Total For Dept 430 ANIMAL CONTROL				905.50	
Dept 852 MEDICAL INSURANCE					
247-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	COVERAGE 6.1-6.30.22	26.48	85284
247-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	COVERAGE 6.1-6.30.22	137.70	85284
Total For Dept 852 MEDICAL INSURANCE				164.18	
Total For Fund 247 ANIMAL CONTROL FUND				1,602.95	
Fund 249 BUILDING DEPARTMENT FUND					
Dept 371 BUILDING INSPECTOR					
249-371-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT SER	PERMIT FEES APRIL 2022	18,598.00	85273
Total For Dept 371 BUILDING INSPECTOR				18,598.00	
Dept 372 PLUMBING INSPECTOR					
249-372-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT SER	PERMIT FEES APRIL 2022	5,278.00	85273
Total For Dept 372 PLUMBING INSPECTOR				5,278.00	
Dept 373 MECHANICAL INSPECTOR					
249-373-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT SER	PERMIT FEES APRIL 2022	6,290.00	85273
Total For Dept 373 MECHANICAL INSPECTOR				6,290.00	
Dept 375 ELECTRICAL INSPECTOR					
249-375-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT SER	PERMIT FEES APRIL 2022	6,132.00	85273
Total For Dept 375 ELECTRICAL INSPECTOR				6,132.00	
Total For Fund 249 BUILDING DEPARTMENT FUND				36,298.00	
Fund 260 CPL CLERK TECHNOLOGY FUND					
Dept 000					
260-000-727.00	OFFICE SUPPLIES	IDENTISYS INC.	CPL SUPPLIES	312.51	85318
Total For Dept 000				312.51	
Total For Fund 260 CPL CLERK TECHNOLOGY FUND				312.51	
Fund 261 911 EMERGENCY SERVICE FUND					
Dept 852 MEDICAL INSURANCE					
261-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	COVERAGE 6.1-6.30.22	75.52	85284
261-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	COVERAGE 6.1-6.30.22	382.50	85284
Total For Dept 852 MEDICAL INSURANCE				458.02	



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Fund 261 911 EMERGENCY SERVICE FUND					
		Total For Fund 261 911 EMERGENCY SERVICE FUND		458.02	
Fund 263 LOCAL CORRECTION OFFICER'S TRAINING FUND					
Dept 362 OTHER CORRECTIONS ACTIVITIES					
263-362-961.00	TRAINING & SCHOOLS	DELTA COLLEGE	BASIC FIREARM INSTRUCTOR - SGT DC	351.79	85300
		Total For Dept 362 OTHER CORRECTIONS ACTIVITIES		351.79	
		Total For Fund 263 LOCAL CORRECTION OFFICER'S TRAINING		351.79	
Fund 516 DELINQUENT TAX REVOLVING FUND					
Dept 000					
516-000-694.00	CASH OVER/SHORT	DUBE FAMILY TRUST	OVERPAID ON DLQ TAXES 12-101-082-00	359.00	85308
		Total For Dept 000		359.00	
		Total For Fund 516 DELINQUENT TAX REVOLVING FUND		359.00	
Fund 532 TAX FORECLOSURE FUND					
Dept 253 COUNTY TREASURER					
532-253-801.00	CONTRACTED SERVICES	TITLE CHECK LLC	PARCEL ADMIN FEES	625.33	85356
		Total For Dept 253 COUNTY TREASURER		625.33	
		Total For Fund 532 TAX FORECLOSURE FUND		625.33	
Fund 701 GENERAL AGENCY FUND					
Dept 136 DISTRICT COURT					
701-136-265.00	CASH BONDS PAYABLE	19TH CIRCUIT COURT - BENZIE	BOND TRANSFER: LEONARDO GRANDAOS	500.00	85267
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED/COSTS	1,156.00	85268
701-136-265.00	CASH BONDS PAYABLE	EVANS, JESSE KYLE	BOND RETURN	369.00	85310
701-136-265.00	CASH BONDS PAYABLE	NYE, SPENCER OWEN	BOND RETURN	25.00	85342
701-136-271.00	RESTITUTIONS PAYABLE	AUTO-OWNERS INSURANCE	RESTITUTION PYMT (S PELL) CLAIM#9-732-1	37.50	85274
701-136-271.00	RESTITUTIONS PAYABLE	CITY OF FRANKFORT	RESTITUTION PYMT FROM ESTLIN S KENYON	7.00	85292
701-136-271.00	RESTITUTIONS PAYABLE	KIDDER, KURT	RESTITUTION PYMT FROM LORIE PRIEST	10.00	85322
701-136-271.00	RESTITUTIONS PAYABLE	STOLTMAN, THOMAS	RESTITUTION PYMT FROM STEVEN PELL	37.50	85351
701-136-271.00	RESTITUTIONS PAYABLE	TIMMER, JEREDITH	RESTITUTION PYMT FROM BRANDON PIPER	5.00	85355
		Total For Dept 136 DISTRICT COURT		2,147.00	
Dept 148 PROBATE COURT					
701-148-275.00	REFUNDS	KISH DYKSTRA & SCOTT	REFUND ON COPIES	4.00	85323
		Total For Dept 148 PROBATE COURT		4.00	
Dept 215 COUNTY CLERK					
701-215-222.01	DUE COUNTY - CDBG CO ADMIN FEE (	BENZIE COUNTY REGISTER OF DISCHARGE OF LIEN - LAMB		30.00	85277
701-215-271.00	RESTITUTIONS PAYABLE	ALAN GRAY	RESTITUTION	12.50	85269
701-215-271.00	RESTITUTIONS PAYABLE	ALAN GRAY	RESTITUTION	12.50	85270
701-215-271.00	RESTITUTIONS PAYABLE	BLARNEY CASTLE - FRANKFORT	RESTITUTION	37.50	85282
701-215-271.00	RESTITUTIONS PAYABLE	CHRISTINA GUNDERSON	RESTITUTION	10.00	85290
701-215-271.00	RESTITUTIONS PAYABLE	CHRISTINA GUNDERSON	RESTITUTION	10.00	85291
701-215-271.00	RESTITUTIONS PAYABLE	MEMBERS CREDIT UNION	RESTITUTON	100.00	85332
701-215-299.03	CIRCUIT COURT MISCELLANEOUS	ANN BERNDT	AMBULANCE REFUND	127.00	85272
701-215-299.03	CIRCUIT COURT MISCELLANEOUS	DOROTHY TURNER	AMBULANCE REFUND	157.84	85302
701-215-299.03	CIRCUIT COURT MISCELLANEOUS	ROBERT ELLIS JR.	OVERPAYMENT OF COURT ASSESSMENTS	130.00	85348
		Total For Dept 215 COUNTY CLERK		627.34	
		Total For Fund 701 GENERAL AGENCY FUND		2,778.34	

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Fund 704 PAYROLL CLEARING FUND					
Dept 000					
704-000-231.11	INSURANCE CO-PAY	BLUE CARE NETWORK	COVERAGE 6.1.22-6.30.22	70,648.93	85283
704-000-231.11	INSURANCE CO-PAY	BLUE CROSS BLUE SHIELD OF	COVERAGE 6.1-6.30.22	6,375.09	85284
Total For Dept 000				77,024.02	
Total For Fund 704 PAYROLL CLEARING FUND				77,024.02	

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Fund Totals:

Fund 101 GENERAL FUND	37,432.56
Fund 205 TNT OFFICER MII	237.75
Fund 206 SHERIFF'S K-9 I	51.99
Fund 213 JAIL OPERATIONS	12,939.30
Fund 214 EMERGENCY MEDIC	9,952.90
Fund 228 SOLID WASTE/REC	861.73
Fund 231 SOIL EROSION (S	2,000.00
Fund 247 ANIMAL CONTROL	1,602.95
Fund 249 BUILDING DEPAR	36,298.00
Fund 260 CPL CLERK TECH	312.51
Fund 261 911 EMERGENCY S	458.02
Fund 263 LOCAL CORRECTIC	351.79
Fund 516 DELINQUENT TAX	359.00
Fund 532 TAX FORECLOSURE	625.33
Fund 701 GENERAL AGENCY	2,778.34
Fund 704 PAYROLL CLEARIN	77,024.02

Total For All Funds:	183,286.19
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# Elected Officials And Department Heads

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**BENZIE SENIOR RESOURCES  
BOARD OF DIRECTORS MEETING  
MAY 18, 2022  
4:30 P.M.**

**The Gathering Place Senior Center & Conference Call-In**

**Agenda**

**Conference Call-In Information**

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

Call to Order  
Pledge of Allegiance  
Roll Call

Approval of the May 18, 2022 Agenda

Approval of Minutes from the previous meeting – April 20, 2022

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

**Information Items**

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

**Action Items**

- 1. Finance Committee Report on the April 2022 Financials with Board Approval of the April 2022 Financials
- 2. Board Members Assistance for the Golf Outing (Sign up)

**New Business**

- 1. Strategic Planning Discussion – The Next Step
- 2. Area Agency on Aging Multi-Year Area Plan FY 2023-2025 Summary
- 3. Benzie Bus HealthRides Program Collaboration

**Old Business**

None

**Board Round Table Discussion/Evaluation of Meeting**

**Adjournment – Board Approval**

Benzie Senior Resources Mission Statement – To provide exceptional services, resources and trusted care to support Benzie seniors.

**NEXT MEETING – June 15, 2022 @ 4:30 pm**

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

Benzie Senior Resources  
**Board of Directors Meeting**  
April 20<sup>th</sup>, 2022 Meeting Minutes  
**The Gathering Place Senior Center and Conference Call-in**

**Call to Order:** Nancy Mullen Call called the meeting to order at 4:37 p.m.

**Pledge of Allegiance:** Said by all present

**Roll Call:**

In Person: Nancy Mullen Call; Victor Dinsmoore; Leo Hughes; Linda Ringleka; Deb Rogers; Rosemary Russell; and Ingrid Turner

Via Conference Call: Paul Turner

Absent: Pam Howe-Perry

Also, In-Person: Doug Durand, Dawn Bousamra; Sabra Boyle, and Benzie County Commissioner - Tim Markey

**Approval of the April 20, 2022 Agenda** – A motion to approve the agenda was made by Ingrid Turner and seconded by Rosemary Russell. All in-person board members said Aye. Motion approved.

**Approval of the March 16, 2022 Meeting Minutes** – Motion by Linda Ringleka to accept the minutes as presented. Seconded by Deb Rogers. All in-person board members said Aye. Motion approved.

**Public Input:** No public at the meeting.

**Information Items**

- A. **Executive Committee Report** – Nancy Mullen Call asked Leo Hughes to summarize the content of the Leadership Committee meeting. Leo highlighted the following topics discussed: The need to finalize the committee structure and ensure alignment with the strategic plan; Upcoming Board of Commissioners meeting to clarify BSR contract with the County; and the balance of items discussed will be covered in the Directors Report (see item “C” below).
- B. **Fund Development Report** – Ingrid Turner summarized the content of the Fund Development Committee meeting which included the following: The Committee will be working to update the BSR website; There is a meeting tomorrow, April 21<sup>st</sup>, via zoom with Jamie Gray to discuss details of the June 12<sup>th</sup> golf outing; Nancy Mullen Call updated the Board on the upcoming “100+ Women Who Care” meeting scheduled for 4/27 and that we are hoping one of the BSR representatives name is drawn to present a request for financial assistance to continue the fresh produce initiative until permanent funding can be identified. The committee also discussed the annual BSR Walk-a-thon scheduled for Saturday, August 6<sup>th</sup> and are starting to prepare for the event. Doug Durand advised that Bellows Park has been reserved for the event.
- C. **Directors Report – March 2022/April 2022** – Doug Durand summarized the following items: On April 8<sup>th</sup> BSR and the Manistee Commission on Aging hosted an extremely well received event at the American Legion Hall in Copemish for 25 attendees which included socializing, “Produce” bingo, and lunch; this week is National Volunteer Week; the new initiative for Non-Emergency Medical HealthRides offered Monday-Wednesday is being well received; the Area Agency on Aging of Northwest Michigan performed their review of the Home Delivered Meals and Home Healthcare programs and gave extremely positive feedback on BSR’s compliance with both programs; The Lawn Chore program has 4 confirmed contractors, but we would like to identify 2 additional contractors; The recruiting actions for 2-3 additional Homemaker Contractors continue in an effort to reduce the client waiting list.
- D. **Program/Services Report – March 2022** – Doug Durand summarized the success of several other programs including the Fresh Produce Bag program, the Benzie Bus Senior Ride program, the Snow Removal program and the Foot Care program which continues, but no longer handled by Comfort Keepers.

- E. **Board of Commissioners Update** – Tim Markey, County Commissioner, advised that the County continues work on ARPA fund utilization; August election and millage proposals have been released and are available on the County’s website. The County is also working on updating their mass casualty plan and have scheduled mass shooter response training for all area agencies on Aug 2-3 at Frankfort High School. Tim also reminded everyone that wildfire season is upon us and we need to remind everyone how important it is to check the DNR website for daily burn requirements/restrictions prior to any burn.

#### **Action Items**

1. **Finance Committee Report on the March 2022 Financials with Board Approval of the March 2022 Financials** – Deb Rogers advised that the Finance Committee had reviewed the financials before the Board meeting and are recommending board approval. Nancy Mullen Call made a motion to approve the financial report which was seconded by Rosemary Russell.  
Roll Call: Nancy Mullen Call-Yes; Victor Dinsmoore-Yes; Leo Hughes-Yes; Linda Ringleka-Yes; Rosemary Russell-Yes; Deb Rogers-Yes; and Ingrid Turner-Yes. Motion approved.
2. **Executive Director Vehicle/Gas Allowance Increase** – Nancy Mullen Call reviewed Executive Director compensation and vehicle allowance and proposed that the vehicle allowance be increased to \$3000 annually. Deb Rogers made a motion to approve the vehicle allowance increase which was seconded by Ingrid Turner.  
Roll Call: Nancy Mullen Call-Yes; Victor Dinsmoore-Yes; Leo Hughes-Yes; Linda Ringleka-Yes; Rosemary Russell-Yes; Deb Rogers-Yes; and Ingrid Turner-Yes;. Motion approved.

#### **New Business**

1. Strategic Planning Discussion, the next step – Nancy Mullen Call solicited committee participation and the board had a great discussion on the strategic plan and associated committees. Based on this discussion Leo Hughes will draft the initial committee alignment to the Strategic Plan, have Doug Durand and Nancy Mullen Call review the draft and then distribute the draft to the entire board with a copy of each of the committee drafts. All Board Members will be asked to confirm receipt of the draft and advise of any recommended edits or provide preliminary agreement on the draft alignment.
2. Area Agency on Aging Multi-Year Area Plan FY 2023-2025 Summary – Doug reviewed their plan and how BSR can partner in their plan.
3. Benzie Bus HealthRides Program Collaboration – Doug Durand reviewed the program during his Directors Report.

#### **Old Business** – None

#### **Board Round Table Discussion/Evaluation of Meeting** – None

**Adjournment:** There being no further business to discuss, a motion to adjourn was made by Nancy Mullen Call and all agreed to adjourn. Meeting adjourned at 6:08 p.m.

Respectfully submitted:

Leo Hughes

Secretary, Benzie Senior Resources Board.

NEXT MEETING: Wednesday, May 18<sup>th</sup>, 2022 at 4:30 p.m.

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

Benzie Senior Resources  
Executive Directors Report  
April 2022 – May 2022

**Items of Information**

- I have been working on our upcoming full day staff and volunteer training. The date and site location has been secured for Friday, June 10<sup>th</sup>. Our guest presenter will be Linda Ringleka, BSN. Topics include: Listening, Awareness Exercise with Active and Empathic. Principles of effective feedback/Problem Solving; Diversity, Equity and Inclusion and Team Building Exercise.
- A new updated volunteer application has been created to include expanded information of current and past interests, employment history and volunteer experience, etc. The goal is to individualize the interested individual with the best opportunity to volunteer for BSR.
- We have completed our new and improved library at The Gathering Place Senior Center. The library is being dedicated in the Memory of Bonne Fast who was an exceptional employee and volunteer for BSR. I want to thank the family and friends of Bonnie for their donations and supporting the expansion of the library. A special thank you to Joe Perri for his quality construction of the new bookshelves!
- I have started the early process of preparing for the Fiscal Year 2023 Budget. It will be another challenging process with costs increase associated with many of our services.
- On Sunday, June 12<sup>th</sup>, the Jamie Gray Group and Crystal Lake Golf Course will be sponsoring the Inaugural Golf Charity Event for Benzie Senior Resources. The Fund Development Committee has been working with Jamie Gray on this event. For Tee Times, please call/text David Stapleton at 231.360.8453. For donations or questions, please contact Jamie Gray at 231.499.1430

**Programs/Services**

- The Yard Spring Clean Up is underway and so is the Lawn Chore Program. So far we have over 50 households signed up for the Spring Clean Up and 109 signed up for the Lawn Chore Program.
- Soon we will start the distributing the Senior Project Fresh Coupons worth \$25 dollars for seniors to participate at Farmer Markets that participate in this program. We received a total of 175 booklets.

**Staffing Concerns/Updates**

- Still recruiting for 2-3 Homemaker Contractor positions. We had a promising interview with a potential Homemaker.

**Volunteer Report**

- April was a good recruitment month with four new Home Delivered Meals Volunteers and one new TGP Front Desk Volunteer.

**Legislative News**

**Federal** – Continue to advocate for increase funding in all Older Americans Act funding which includes nutritional, caregiving support, in home services, Elder Abuse Awareness and other senior related funding



## **Program Report for April 2022**

### **Nutritional Programs**

*In April 2022 we distributed over 3,200 lbs. of produce in 200 bags that consists of 30+ vegetables, fruit, and dairy products. Currently we have 245 seniors in the Fresh Produce Bag Program.*

### **Home Delivered Meals**

Home Delivered Meals – 6,146 and 84 Shelf Stable for a total of 6,230 meals were provided to 202 clients in April 2022. **In total we are up less than 1% in comparison to FY'2021.**

For the month of April 2022, 15 clients sign up for HDM and 13 clients were discharged from HDM. Many of the discharged clients had improved in their health and now able to get out and about and cook their own meals.

### **Congregate Meals**

In April 2022, we provided 1,410 congregate and pick up/curbside meals. This is the largest number of monthly TGP meals to date for this fiscal year.

**Homemaker Program** – In April 2022, we provided 255 service hours to 76 clients. We continue to have a waiting list of those requiring this service.

**Guardian Medical Monitoring** – Currently we are paying for thirty-nine clients. The current waiting list has two clients waiting to be put on the BSR full pay program.

**Benzie Bus Senior Rides** – In April 2022, we paid for 1,642 senior rides in Benzie County. Paid for 6 seniors to ride on the TC Express. Paid for 42 package deliveries. We also helped pay a portion of 14 Healthrides for non-emergency appointments. Ten new clients signed up in April 2022 to ride the Benzie Bus.

**Snow Removal Program** – Contractors turned in 141 vouchers for reimbursement for snow plowing this past season in April. Year to date, we assisted with the payment for 1,233 plows.

**Information & Assistance** - The agency handled 988 calls in April 2022 regarding Information and Assistance for services and questions related to older adults.

**Senior Companion Program** – The Senior Companion Program provided services to one senior clients in Benzie County in April 2022. We continue to promote this volunteer program for recruitment efforts that would benefit the seniors of Benzie County.

**Dental Program** – One client received services in April with the use of our dental voucher. There are still 10 outstanding vouchers that have yet to be used so far this year.

**Medicare/MMAP's** – Our certified MMAP's counselor assisted fourteen clients in April with their Medicare/Medicaid services at no cost to them. Year to date, 143 individuals have received services, up 31% from last year. In person appointments are starting to occur again on a limited basis.

**Foot Care** – Eight clients received in-home foot care and 52 clients attended the foot care clinic at the administration office in April 2022.

**Estate Planning** – Five individuals received services in April 2022 at no cost to them.

**Emergency Senior Essential Needs Fund** – BSR assisted one client in April. Assistance provided was for assistance with a utility bill.

**The Gathering Place Senior Center** – The Gathering Place Senior Center offered fifteen core activities that 596-cumulative number of individuals participated in April 2022. The center was open 21 days in April. We welcomed back on the schedule Wii Bowling Zumba. A new group started called the Historian Group. This group is going through old pictures of events in Benzie County and placing them in photo albums to share with the community.

**Home Services for April 2022** – April 2022 saw an increase in number of clients.

#### Number of Home Health Care Clients

Month	Medicaid Waiver Care Management PACENorth	Sliding Scale Fee	Private Pay	Total Clients
October 2021	23	64	3	90
November 2021	23	70	3	96
December 2021	23	68	1	92
January 2022	23	72	0	95
February 2022	19	65	4	88
March 2022	19	57	0	76
April 2022	21	59	0	80
May 2022				
June 2022				
July 2022				
August 2022				
September 2022				

#### Client Total Hours

Month	Medicaid Waiver Care Management PACENorth	Sliding Scale Fee	Private Pay	Assessments And Wound Care	Total Hours
October 2021	316.75	434.75	31	50	832.50
November 2021	342.25	414	11.75	51	819
December 2021	401.75	496	13.25	48	959
January 2022	388.25	442.25	0	57	887.50
February 2022	338.75	407.5	5.25	39	790.50
March 2022	411.75	512.5	0	80	1004.25
April 2022	422.5	501	0	63	986.50
May 2022					
June 2022					
July 2022					
August 2022					
September 2022					
<b>TOTALS</b>	<b>2622</b>	<b>3208</b>	<b>61.25</b>	<b>388</b>	<b>6279.25</b>

#### Client Total Visits

	RN Assessments	RN Med Management	Personal Care	Respite	Homemaking	In home Foot Care/ Wound care	Totals
October 2021	50	56	293	69	9	11	488
November 2021	51	52	266	56	8	7	440
December 2021	48	66	354	30	7	4	509
January 2022	57	53	307	22	6	25	470
February 2022	39	55	274	25	3	15	411

March 2022	80	61	366	31	8	12	558
April 2022	63	61	368	20	9	11	532
May 2022							
June 2022							
July 2022							
August 2022							
September 2022							
<b>Totals</b>	<b>388</b>	<b>404</b>	<b>2228</b>	<b>253</b>	<b>50</b>	<b>85</b>	<b>3428</b>

**BENZIE SENIOR RESOURCES**  
**Statement of Financial Position**  
**As of April 30, 2022**

	<b>Apr 30, 22</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
001 · STATE SAVINGS BANK CHECKING	120,622.25
003 · STATE SAVINGS BANK HRA	1,823.14
011 · AMERICAN DEPOSIT MANAGEMENT	
011.1 · HOLLENBECK	6,369.46
011.2 · JH 2019 DONATION	18,027.36
011.3 · BOARD DESIGNATED OP RESERV FUND	470,350.00
011 · AMERICAN DEPOSIT MANAGEMENT - Other	106,014.70
<b>Total 011 · AMERICAN DEPOSIT MANAGEMENT</b>	<b>600,761.52</b>
<b>Total Checking/Savings</b>	<b>723,206.91</b>
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	17,976.09
<b>Total Accounts Receivable</b>	<b>17,976.09</b>
<b>Other Current Assets</b>	
109 · INVENTORY	11,243.89
<b>Total Other Current Assets</b>	<b>11,243.89</b>
<b>Total Current Assets</b>	<b>752,426.89</b>
<b>Fixed Assets</b>	
150 · BUILDING	480,375.70
151 · VEHICLES	173,363.00
152 · EQUIPMENT	148,534.03
157 · LAND IMPROVEMENTS	1,800.00
160 · ACCUMULATED DEPRECIATION	(417,016.84)
<b>Total Fixed Assets</b>	<b>387,055.89</b>
<b>TOTAL ASSETS</b>	<b>1,139,482.78</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	29,922.02
<b>Total Accounts Payable</b>	<b>29,922.02</b>
<b>Other Current Liabilities</b>	
205 · PREPAID TRIP/INS EXPENSE	1,406.00
2100 · Payroll Liabilities	3,130.27
232 · AFLAC PAYABLE	311.13
<b>Total Other Current Liabilities</b>	<b>4,847.40</b>
<b>Total Current Liabilities</b>	<b>34,769.42</b>
<b>Long Term Liabilities</b>	
250 · MORTGAGE PAYABLE	104,500.15
253 · LEASE PAYABLE	6,407.82
260 · NET PENSION LIABILITY	490,826.00
<b>Total Long Term Liabilities</b>	<b>601,733.97</b>
<b>Total Liabilities</b>	<b>636,503.39</b>
<b>Equity</b>	
3900 · FUND BALANCE	513,668.45
Net Income	(10,689.06)
<b>Total Equity</b>	<b>502,979.39</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,139,482.78</b>

**BENZIE SENIOR RESOURCES**  
**Statment of Financial Income & Expense**  
**April 2022**

	<b>April 2022</b>	<b>Budget</b>	<b>\$ Change</b>
<b>ORDINARY INCOME/EXPENSE</b>			
<b>INCOME</b>			
519.03 · TITLE III C2 INCOME	8,611.00	8,915.00	(304.00)
519.04 · FEDERAL USDA	15,708.16	0.00	15,708.16
519.05 MIPPA (MMAP)	0.00	100.00	(100.00)
519.06 WAIVER-SNOW	42.00	0.00	42.00
540 · GRANTS	0.00	9,580.00	(9,580.00)
561 - HDM WAIVER	1,722.50	985.00	737.50
642 · CHARGES FOR SERVICES/CONT	149.50	260.00	(110.50)
642.01 · FEE FOR SERVICE/CHORE	6,000.00	6,500.00	(500.00)
642.02 · FEE FOR SERVICE/HOMEMAKER	1,514.00	2,800.00	(1,286.00)
642.03 - FEE FOR SERV/SNOW REMOVAL	(300.00)	0.00	(300.00)
642.1 - FEE FOR SLIDING SCALE CLIENTS	6,625.14	6,000.00	625.14
642.05 - FEE FOR PRIVATE PAY & INS	0.00	120.00	(120.00)
642.06 - FEE FOR BENZIE BUS HEALTHRIDES	165.00	0.00	165.00
670 - CLIENT INCOME	10,367.20	8,500.00	1,867.20
671 - PACE NORTH Client Income	0.00	800.00	(800.00)
673 · NEWSLETTER SUB	60.00	40.00	20.00
675 · DONATIONS	17,420.32	11,450.00	5,970.32
676 · MILLAGE	96,453.33	98,196.00	(1,742.67)
680 · VOLUNTEER WAGES (IN-KIND).	6,880.00	6,320.00	560.00
681 - IN-KIND (non-volunteer)	0.00	3,000.00	(3,000.00)
690 - TRIP INCOME	1,797.00	0.00	1,797.00
<b>TOTAL INCOME</b>	<b>173,215.15</b>	<b>163,566.00</b>	<b>9,649.15</b>
<b>GROSS PROFIT</b>	<b>173,215.15</b>	<b>163,566.00</b>	<b>9,649.15</b>
<b>EXPENSE</b>			
705 · SALARY AND WAGES	75,310.37	75,000.00	310.37
708 · PAYROLL TAX EXPENSE	5,925.34	5,600.00	325.34
709 · EDUCATION/TRAINING	333.02	250.00	83.02
710 · EVENTS	259.47	225.00	34.47
711 · TGPSC ACTIVITIES	609.42	225.00	384.42
715 · CLOTHING ALLOWANCE	(253.08)	0.00	(253.08)
717 · DUES/SUBSCRIPTIONS	2,882.01	2,050.00	832.01
721 · COMPUTER EXPENSES	3,137.61	2,058.00	1,079.61
725 · FRINGE BENEFITS	18,337.91	13,000.00	5,337.91
727 · SUPPLIES	2,361.52	2,750.00	(388.48)
727.2 · OFFICE EXP	977.08	1,040.00	(62.92)
727.3 - POSTAGE	0.00	100.00	(100.00)
727.4 - ADVERTISING	704.63	125.00	579.63
740 · FOOD	14,506.93	16,000.00	(1,493.07)
819 · CONTRACTUAL	18,032.93	15,125.00	2,907.93
820 · VOLUNTEER WAGES (IN-KIND)	6,880.00	6,320.00	560.00
825 · VOLUNTEER EXPENSES	3,024.37	2,605.00	419.37

**BENZIE SENIOR RESOURCES**  
**Statment of Financial Income & Expense**  
**April 2022**

	<b>April 2022</b>	<b>Budget</b>	<b>\$ Change</b>
850 • TELEPHONE	440.36	480.00	(39.64)
861 • TRAVEL/MILEAGE/GAS	2,918.06	2,550.00	368.06
900 • INTEREST EXPENSE	271.31	270.00	1.31
910 • INSURANCE	4,024.80	3,800.00	224.80
915 • PROJECTS	388.68	960.00	(571.32)
920 • UTILITIES	4,156.70	3,200.00	956.70
940 • DEPRECIATION EXPENSE	3,398.88	3,665.00	(266.12)
980 • EQUIPMENT/REPAIRS	7,357.61	1,550.00	5,807.61
980.1 - OUTDOOR MAINTENANCE	659.43	500.00	159.43
980.2 - INDOOR MAINTENANCE	18.00	180.00	(162.00)
981-HDM FLEET MAINTENANCE/GAS	2,589.33	1,250.00	1,339.33
<b>TOTAL EXPENSE</b>	<b>179,252.69</b>	<b>160,878.00</b>	<b>18,374.69</b>
<b>NET ORDINARY INCOME</b>	<b>(6,037.54)</b>	<b>2,688.00</b>	<b>(8,725.54)</b>
<b>OTHER INCOME/EXPENSES</b>			
<b>OTHER INCOME</b>			
990 • INTEREST/DIVIDEND INCOME	94.57	120.00	(25.43)
999 - OTHER INCOME	3,300.00	250.00	3,050.00
<b>TOTAL OTHER INCOME</b>	<b>3,394.57</b>	<b>370.00</b>	<b>3,024.57</b>
<b>OTHER EXPENSE</b>			
999.1 • OTHER EXPENSE	0.00	85.00	(85.00)
99999 - LEGAL EXPENSE	0.00	70.00	(70.00)
<b>TOTAL OTHER EXPENSE</b>	<b>0.00</b>	<b>155.00</b>	<b>(155.00)</b>
<b>NET OTHER INCOME</b>	<b>3,394.57</b>	<b>215.00</b>	<b>3,179.57</b>
<b>NET INCOME</b>	<b>(2,642.97)</b>	<b>2,903.00</b>	<b>(5,545.97)</b>

BENZIE SENIOR RESOURCES  
Statment of Finanical Income & Expense  
October 2021 - April 2022

	<u>Oct21-Apr22</u>	<u>Budget</u>	<u>\$ Change</u>
<b>ORDINARY INCOME/EXPENSE</b>			
<b>INCOME</b>			
519.03 · TITLE III C2 INCOME	60,277.00	62,405.00	(2,128.00)
519.04 · FEDERAL USDA	47,124.80	28,250.00	18,874.80
519.05 MIPPA (MMAP)	1,050.00	2,700.00	(1,650.00)
519.06 WAIVER-SNOW REMOVAL	924.00	1,440.00	(516.00)
540 · GRANTS	46,000.00	67,070.00	(21,070.00)
561 - HDM WAIVER	7,673.00	5,915.00	1,758.00
642 · CHARGES FOR SERVICES/CONT	1,150.19	1,820.00	(669.81)
642.01 · FEE FOR SERVICE/CHORE	6,422.00	7,200.00	(778.00)
642.02 · FEE FOR SERVICE/HOMEMAKER	11,641.00	18,500.00	(6,859.00)
642.03 - FEE FOR SERV/SNOW REMOVAL	16,798.00	19,600.00	(2,802.00)
642.1 - FEE FOR SLIDING SCALE CLIENTS	34,292.34	34,100.00	192.34
642.05 - FEE FOR PRIVATE PAY & INS	1,954.00	560.00	1,394.00
642.06 - FEE FOR BENZIE BUS HEALTHRIDE	165.00	0.00	165.00
670 - CLIENT INCOME	53,459.51	49,500.00	3,959.51
671 - PACE NORTH Client Income	3,640.50	5,600.00	(1,959.50)
673 · NEWSLETTER SUB	220.00	230.00	(10.00)
675 · DONATIONS	92,174.79	80,280.00	11,894.79
676 · MILLAGE	675,173.31	687,368.00	(12,194.69)
677· FUNDRAISING INCOME	56,145.11	50,000.00	6,145.11
680 · VOLUNTEER WAGES (IN-KIND).	44,217.20	44,240.00	(22.80)
681 - IN-KIND (non-volunteer)	5,723.25	9,000.00	(3,276.75)
690 - TRIP INCOME	2,841.00	0.00	2,841.00
<b>TOTAL INCOME</b>	<u>1,169,066.00</u>	<u>1,175,778.00</u>	<u>(6,712.00)</u>
<b>GROSS PROFIT</b>	1,169,066.00	1,175,778.00	(6,712.00)
<b>EXPENSE</b>			
700 - ACCOUNTING FEES	8,125.00	8,375.00	(250.00)
705 · SALARY AND WAGES	524,480.29	520,000.00	4,480.29
708 · PAYROLL TAX EXPENSE	38,651.01	40,200.00	(1,548.99)
709 · EDUCATION/TRAINING	877.97	5,550.00	(4,672.03)
710 · EVENTS	1,032.81	1,575.00	(542.19)
711 · TGPSC ACTIVITIES	1,960.02	1,575.00	385.02
715 · CLOTHING ALLOWANCE	4.56	0.00	4.56
717 · DUES/SUBSCRIPTIONS	5,287.01	4,505.00	782.01
721 · COMPUTER EXPENSES	14,714.18	14,410.00	304.18
725 · FRINGE BENEFITS	51,691.95	49,460.00	2,231.95
726 - FUNDRAISING/MARKETING EXP	1,854.83	3,600.00	(1,745.17)
727 · SUPPLIES	24,181.61	19,250.00	4,931.61
727.2 · OFFICE EXP	8,681.88	7,284.00	1,397.88
727.3 - POSTAGE	3,301.19	2,100.00	1,201.19
727.4 - ADVERTISING	7,133.21	3,400.00	3,733.21
740 · FOOD	139,368.55	118,000.00	21,368.55

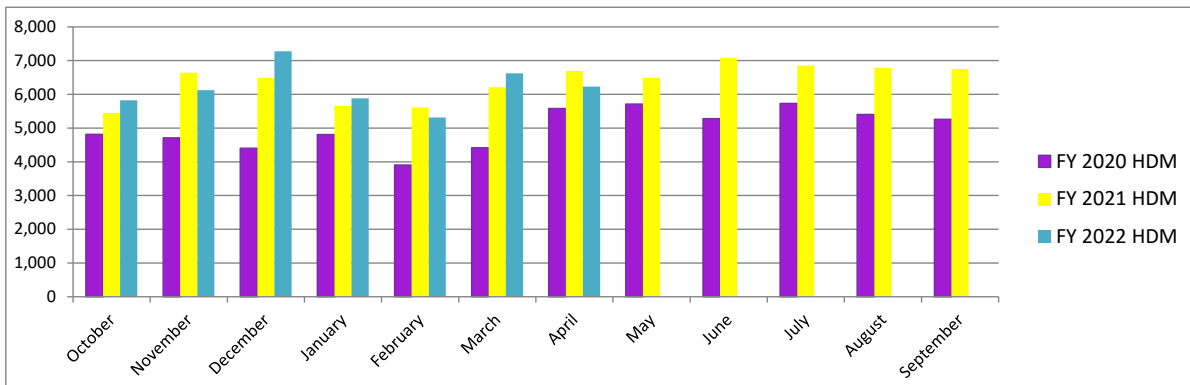
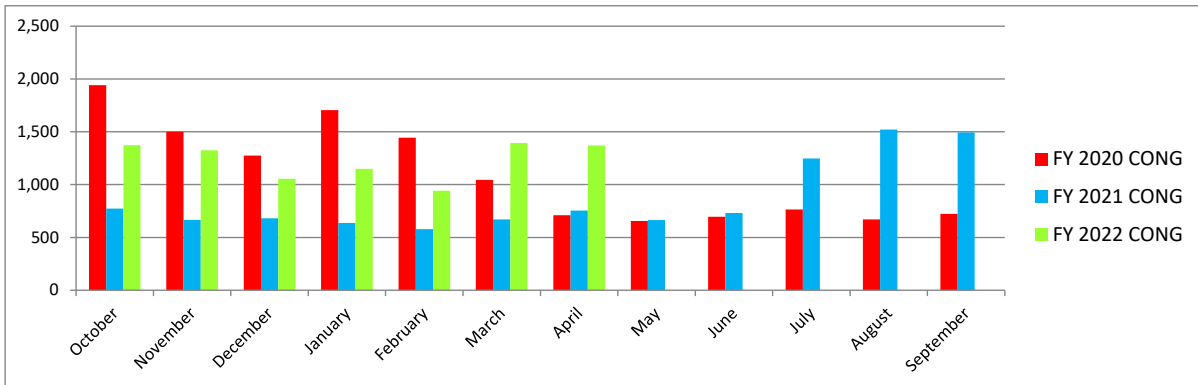
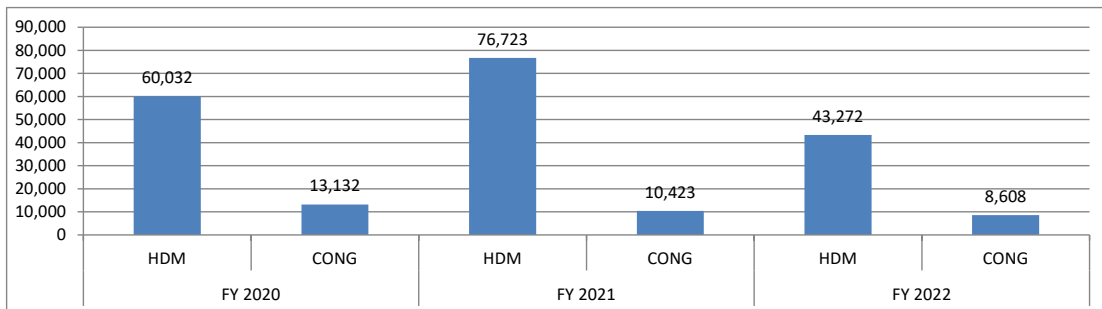
BENZIE SENIOR RESOURCES  
Statement of Financial Income & Expense  
October 2021 - April 2022

	<b>Oct21-Apr22</b>	<b>Budget</b>	<b>\$ Change</b>
819 · CONTRACTUAL	136,739.72	139,175.00	(2,435.28)
820 · VOLUNTEER WAGES (IN-KIND)	44,217.20	44,240.00	(22.80)
825 · VOLUNTEER EXPENSES	8,861.40	10,910.00	(2,048.60)
850 · TELEPHONE	3,159.93	3,360.00	(200.07)
861 · TRAVEL/MILEAGE/GAS	17,763.13	19,950.00	(2,186.87)
900 · INTEREST EXPENSE	1,881.54	1,960.00	(78.46)
910 · INSURANCE	28,856.86	26,600.00	2,256.86
915 · PROJECTS	15,881.06	12,700.00	3,181.06
920 · UTILITIES	22,304.00	16,650.00	5,654.00
940 · DEPRECIATION EXPENSE	21,993.40	25,675.00	(3,681.60)
980 · EQUIPMENT/REPAIRS	28,936.40	10,850.00	18,086.40
980.1 - OUTDOOR MAINTENANCE	5,585.85	4,840.00	745.85
980.2 - INDOOR MAINTENANCE	167.94	1,270.00	(1,102.06)
981-HDM FLEET MAINTENANCE/GAS	15,873.28	8,750.00	7,123.28
			0.00
<b>TOTAL EXPENSE</b>	<b>1,183,567.78</b>	<b>1,126,214.00</b>	<b>57,353.78</b>
<b>NET ORDINARY INCOME</b>	<b>(14,501.78)</b>	<b>49,564.00</b>	<b>(64,065.78)</b>
<b>OTHER INCOME/EXPENSES</b>			
<b>OTHER INCOME</b>			
990 · INTEREST/DIVIDEND INCOME	630.38	720.00	(89.62)
999 - OTHER INCOME	6,484.10	1,500.00	4,984.10
<b>TOTAL OTHER INCOME</b>	<b>7,114.48</b>	<b>2,220.00</b>	<b>4,894.48</b>
<b>OTHER EXPENSE</b>			
999.1 · OTHER EXPENSE	0.00	585.00	(585.00)
99999 - LEGAL EXPENSE	3,301.76	1,150.00	2,151.76
<b>TOTAL OTHER EXPENSE</b>	<b>3,301.76</b>	<b>1,735.00</b>	<b>1,566.76</b>
<b>NET OTHER INCOME</b>	<b>3,812.72</b>	<b>485.00</b>	<b>3,327.72</b>
<b>NET INCOME</b>	<b>(10,689.06)</b>	<b>50,049.00</b>	<b>(60,738.06)</b>



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

	FY 2020		FY 2021		FY 2022	
	HDM	CONG	HDM	CONG	HDM	CONG
October	4,814	1,942	5,451	774	5,827	1,374
November	4,711	1,500	6,644	666	6,124	1,324
December	4,404	1,275	6,490	682	7,274	1,055
January	4,812	1,706	5,658	638	5,881	1,149
February	3,903	1,445	5,616	579	5,314	942
March	4,416	1,044	6,212	671	6,622	1,394
April	5,582	710	6,695	754	6,230	1,370
May	5,711	657	6,495	664		
June	5,281	696	7,079	731		
July	5,735	765	6,853	1,247		
August	5,403	670	6,786	1,522		
September	5,260	722	6,744	1,495		
<b>total meals</b>	<b>60,032</b>	<b>13,132</b>	<b>76,723</b>	<b>10,423</b>	<b>43,272</b>	<b>8,608</b>



#### April 2022 Journal Entry Summary

- 977. JE to record client donating value of unused vouchers
- 978. JE to void check and re-issue – check never received
- 979. JE to record monthly depreciation expense (non-cash transaction) \*
- 981. JE to record payroll wages/taxes across all programs – original payroll entry posts to one class \*
- 982. JE to reclass payroll health insurance deductions from “uncategorized” to appropriate class, i.e. Home Health and Admin \*
- 984. JE to record volunteer hours in-kind wages \*
- 985. JE to record 401K payroll deferrals across all programs - original payroll entry posts to one class \*
- 986. JE to reclass payroll mileage reimbursements from “uncategorized” to appropriate class, i.e. Home Health and Admin \*
- 987. JE to void debit charge dated 6/7/21 paid with ck #70772

\* **Monthly recurring Journal Entries.**

## April 2022

Page 1

# BENZIE SENIOR RESOURCES

## Monthly Journal Entries

April 2022

Trans #	Type	Date	Num	Memo	Debit	Credit
124153	General Journal	04/30/2022	986	reclass mileage - ADMIN	98.87	
				reclass mileage - HH	2,819.19	
				reclass mileage		2,918.06
					2,918.06	2,918.06
124250	General Journal	04/30/2022	987	void debit charge dated 6/7/21 paid with ck #70772	253.08	
				void debit charge dated 6/7/21 paid with ck #70772		253.08
					253.08	253.08
<b>TOTAL</b>					<b>52,568.46</b>	<b>52,568.46</b>



Memo To: Board of Commissioners  
From: Jesse Zylstra, Solid Waste and Recycling Coordinator  
Date: May 18th, 2022  
Subject: Recycling Coordinator's Activities

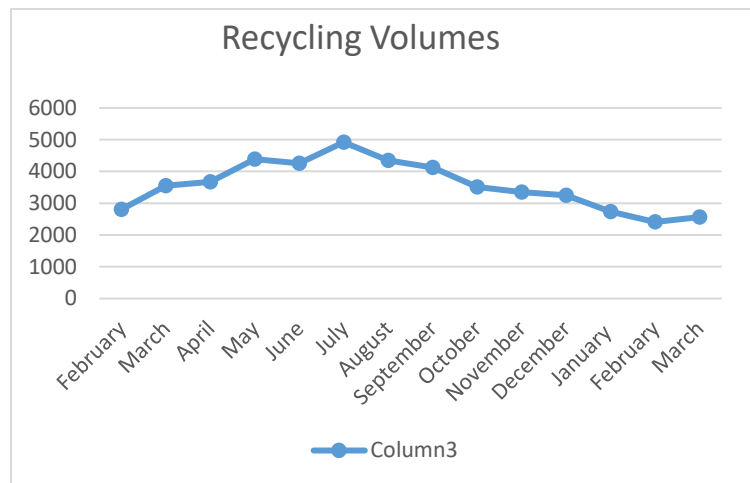
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- **Recent Recycling Numbers:**

February: Tonnage: 72.30 tons  
Yardage: 2,410 yards

March: Tonnage: 76.80 tons  
Yardage: 2,560 yards

**Single Stream FY 2021: 46,825 yards**  
**FY 2020: 41,787 yards**



- **HHW/Electronics/Scrap Tire Collections –**  
**2022 HHW/Electronics/Scrap Tire – June 18<sup>th</sup>, July 16<sup>th</sup> (Tire Only), August 27<sup>th</sup>.**
- **Materials Management County Engagement Grant**  
Networks Northwest has been **AWARDED** an EGLE Grant in the amount of **\$120,000** on behalf of the ten-county MMAC.

*“This regional collaborative opportunity will fund and find the feasibility of a possible Regional Materials Management Plan, options for the individual Counties to take for updating their plans, and identifying materials management challenges and opportunities within the region; among the other deliverables mentioned in the Materials Management County Engagement Grant. While there will be some need for staff time, there is no financial commitment from the counties.”*

- **Ongoing Activities:**
  - Scrap Tire Grant – **2022 Grant Awarded \$8,052**
  - Cardboard Trailers – Monitoring and Scheduling as needed. Under school care.
  - County-wide Battery Bucket pickups and sorting. **(5,530 lbs)**

Jesse Zylstra Solid Waste and Recycling Coordinator

# ACTION ITEMS



# Memorandum

**To:** Bob Roelofs, Chair of the Benzie County Board of Commissioners  
**From:** Rebecca Hubers, Emergency Management Coordinator  
**Date:** 05/17/2022  
**Subject:** HMEP (Hazardous Materials Emergency Preparedness) Planning Program Grant Agreement

---

The Benzie County Local Emergency Planning Committee (LEPC) annually applies for an HMEP Federal Grant to offset costs for Hazardous Materials Emergency Preparedness planning. (101-426-539.02) Grant receipts are based on the number of Superfund Amendments and Reauthorization Act (SARA) Title III, Section 302 plans that the committee updates each year, multiplied by a set allotment by the State recipient. Benzie County has 14 identified hazardous materials sites. Four of these sites have extremely hazardous materials above a specified threshold that requires an off-site response plans drafted and approved by the LEPC.

Benzie County uses \$1050 of the grant funds annually to support costs for local fire departments to access EGLE's Tier II Manager (101-426-967.00). The Manager database maintains the hazardous chemical storage information for local companies so that Firefighters and other responders are aware of the chemicals they could be exposed to if there is an incident at a facility (Right to Know). As part of the Grant receipt process Benzie County must match 25% of the federal funds received. This is annually budgeted (101-426-838.00) based on the previous year's amounts. Any remaining funds received, above the cost of the Tier II Manager, are used/documented by the office of Emergency Management for services and office supplies (printer ink, etc.) to produce and maintain the plans.

Attached is the Grant Agreement with the MSP Emergency Management and Homeland Security Division (the State recipient). A signature from the County Board Chair is required on page six to accept the agreement and receive the funds. The Office of Emergency Management will comply with all the reporting requirements of the agreement as well as organizing the LEPC plans. All plans are publicly available through the Office of Emergency Management. I am recommending the Board of Commissioners authorize the Board Chair to sign the agreement for return to the State of Michigan for processing.



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF STATE POLICE  
LANSING

COL. JOSEPH M. GASPER  
DIRECTOR

May 6, 2022

Dear Emergency Management Coordinator:

Enclosed is the Fiscal Year 2021-22 Hazardous Materials Emergency Preparedness (HMEP) Planning Program Grant Agreement package for Antrim County. Please return the required grant documentation listed on the enclosed *Subrecipient Checklist* to our office via email:

Attention: Mr. Paul Lounsberry  
Emergency Management and Homeland Security Division  
Michigan Department of State Police  
[LounsberryP@michigan.gov](mailto:LounsberryP@michigan.gov)

Additional information on the FY 2021-22 HMEP Grant Program can be found at  
[www.phmsa.dot.gov/hazmat/grants](http://www.phmsa.dot.gov/hazmat/grants).

This grant agreement and all required documentation must be completed, signed, and returned **no later than July 5, 2022**. If this requirement is not met, this grant agreement will be invalid after **July 5, 2022** unless a prior written exception is provided by the Michigan Department of State Police, Emergency Management and Homeland Security Division.

If you have any questions regarding this correspondence or the FY 2021-22 HMEP Planning Grant Program, please contact Ms. Brenna Roos at [RoosB@michigan.gov](mailto:RoosB@michigan.gov) or 517-582-2846.

Sincerely,

Capt. Kevin Sweeney, Commander  
Emergency Management  
and Homeland Security Division



# SUBRECIPIENT CHECKLIST

## FY 2021-22 HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) PLANNING PROGRAM GRANT AGREEMENT

CFDA No: 20.703

**Email the following items to: LounsberryP@michigan.gov**

**SUBRECIPIENT WILL NOT BE REIMBURSED FOR FUNDS UNTIL ALL REQUIRED SIGNED DOCUMENTS ARE RECEIVED**

- ☐ 1. Grant Agreement. Please print and sign the grant agreement. Retain the signed document for your records and email a scanned copy.
- ☐ 2. Subrecipient Risk Assessment Certification
- ☐ 3. HMEP Planning Grant Agreement In-Kind Match form
- ☐ 4. Standard Assurances
- ☐ 5. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- ☐ 6. Audit Certification (EMD-053)
- ☐ 7. Request for Taxpayer Identification Number and Certification (W-9)
- ☐ 8. FY 2021-22 SARA Title III Hazardous Materials, Off-site Emergency Response, Plan Update List

**NOTE:** The Plan Update List does not need to be completed and returned with your FY 2021-22 HMEP Planning Program grant agreement. This form is to be used if and when a list of updated plans is submitted for your grant. The Plan Update List form can be submitted directly to the SARA Title III Planner at the MSP/EMHSD when you have completed all plan updates for the grant year.

### **POST REIMBURSEMENT REQUIREMENTS**

Participate with Recipient in an on-site monitoring of financial documents. Also retain financial records, supporting documents, and all other records pertinent to the grant for at least three years after the grant is closed by the awarding federal agency. Be sure to comply with Single Audit requirements of Subpart F of 2 CFR 200. **If required, the Subrecipient submits audit copy to: Michigan Department of State Police, Grants and Community Services Division, P.O. Box 30634, Lansing, Michigan 48909.**

**For GRANT QUESTIONS, PLEASE CONTACT Ms. Brenna Roos  
AT ROOSB@MICHIGAN.GOV OR (517) 284-3727.**

Michigan State Police

Emergency Management and  
Homeland Security Division



## Grant Agreement

### FEDERAL AWARD IDENTIFICATION

SUBRECIPIENT NAME	GRANT NAME	Assistance Listing Number
Benzie County	Hazardous Materials Emergency Preparedness Grant Program	20.703
SUBRECIPIENT IRS/VENDOR NUMBER	FEDERAL AWARD IDENTIFICATION NUMBER (FAIN)	FEDERAL AWARD DATE
38-6004838	693JK31940022HMEP	09/30/2019
SUBRECIPIENT UEI	SUBAWARD PERFORMANCE PERIOD	FROM TO
DB74Y61MKCN7		09/30/2021 09/29/2022
RESEARCH & DEVELOPMENT	Funding	Total
N/A	Federal Funds Obligated by this Action	\$1650
INDIRECT COST RATE	Total Federal Funds Obligated to Subrecipient	\$6010
None on file	Total Amount of Federal Award Committed	\$6010
FEDERAL AWARD PROJECT DESCRIPTION		
FY 2021-22 Hazardous Materials Emergency Preparedness Planning Program Grant		
DETAILS		
The Subrecipient must be prepared to match all funds received through this grant agreement (which equates to 25% of any federal funds received), as noted in Section III, D of the <i>Hazardous Materials Emergency Preparedness Planning Grant Instructions</i> that are included with this grant agreement. The match amount is located in part III.A of this grant agreement.		
FEDERAL AWARDDING AGENCY	PASS-THROUGH ENTITY (RECIPIENT) NAME	
U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration 1200 New Jersey Avenue, SE, E21-316 Washington DC 20590-0001	Michigan State Police Emergency Management & Homeland Security Division P.O. Box 30634 Lansing, MI 48909	

# State of Michigan Fiscal Year 2021-22 Hazardous Materials Emergency Preparedness Planning Program Grant Agreement

September 30, 2021 to September 29, 2022

<b>Assistance Listing Number: 20.703</b> <b>Grant Number: 693JK31940022HMEP</b>
------------------------------------------------------------------------------------

This Fiscal Year (FY) 2021-22 Hazardous Materials Emergency Preparedness (HMEP) Planning Program grant agreement is hereby entered into between the Michigan Department of State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) (hereinafter called the Recipient), and the

**COUNTY OF BENZIE**  
(hereinafter called the Subrecipient)

## I. Purpose

The purpose of this grant agreement is to provide federal pass-through funds to the Subrecipient for the development of new Superfund Amendments and Reauthorization Act (SARA), Title III, Section 302, hazardous materials emergency response plans. This grant agreement provides financial assistance to first responders (fire, law enforcement, emergency medical services, etc.) for allowable costs in the following areas:

- A. Provision of assistance to public sector employees through planning grants to states, territories, and Native American tribes for emergency response.
- B. Increased state, territorial, tribal, and local effectiveness in implementation of the Federal Emergency Planning and Community Right-to-Know Act of 1986.
- C. Encouragement of a comprehensive approach to emergency planning by incorporating the unique challenges of response to transportation situations.

## II. Statutory Authority

Funding for the FY 2021-22 HMEP is authorized by the U.S. Department of Transportation (DOT) Pipeline and Hazardous Materials Safety Administration (PHMSA) and the Federal Hazardous Materials Transportation Law (49 U.S.C. Section 5101 et. seq.).

The Subrecipient agrees to comply with all FY 2021-22 HMEP program requirements and the most recent version of:

- A. 2 CFR, Part 200 of the Code of Federal Regulations (CFR), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* located at <http://www.ecfr.gov>.
- B. 49 CFR, Part 110 *Hazardous Materials Public Sector Training and Planning Grants* located at <http://www.ecfr.gov>.
- C. 49 U.S.C. 5116 et seq. located at <https://www.gpo.gov/fdsys>.
- D. Any other applicable Federal statutes and regulations, including those listed within this grant agreement elsewhere.

### III. Award Amount and Restrictions

- A. The county of Benzie is awarded up to **\$1650** under the FY 2021-22 HMEP Planning Program Grant Agreement. This funding will be awarded as described in *Hazardous Materials Emergency Preparedness Planning Grant Instructions* enclosed within this grant agreement packet and is based on information provided in the HMEP grant application submitted for the FY 2021-22 grant year by **Benzie County**. This allocation is dependent upon the level of federal funding and may be reduced if available federal funding is reduced or if fewer plans are submitted based on the FY 2021-22 application for **Benzie County**. Any unused grant funds remaining at the end of the grant year will be used to increase the reimbursement for accepted new SARA Title III plans submitted by participating Local Emergency Planning Committees (LEPCs). The Subrecipient's payment per new plan will be recalculated using these funds and the award to the Subrecipient for the number of new plans submitted will be adjusted. This may affect the match amount required for this grant.

Based on the Subrecipient's application, a match amount of **\$413** is required. However, the Subrecipient must be prepared to match all funds received through this grant agreement (which equates to 25% of any federal funds received), as noted in Section III, D of the *Hazardous Materials Emergency Preparedness Planning Grant Instructions* that are enclosed within this grant agreement.

- B. The PHMSA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal government purposes:
1. The copyright in any work developed under this grant, sub-award, or contract under a grant or sub-award; and
  2. Any rights of copyright to which the Recipient, Subrecipient, or a contractor purchases ownership with grant support.

### IV. Responsibilities of the Subrecipient

- A. **Grant funds must supplement, not supplant, state or local funds.** Federal funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be carefully reviewed in subsequent monitoring reviews and audits. Subrecipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.
- B. The subrecipient shall not use FY 21-22 HMEP funds to generate program income.
- C. In addition to this grant agreement, the Subrecipient shall complete, sign, and submit to the Recipient the following documents, which are incorporated by reference into this grant agreement:
1. Subrecipient Risk Assessment Certification
  2. HMEP Planning Grant Agreement In-Kind Match form (EMD-063)
  3. Standard Assurances
  4. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
  5. Audit Certification (EMD-053)
  6. Request for Taxpayer Identification Number and Certification (W-9)
  7. SARA Title III Hazardous Materials, Off-site Emergency Response Plan Update List (EMD 064). This form is located on the MSP/EMHSD website at <http://www.michigan.gov/emhsc> under Hazardous Materials. The form does not need to be completed and returned with the FY 2021-22 HMEP Planning Program grant agreement. It is to be used if and when a list of updated plans is submitted for your grant. Submit the Plan Review List directly to the SARA Title III Planner at the MSP/EMHSD no later than September 15, 2022.
  8. Other documents that may be required by federal or state officials
- D. The Subrecipient agrees to comply with all applicable federal and state regulations, including, but not limited to, the following:

1. Meet the LEPC eligibility requirements, as stated in the *Hazardous Materials Emergency Preparedness Planning Grant Instructions*, Section II which is included with this grant agreement package.
2. In accordance with 2 CFR 200.331, the subrecipient permits the recipient to have access to the subrecipient's records and financial statements as necessary for the recipient to meet the requirements of 2 CFR 200.331.
3. Integrate individuals with disabilities into emergency planning in compliance with Executive Order 13347 and the *Rehabilitation Act of 1973*.
4. Comply with applicable financial and administrative requirements set forth in the current edition of 2 CFR, Part 200, including, but not limited to, the following provisions:
  - a. Account for receipts and expenditures, maintain adequate financial records, and refund expenditures disallowed by federal or state audit.
  - b. Retain all financial records, statistical records, supporting documents, and other pertinent materials for at least three years after the grant is closed by the awarding federal agency for purposes of federal and/or state examination and audit.
  - c. Non-federal organizations which expend \$750,000 or more in federal funds from all sources during their current fiscal year are required to have an audit performed in accordance with the Single Audit Act of 1984, as amended, and 2 CFR, Part 200.501.
5. Comply with the Department of Transportation's policy for contracting with small, women-owned, minority disadvantaged businesses, veteran, and HubZone business firms.

#### **V. Responsibilities of the Recipient**

The Recipient, in accordance with the general purposes and objectives of this grant agreement, will:

- A. Administer the grant in accordance with all applicable federal and state regulations and guidelines and submit required reports to the awarding federal agency.
- B. Provide direction and technical assistance to the Subrecipient.
- C. Provide to the Subrecipient any special report forms and reporting formats (templates) required for administration of the program.
- D. Reimburse the Subrecipient, in accordance with this grant agreement, based on appropriate documentation submitted by the Subrecipient.
- E. At its discretion, independently, or in conjunction with the federal awarding agency, conduct random on-site reviews of the Subrecipient(s).

#### **VI. Reporting Procedures**

Submit new and updated SARA Title III (Section 302) community hazardous materials emergency response plans and identify which facility plans were updated on the attached *Plan Update List* form as stated in the FY 2021-22 application to MSP/EMHSD, no later than September 15, 2022 to the MSP/EMHSD District Coordinator. The form for submitting these updates is available on the MSP/EMHSD website located at <http://www.michigan.gov/emhsd>. Complete instructions on how and where to submit required reports can be found in the *Hazardous Materials Emergency Preparedness Planning Grant Instructions* that are included with this grant agreement package. If a support grant was requested, the LEPC must meet the requirements stated in the attached *Hazardous Materials Emergency Preparedness Planning Grant Instructions*, Section IV.B., or forfeit that portion of the grant award.

#### **VII. Payment Procedures**

Upon receipt, review, and acceptance of all work products and other requirements, as referenced in this grant agreement, the Recipient will calculate the payment to be made to the Subrecipient and will forward this information to the Subrecipient. See the *Hazardous Materials Emergency Preparedness Planning Grant Instructions* document attached within this grant agreement packet for further information.

All Subrecipients in the HMEP grant program must submit documentation on the associated costs being charged to the \$1,500 HMEP support grant. The eligible expenses are laid out in the HMEP \$1,500 Support Grant Certification Form, which will be sent to each LEPC at the close of the federal fiscal year. When a LEPC enters information into this form, the cost will need to be supported by a receipt, time sheet (reflecting hours worked on SARA related planning issues), purchase order or a paid invoice. The support grant form and attachments must be returned to MSP/EMHSD by the assigned due date.

### **VIII. Employment Matters**

The Subrecipient shall comply with Title VI of the *Civil Rights Act of 1964*, as amended; Title VIII of the *Civil Rights Act of 1968*; Title IX of the *Education Amendments of 1972 (Equal Opportunity in Education Act)*; the *Age Discrimination Act of 1975*; the *Elliott-Larsen Civil Rights Act*, 1976 PA 453, as amended, MCL 37.2101 *et seq.*; and all other federal, state and local fair employment practices and equal opportunity laws and covenants. The Subrecipient shall not discriminate against any employee or applicant for employment, to be employed in the performance of this grant agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment; or any matter directly or indirectly related to employment because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, limited English proficiency, or handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. The Subrecipient agrees to include in every contract or subcontract entered into for the performance of this grant agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of the grant agreement.

The Subrecipient must comply with 2 CFR, Part 1200, *Nonprocurement Suspension and Debarment*, located at <http://www.ecfr.gov>. The Subrecipient shall ensure that no subcontractor, manufacturer, or supplier of the Subrecipient for projects related to this grant agreement appears on the Active Exclusions list on the System for Award Management (SAM) website located at <http://www.sam.gov> (previously this search was performed in the Excluded Parties List System – EPLS).

The Subrecipient must comply with regulation 49 CFR, Part 21, *Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of the Title VI of the Civil Rights Act of 1964* (see related certification form contained in this grant agreement package).

The Subrecipient must comply with regulation 49 CFR, Part 20, *New Restrictions on Lobbying* (see related certification form contained in this grant agreement package).

### **IX. Limitation of Liability**

The Recipient and the Subrecipient to this grant agreement agree that each must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from performance of this grant agreement. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

*This is not to be construed as a waiver of governmental immunity for either party.*

### **X. Third Parties**

This grant agreement is not intended to make any person or entity, not a party to this grant agreement, a third-party beneficiary hereof or to confer on a third party any rights or obligations enforceable in their favor.

### **XI. Grant Agreement Period**

This grant agreement is in full force and effect from September 30, 2021 to September 29, 2022. No costs eligible under this grant agreement shall be incurred before the starting date of this grant agreement, except with prior written approval. This grant agreement may be terminated by either party by giving thirty (30) days written notice to the other party stating reasons for termination and the effective date, or upon the failure of either party to carry out the terms of the grant agreement. Upon any such termination, the Subrecipient agrees to return to the Recipient any funds not authorized for use, and the Recipient shall have no further obligation to reimburse the Subrecipient.

## **XII. Entire Grant Agreement**

This grant agreement is governed by the laws of the State of Michigan and supersedes all prior agreements, documents, and representations between the Recipient and the Subrecipient, whether expressed, implied, or oral. This grant agreement constitutes the entire agreement between the parties and may not be amended except by written instrument executed by both parties prior to the grant end date. No party to this grant agreement may assign this grant agreement or any of his/her/its rights, interest, or obligations hereunder without the prior consent of the other party. The Subrecipient agrees to inform the Recipient in writing immediately of any proposed changes of dates, budget, or services indicated in this grant agreement, as well as changes of address or personnel affecting this grant agreement. Changes in dates, budget, or services are subject to prior written approval of the Recipient. If any provision of this grant agreement shall be deemed void or unenforceable, the remainder of the grant agreement shall remain valid.

The Recipient may suspend or terminate grant funding to the Subrecipient, in whole or in part, or other measures may be imposed for any of the following reasons:

- A. Failure to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances.
- B. Failure to comply with the requirements or statutory objectives of federal or state law.
- C. Failure to follow grant agreement requirements or special conditions.
- D. Proposal or implementation of substantial plan changes to the extent that, if originally submitted, the project would not have been approved for funding.
- E. Failure to submit required reports.
- F. Filing of a false certification in the application or other report or document.

## **XIII. Business Integrity Clause**

The Recipient may immediately cancel the grant without further liability to the Recipient or its employees if the Subrecipient, an officer of the Subrecipient, or an owner of a 25% or greater share of the Subrecipient is convicted of a criminal offense incident to the application for or performance of a state, public, or private grant or subcontract; or convicted of a criminal offense, including, but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the Recipient, reflects on the Subrecipient's business integrity.

## **XIV. Freedom of Information Act (FOIA)**

Much of the information submitted in the course of applying for funding under this program, or provided in the course of grant management activities, may be considered law enforcement-sensitive or otherwise critical to national security interests. This may include threat, risk, and needs assessment information; and discussions of demographics, transportation, public works, and industrial and public health infrastructures. Therefore, each Subrecipient agency Freedom of Information Officer will need to determine what information is to be withheld on a case-by-case basis. The Subrecipient should be familiar with the regulations governing Protected Critical Infrastructure Information (6 CFR, Part 29) and Sensitive Security Information (49 CFR, Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

**XV. Official Certification**

**For the Subrecipient**

The individual or officer signing this grant agreement certifies by his or her signature that he or she is authorized to sign this grant agreement on behalf of the organization he or she represents. The Subrecipient agrees to complete all requirements specified in this grant agreement.

\_\_\_\_\_  
Subrecipient Name

\_\_\_\_\_  
Subrecipient's UEI Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For the Recipient (Michigan State Police, Emergency Management and Homeland Security Division)**

Capt. Kevin Sweeney  
\_\_\_\_\_  
Printed Name

Commander, Emergency Management  
and Homeland Security Division  
\_\_\_\_\_  
Title



5/6/22

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## SUBRECIPIENT RISK ASSESSMENT CERTIFICATION

As required by 2 CFR §200.331(b), the purpose of this assessment is to evaluate subrecipient's risk of noncompliance with federal statutes, regulations, and the terms and conditions of a subaward, and to determine appropriate subrecipient monitoring during the grant performance period. Limited program experience, results of previous audits and site monitoring visits, new personnel or new or substantially changed systems, may increase a subrecipient's degree of risk.

Subrecipient:	County:	DUNS #:
<b>Questions</b>		
<ol style="list-style-type: none"> <li>1. How many federal grant awards has your organization managed in the past 5 years regardless of awarding agency?  <input type="checkbox"/> No grants  <input type="checkbox"/> 1-3 grants  <input type="checkbox"/> 4-5 grants  <input type="checkbox"/> 6+ grants</li>   <li>2. What percentage of your grant management staff has fewer than 2 years of grant experience?  <input type="checkbox"/> 0-25% of staff  <input type="checkbox"/> 26-50% of staff  <input type="checkbox"/> 51-75% of staff  <input type="checkbox"/> 76-100% of staff</li>   <li>3. Has your organization had a new or substantially changed financial/accounting system(s) in the past 2 years?  <input type="checkbox"/> Yes  <input type="checkbox"/> No</li>   <li>4. What types of findings (audit, site monitoring, etc.) has your organization received within the past 5 years?  <b>(Attach a separate sheet explaining any findings resulting in questioned costs or a return of funds.)</b>  <input type="checkbox"/> Never Audited or No  <input type="checkbox"/> Unsupported costs (lack of documentation)  <input type="checkbox"/> Unreasonable use of funds  <input type="checkbox"/> Questioned costs or required to return funds</li>   <li>5. Does your agency have staff primarily dedicated (&gt;50%) to grants management activities?  <input type="checkbox"/> Yes  <input type="checkbox"/> No</li> </ol>		
<b>Certification</b>		
<b><i>I certify the information provided in this assessment is true and accurate, and that all occurrences of prior grant non-compliance have been disclosed.</i></b>		
Authorized Representative Signature:	Date:	
Authorized Representative Printed Name:	Title:	
Point of Contact Printed Name:	Title:	Email:

HMEP PLANNING GRANT AGREEMENT IN-KIND MATCH

The Benzie County Local Emergency Planning Committee (LEPC) has been allocated the funding amount specified in the attached grant agreement. Therefore, a local fund match of \$413 is required.

The LEPC agrees to use the following as its in-kind match (This can be any non-federal money from a government jurisdiction, industry, or other organization represented on the LEPC. Staff paid with federal funds, and funds used as a match for other federal grants CANNOT be used for the HMEP match.):

☐ **PLANNING PERSONNEL:** (Full Name of Employee) ,  
whose salary and fringe benefits cost \$ per hour, will work approximately hours on LEPC planning.

☐ **SECRETARIAL:** (Full Name of Employee or Secretarial Service) ,  
whose salary and fringe benefits cost \$ per hour, will work approximately hours on LEPC business.

☐ **OFFICE SPACE:** (Government Jurisdiction or Other Entity) ,  
will provide a square foot office located at (Address) to the LEPC at a cost of \$ per square foot.

☐ **MAILING:** (Government Jurisdiction or Other Entity) ,  
will provide \$ toward LEPC related mailings.

☐ **PRINTING:** (Government Jurisdiction or Other Entity) ,  
will provide \$ toward LEPC related printing.

☐ **OTHER (Describe):**



## STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including 2 C.F.R. Part 2800 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards by the Department of Justice), and Ex. Order 12372 (intergovernmental review of federal programs). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the Government Accountability Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subrecipients or contractors to comply) with any applicable nondiscrimination provisions, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Violence Against Women Act (42 U.S.C. § 13925(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07). It will also comply with Ex. Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38.
7. If a governmental entity—
  - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
  - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

#### **DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

## AUDIT CERTIFICATION

### Federal Audit Requirements

Non-federal organizations, which expend \$750,000 or more in federal funds during their current fiscal year, are required to have an audit performed in accordance with 2 CFR Part 200, Subpart F.

Subrecipients **MUST** submit a copy of their audit report for each year they meet the funding threshold to: Michigan State Police, Grants and Community Services Division, P.O. Box 30634, Lansing, Michigan 48909.

I. Program Information			
Program Name		CFDA Number	
II. Subrecipient Information			
Subrecipient Name			
Street Address		City	State      ZIP Code
III. Certification for Fiscal Year			
Subrecipient Fiscal Year Period: _____ to _____.			
<input type="checkbox"/> I certify that the subrecipient shown above does NOT expect it will be required to have an audit performed under 2 CFR Part 200, Subpart F, for the above listed program.			
<input type="checkbox"/> I certify that the subrecipient shown above expects it will be required to have an audit performed under 2 CFR Part 200, Subpart F, during at least one fiscal year funds are received for the above listed program. <b>A copy of the audit report will be submitted to:</b> Michigan State Police, Grants and Community Services Division, P.O. Box 30634, Lansing, Michigan 48909.			
Signature of Subrecipient's Authorized Representative			Date

### Submit audit report to:

Michigan State Police  
Grants and Community Services Division  
P.O. Box 30634  
Lansing, Michigan 48909

### Submit this completed audit certification form and return with your grant agreement to:

Michigan State Police  
Emergency Management and Homeland Security Division  
P.O. Box 30634  
Lansing, Michigan 48909

# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
					-						

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.



**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

## Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.**

You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

**\*Note:** The grantor also must provide a Form W-9 to trustee of trust.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

SARA TITLE III HAZARDOUS MATERIALS, OFF-SITE EMERGENCY RESPONSE PLAN UPDATE LIST

AUTHORITY: 1976 PA 390, MCL 30.407a; 42 USC 11002-11003

COMPLIANCE: Required PENALTY: Civil penalty of not more than \$25,000 for each day such violation occurs

This form is used for the recording of updated emergency contact information for sites required under 42 USC 11002 (SARA Title III, Section 302). **DO NOT list new plans on this sheet.** Please note that the Michigan State Police, Emergency Management and Homeland Security Division may contact facilities to verify the plan review.

Local Emergency Planning Committee (LEPC) Name:

Date:

MI SARA ID Number	Facility Name	Facility Emergency Contact	Emergency Contact Phone Number	Date Original Plan Submitted

SIGNATURE

\_\_\_\_\_  
(LEPC Chair or Local Emergency Management Coordinator)

## **Hazardous Materials Emergency Preparedness Planning Grant Instructions**

### **I. Grant Program Description**

The Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) has been designated by the Governor's office to administer the Hazardous Materials Emergency Preparedness (HMEP) planning grant program. HMEP planning grants are being made available to Local Emergency Planning Committees (LEPCs) for enhancing hazardous material response planning.

### **II. Eligibility Requirements**

To be eligible to receive funding through the HMEP planning grant, LEPCs must:

- A. Be formally appointed by the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC);
- B. Have an appointed chairperson;
- C. Have an appointed information coordinator;
- D. Have an appointed emergency management coordinator;
- E. Meet virtually at least twice and have an established meeting schedule;
- F. Assure that a 20% in-kind match will be available for all funding received through this grant. In-kind match includes non-federally funded LEPC member time, office space, secretarial support, LEPC office and administrative expenses, etc. (See item III.D);
- G. Assure county or municipal compliance with Title VI of the Civil Rights Act of 1964;
- H. Assure county or municipal compliance with lobbying, debarment, suspension, and other responsibility matters certifications, as well as drug-free workplace requirements.

If individuals holding these positions change, please update the LEPC Roster and submit to the MSP/EMHSD. The forms are available by contacting Ms. Brenna Roos at 517-582-2846, [Roosb@Michigan.gov](mailto:Roosb@Michigan.gov).

### **III. Application Process**

- A. **Deadline:** All applications and 2021–2022 LEPC meeting schedules must be received by the MSP/EMHSD no later than **February 28, 2022**.
- B. **Application Mailing Address:** If you are submitting via mail, please address the package to:

Attention: Ms. Brenna Roos  
SARA Title III Program  
Michigan State Police, Emergency Management and Homeland Security Division  
P.O. Box 30634  
Lansing, MI 48909

- C. Agreement Finalized:** The MSP/EMHSD will review all applications for completeness and accuracy. Local Emergency Management programs with approved applications will be sent two HMEP Grant Agreements, along with multiple attachments that must be submitted to the MSP/EMHSD to receive HMEP funding. Funding levels stated in the agreement are subject to the availability of federal funds. The Local Emergency Management Coordinator must sign the agreements, return one to the MSP/EMHSD, and retain one copy for their LEPC files by the date specified in grant agreements.
- D. Matching Funds Identified:** When the LEPC receives the HMEP Grant Agreement, it will also receive a form to document its matching funds. Federal grants require matching funds to be calculated against **TOTAL** program costs. For grant purposes, total program costs are calculated by dividing the proposed reimbursements from the HMEP planning grant by .80. The resulting amount (total program cost) is then multiplied by .20 to calculate the match required. The “Hazardous Materials Emergency Preparedness (HMEP) Planning Grant Agreement In-Kind Match” form must be returned to the MSP/EMHSD with the HMEP Grant Agreement packet. This form is used to estimate matching funds based on the proposed agreement amount (see Item II.F). However, the subrecipient must be prepared to match funds based on the amount of grant funding actually received for the contract period, including additional funding received in excess of the agreement amount.

**Note:** *Staff positions and/or programs supported by other federal funds cannot be used as match for this grant.*

#### IV. Allocation Formula

- A. New Plan and Plan Update Payments:** The MSP/EMHSD will reimburse LEPCs for new and updated off-site emergency response plans. The reimbursement rate for new plans in 2021–2022 is \$250. Updated plans will receive \$30 per update. Facilities must be on the SARA Title III, Section 302 site list or added to the 302 site list by September 15, 2022. Plans that are added to the 302 site list after September 15, 2022, may not receive reimbursement from the 2021–2022 HMEP planning grant. To receive this funding, items B and/or C on the bottom of the “Local Emergency Planning Committee Application for Hazardous Material Emergency Preparedness Grant” form must be completed. This form is included in the application package.
- B. Support Grant Payments:** Each LEPC is eligible for a \$1,500 support grant. To qualify for the support grant, a LEPC must:
- Meet in-person or virtually at least four times annually and verify that meetings have been held by sending the MSP/EMHSD a copy of the meeting schedule, or other verification if requested.
  - Annually update the LEPC’s officer/membership list and submit the completed form to the MSP/EMHSD.
  - Incorporate completed off-site response plans into the city/county Emergency Operations Plan (EOP) or Emergency Action Guidelines (EAG).
  - Review the city/county EOP/Emergency Action Plan (EAP) annually to make sure the hazmat response section is current.
  - Complete all updates for existing 302 sites.

Verification of the above items, via a form signed by the LEPC Chair and/or Local Emergency Management Coordinator, will be requested by the MSP/EMHSD prior to the end of the grant year.

## V. Proof of Purchase and Associated Work

All subrecipients in the HMEP planning grant program must submit documentation on the associated costs being reimbursed by the \$1,500 HMEP Support Grant. The eligible expenses are laid out in the "HMEP \$1,500 Support Grant Certification Form," which will be sent to each LEPC at the close of the fiscal year. Costs entered on this form need to be supported by a receipt, time sheet (reflecting hours worked on SARA (Superfund Amendment and Reauthorization Act) related planning issues), purchase order, or a paid invoice. The "HMEP \$1,500 Support Grant Certification Form" and attachments must be returned to the MSP/EMHSD by the assigned due date.

## VI. Planning Grant Requirements

**A. Products:** The intent of the planning grant is to encourage the development of new off-site hazardous material response plans and complete updates to previously submitted off-site response plans for each SARA Title III Section 302 site in Michigan. Plans must be submitted to the appropriate MSP/EMHSD District Coordinator by the date specified in each LEPC's Grant Agreement. A list of updated plans for sites on the current 302 site list must also be submitted by that date. A plan update includes verification and updating of a facility's emergency contact information, on-site extremely hazardous substances (EHS) and their quantities, storage locations, and any other items which may have an impact on employee or community life, health, and safety. The list must include the site name, the Department of Environment, Great Lakes, and Energy (EGLE) SARA identification number, and name of facility contact that assisted with the review. The "Plan Review List Form" for submittal is located on the MSP/EMHSD website and can be submitted directly to the address noted in Item III.B.

**B. Eligible Expenses:** HMEP planning grant funds are to be utilized for expenses that support and facilitate the development and/or updating of required SARA Title III off-site plans. Expenses can include, but are not limited to:

- Training for LEPC members, as long as it relates to the LEPC's planning mission.
- Development, improvement, and implementation of emergency plans required under SARA Title III.
- Exercises that test LEPC plans.
- Enhancement of LEPC plans, e.g., improving the hazard analysis or transportation of hazardous materials (including radioactive materials) response procedures.
- Commodity flow studies.
- Needs analysis for establishing regional response teams.
- Technical staff to support the planning effort.
- Assessment of local response capabilities.
- Subscription cost for EGLE's Tier II Manager.

Types of eligible costs that must be directly related to SARA Title III planning activities include:

- Meeting room rental.
- Per Diem for LEPC members.
- Public notices.
- Printing costs.
- Office administrative expenses.
- LEPC staff costs.
- Tier II Manager subscription.

**Note:** Computer hardware or software is not an allowable purchase.



**C. Off-Site Response Plans:**

- New off-site emergency response plans must be submitted to the appropriate MSP/EMHSD District Coordinator for review by September 15, 2022.
- A list of completed updates must be submitted to the MSP/EMHSD at the address noted in Item III.B, or electronically to Roosb@michigan.gov by September 15, 2022.
- If the LEPC completes fewer updates and/or new off-site response plans than it proposes, their award will be prorated according to the number of plans/updates accepted by the MSP/EMHSD.

**Note:** Upon request, LEPCs may be required to make updated plans available to the MSP/EMHSD for verification purposes.

**D. MSP/EMHSD Information Requests:** Upon request, the LEPC must provide the MSP/EMHSD with information on how HMEP funds were spent and what was accomplished. Other information requests related to LEPC operations may also be sent to LEPCs.

**E. Federal Reporting of Sub-awards and Executive Compensation:** Upon request, the subrecipient shall supply information to the MSP/EMHSD to address federal reporting requirements relevant to the Federal Funding Accountability and Transparency Act of 2006 (FFATA) (Public Law 109-282), as amended by Section 6202(a) of the Government Funding Transparency Act of 2008 (Public Law 110-252).

**F. Reporting of Data Universal Numbering System (DUNS) Number:** To comply with federal government reporting requirements, the MSP/EMHSD is required to collect a DUNS number from any recipient of sub-awards provided through the state of Michigan. A DUNS number must be submitted before reimbursement of funds can be made.

**G. Other Requirements:** The subrecipient must comply with the requirements of 2 CFR 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*; 2 CFR 1200, *Nonprocurement Suspension and Debarment*, 49 CFR Part 20, *New Restrictions on Lobbying*; and 49 CFR Part 21, *Nondiscrimination in Federally Assisted Programs of the Department of Transportation – Effectuation of the Title VI of the Civil Rights Act of 1964*, which can be found at [www.ecfr.gov](http://www.ecfr.gov).

**VII. Reimbursement Process**

Reimbursement to LEPCs (or a prorated portion) will be processed by the MSP/EMHSD upon acceptance of the LEPC's products, as specified in its contract.

**VIII. Items to Include with Application**

**A. HMEP Planning Grant Application Form:** Appropriate boxes for the type of grant requested must be checked on the application, and Officer/Emergency Manager information must be included.

**B. LEPC Officer/Member Record.**

**C. LEPC Meeting Schedule for 2021–2022.**

Questions concerning the HMEP planning grant should be directed to Ms. Brenna Roos at 517-582-2846, or email at [Roosb@michigan.gov](mailto:Roosb@michigan.gov).

**PLEASE NOTE:**

**\*ONLY APPLICATIONS FROM LOCAL UNITS OF GOVERNMENT LOCATED WITHIN  
GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% FUNDING**

- Revised 2% form - approved at the September 20, 2017, Tribal Council Regular Session*



8. This question only pertains to Indian Education Programs of Public School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

(a) **Program formula: (1) \$5,000, up to \$10,000 per school district + (\$1,000, up to \$1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received, and the data provided within the report on the success of the school's Indian Education Program as a result of the 2% allocation.**

**Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of \$100,000, up to \$125,000 per school, based on the school's GTB membership count and data provided within the 2% report received from the previous year.**

(b) Recommendation from Parent Committee: \_\_\_\_\_ YES \_\_\_\_\_ NO

**Please have the Parent Committee sign the attached Certification Form.**

(c) Describe parent involvement in project: \_\_\_\_\_

(d) Does the school receive Title VII Indian Education Funds? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, how much: \_\_\_\_\_

9. What are the start and completion dates of the proposed project?

Start \_\_\_\_\_ Completion \_\_\_\_\_

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

\_\_\_\_\_ YES \_\_\_\_\_ NO. If yes, please list the start and end dates and amount:

\_\_\_\_\_ - \_\_\_\_\_ and amounts: \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_ and amounts: \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_ and amounts: \_\_\_\_\_

11. Is the proposed project new \_\_\_\_\_ or a continuation project \_\_\_\_\_?

If this is a continuation project, please explain why there is a need to continue funding:

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12. If the previous project has been completed, did you submit your 2% report? \_\_\_\_\_ YES \_\_\_\_\_ NO.  
**The 2% report must be submitted one year from the date you received your 2% award. If your report has not been submitted, your current application will not be considered! 2% Reports are mandatory for future grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682.**
13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).  
\_\_\_\_\_  
\_\_\_\_\_
14. How will the success of the project be assessed (evaluation plan)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. If new staff is required, will preference be given to Native American applicants?  
\_\_\_\_\_ YES \_\_\_\_\_ NO
16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

**IMPORTANT!! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:**

- 1) Execute authorized signature on first page, question #2.
- 2) Attach 1-page budget
- 3) Attach Parent Committee Certification Form if application is from an Indian Education/Title VII Program.
- 3) Submit by appropriate deadline:
  - **If for June cycle, postmarked by May 31st.**
  - **If for December cycle, postmarked by November 30th.**

**Mail completed 2% applications to:**

**Attention: 2% Program  
Grand Traverse Band of Ottawa and Chippewa Indians  
2605 N.W. Bay Shore Drive  
Peshawbestown, MI 49682**

**If you have any questions, please call 231-534-7601.**

## Grand Traverse Band of Ottawa and Chippewa Indians 2% Indian Education Parent Committee Certification Form

Instructions: By filling out this form, you are certifying that only one 2% application is being submitted for your school district's Indian Education/Title VII program.

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We affirm that we have participated in providing information regarding the content of this 2% application for the Grand Traverse Band of Ottawa and Chippewa Indians (GTB).

We affirm that previous 2% reports have been submitted to GTB for 2% funding that this school district has received from GTB.

As current members of this school district's Parent Committee for the Indian Education Program/Title VII, we approve of and certify that this 2% application is being submitted on behalf of the \_\_\_\_\_ School District.  
(Name of school district)

_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date

Project Budget for Benzie Senior Resources (BSR)  
May 18, 2022

This budget represents assistance for BSR's services of the Fresh Produce Bag Program needs to assist up to 300 seniors aged 60 and over who have been identified as food insecure for a period of 7 months (June through December 2022).

The budget is based on current 2022 budget and current food costs.

Item:	Total Annual:	Funded:	2% Funds:
Senior Center/Kitchen Staff			
8% devoted to project	\$9,685	\$9,685	\$0
Fringe Benefits	\$2,055	\$2,055	\$0
Fresh Produce of			
Vegetables, Fruit & Dairy	\$14,000	\$0	\$14,000
Delivery costs of Fresh	\$3,377	\$3,377	\$0
Produce Bags (Gas, Maintenance, Insurance) 255 miles driven weekly With an average consumption of 13 gallons x \$4.30 per gallons of gas x 30 weeks + \$500 for normal annual Maintenance and \$1,200 For annual vehicle insurance			
Totals	\$29,117	\$15,117	\$14,000

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# Memorandum

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To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: May 18, 2022

Subject: **Letter of Support for the Brownfield Plan Project Grant**

As previously shared, Benzie County on behalf of Convenience Management has been awarded a grant of \$650,000 for its Honor Gas Station Brownfield Project, the old Buds of Honor. As part of the grant award, the Michigan Department of Environment, Great Lakes, and Energy require a letter of support from the “high appointed official” of the County and the Board Chairman.

Therefore, I recommend approval of the attached letter.

Recommendation:

That the Letter of Support included in the May 24<sup>th</sup> Board of Commissioners packet be approved for signature.





448 Court Place • Beulah, MI 49617

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May 18, 2022

Sara Mae Andrews  
Brownfield Redevelopment Coordinator  
Michigan Department of Environment, Great Lakes, and Energy  
120 W Chapin Street  
Cadillac, MI 49601

Dear Ms. Andrews:

This letter verifies Benzie County's full support for the Honor Gas Station Brownfield Redevelopment Project.

The letter fulfills the requirements for Attachment 1 of the grant application:

- I, Katelyn Zeits, am the highest-ranking appointed official of Benzie County.
- I, Bob Roelofs, am the Benzie County Board of Commissioners Chairman.
- The Benzie County Board of Commissioners supports the brownfield redevelopment project at 10791 Main Street, Honor, MI 49640.
- The development project complies with local planning and zoning ordinances.

Please contact me if you need any further information or support from Benzie County.

Sincerely,

Bob Roelofs, Chairman  
Benzie County Board of Commissioners

Katelyn Zeits, MPA  
Benzie County Administrator

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# Memorandum

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To: Board of Commissioners

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

CC: Katelyn Zeits, County Administrator

Date: May 19, 2022

Subject: **MERS Defined Benefit Plan Adoption Agreement Addendum**

The most current MERS Defined Benefit Plan Adoption Agreement Addendum which was adopted to be effective January 1, 2021. In the last few months Benzie County has had retirements and purchases of service credit. Audits were conducted to ensure accurate estimates. We identified that the Final Average Compensation (FAC) did not include the Sick Time Payout.

Sixty-four (64) hours of sick time is front loaded to full-time employees on an annual basis. Employees can receive a pay-out annually for a maximum of sixty-four (64) hours as long as they carrier over a minimum of sixty-four (64) hours. These pay outs have been and continue to be included in employees FAC. During the January 2021 "Adoption Agreement", the final sick time pay out was not selected, therefore it is not being included in the FAC.

These wages have been reported to MERs in the past to be included. The Collective Bargaining Agreements are silent on the definition of Final Average Compensation. We are unable to unilaterally make changes to the definition of FAC without negotiations with the Unions. I verified that employees who retired in 2021 were not affected by this change because the payouts were not individually recorded, and such wages were lumped into gross wages.

I have provided updated a copy of one Defined Benefit Plan Adoption Agreement. These agreements are identical for each of Benzie County's existing plans. I have provided the board a list of each division and description below. There are a couple of retirements pending, awaiting acceptance of these agreements. We are not doing anything differently then what was done in the past. This is a correction to an oversight made in January 2021.

- Division 01 Courthouse Employees Defined Benefit: Closed to new hires (10/01/2020) General Unit Employees
- Division 02 Sheriff Department Defined Benefit: Closed to new hires (05/01/2020) Deputies and Corrections Officers and 911 Dispatchers
- Division 10 Elected Officials Defined Benefit: Closed to new hires (01/01/2020) Elected Officials
- Division 11 Commissioners Defined Benefit: Closed to new hires (01/01/2020) Board of Commissioners
- Division 12 Non Union & Non Elected Defined Benefit: Closed to new hires (01/01/2020) Employees who are not in a Union or Elected
- Division 13 Courthouse Employees after 10/01/12 Defined Benefit: Closed to new hires (10/01/2020) General Unit Employees (linked to closed DB DIV 01)
- Division 14 EMS Undefined Benefit: Closed to new hires (03/01/2020) Full-time Paramedics & EMT's
- Division 20 COAM Defined Benefit: Closed to new hires (10/01/2011) Road and Corrections Sergeants/Lieutenant
- Division 21 Sheriff Dept after 10/01/2011 Defined Benefit: Closed to new hires 5/1/2020 Sheriff's Deputies, Correction Officers and 911 Dispatchers (Linked to DB DIV 02)
- Division 22

I am asking for Board approval of updating the Benzie County Benefit Plan Adoption Agreement and to allow the Board Chair to sign such document.

Recommendation:

That the Board of Commissioners approves the updated Benzie County Defined Benefit Plan Adoption Agreements for existing divisions and authorizes the Board Chair sign such agreements.

# Defined Benefit Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersomich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name BENZIE COUNTY Municipality #: 1003

If new to MERS, please provide your municipality's fiscal year: \_\_\_\_\_ through \_\_\_\_\_.  
Month Month

## II. Effective Date

Check one:

A. ☐ If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of \_\_\_\_\_, 20\_\_.

☐ This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

- ☐ All prior service from date of hire
- ☐ Prior service proportional to assets transferred; all service used for vesting
- ☐ Prior service and vesting service proportional to assets transferred
- ☐ No prior service but grant vesting credit
- ☐ No prior service or vesting credit

☐ Link this new division to division number \_\_\_\_\_ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

B. ☒ If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number 01), the effective date shall be the first day of 01/2021 (mm/yy). *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. ☐ If this is a **temporary benefit** (Defined Benefit division number(s) \_\_\_\_\_), select one of the following:

- ☐ This is a **temporary Benefit Window** with a duration of 2-6 months. Effective dates are from \_\_\_/01/\_\_\_ through the last day of \_\_\_/20\_\_\_ (mm/yy). Complete provisions as applicable under Section IV of this form.
- ☐ This is a **temporary Lump Sum Buyout Program** for terminated vested participants with a duration of 6-24 months. Effective dates are from \_\_\_/01/\_\_\_ through the last day of \_\_\_/20\_\_\_ (mm/yy). Payout will reflect \_\_\_% (1-100%) of the participant's present value of accrued benefit. For example, if 40% is used, the payout will be 40% of the present value of the benefit. This percentage cannot be changed once adopted.

# Defined Benefit Plan Adoption Agreement

- D. ☐ If this is to **separate employees from an existing Defined Benefit division** (existing division number(s) \_\_\_\_\_) into a new division, the effective date shall be the first day of \_\_\_\_\_, 20\_\_\_\_.
- E. ☐ If this is to merge division(s) \_\_\_\_\_ into division(s) \_\_\_\_\_, the effective date shall be the first of \_\_\_\_\_, 20\_\_\_\_.
- F. ☐ If this is an amendment to close Defined Benefit division(s) # \_\_\_\_\_, with new hires, rehires, and transfers going into an **existing** Defined Benefit division # \_\_\_\_\_, the effective date shall be \_\_\_\_\_ (month/year).

**Note: Closing this Defined Benefit division(s) will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation.**

(The amount may be adjusted for any benefit modifications that may have taken place since then).

## III. Plan Eligibility

Division Title: Courthouse Empls Defined Benefit

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS. Please describe the specific classifications that are eligible for MERS within this division:

closed to NEW HIRES DC (10/01/2020) - general unit employees

(For example: e.g., Full-time employees, Clerical staff, Union Employees participating in XXXX union)

This Division includes **public safety employees** (this information is used for actuarial purposes only. It does not relate to the additional tax for early distribution): ☐ Yes ☐ No

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
<b>Temporary Employees:</b> Those who will work for the municipality fewer than _____ months in total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Part-Time Employees:</b> Those who regularly work fewer than _____ per _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Seasonal Employees:</b> Those who are employed for tasks that occur at specific times of the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Voter-Elected Officials</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Appointed Officials:</b> An official appointed to a voter-elected office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contract Employees</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other:</b> _____	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other 2:</b> _____	<input type="checkbox"/>	<input type="checkbox"/>	

# Defined Benefit Plan Adoption Agreement

## Probationary Periods (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service. Service will begin to accrue and contributions must be reported when the Probationary Period ends.

The probationary period will be \_\_\_\_\_ month(s).

Comments:

- ☐ Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

## IV. Provisions

### 1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an *hours and days* has been previously defined (like 10 seven-hour days), stating "70 hours" will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working) \_\_\_\_\_ hours in a month.

### 2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer.
- For **contributory divisions**, employee contributions are required where service credit is granted and due at the time of monthly wage and contribution reporting. Employers may use the following formula to calculate employee contributions: the employee's current hourly rate (prior to leave), multiplied by service credit qualification (hours) multiplied by employee contribution. For example, if employees' hourly rate is \$20, the division requires 120 hours to obtain service credit, and employee contributions are 5%, the calculation will look like:  $\$20/\text{hour} \times 120 \times .05 = \$120$  in employee contribution for that leave month. Employers may use another internal formula, if they choose and MERS will make note of it.

## Defined Benefit Plan Adoption Agreement

Type of Leave	Service Credit Granted	Service Credit Excluded
Short-Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Long-Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation	<input type="checkbox"/>	<input type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37). Military reporting requires historical wage and contribution reporting for Defined Benefit as applicable.

### 3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation:

- ☐ Base Wages    ☐ Box 1 Wages of W-2    ☐ Gross Wages  
☐ Custom Definition

Click here to view details of Base, Box 1, and Gross Wages

(To customize your definition, please complete the [Custom Definition of Compensation Addendum.](#))

## V. Valuation-Required Provisions

Valuation Date: \_\_\_\_\_, 20 \_\_\_\_

### 1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

- ☐ Our MERS representative presented and explained the valuation results to the

\_\_\_\_\_ on \_\_\_\_\_.  
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

- ☐ As an authorized representative of this municipality, I \_\_\_\_\_  
(Name)

\_\_\_\_\_ waive the right for a presentation of the results.  
(Title)

This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.

Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

# Defined Benefit Plan Agreement Confirmation

EMPLOYER NAME: **BENZIE COUNTY**

DIV: **01**

**SKIP THIS TABLE** if you selected one of the Standard Definitions of Compensation on page 4.

☒ **CUSTOM:** Please select boxes in each section that reflect your Definition of Compensation.

## Types of Compensation

**Regular Wages** (paid time, or time as though working, within the pay period)

☐ Salary or hourly wage X hours

☐ PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)

☐ On-call pay

☐ Other: \_\_\_\_\_

**Other Wages** apply: YES ☐ NO ☐

☐ Shift differentials

☐ Overtime

☐ Severance issued over time (weekly/bi-weekly)

☐ Other: \_\_\_\_\_

**Lump Sum Payments** apply: YES ☒ NO ☐ (check all that apply)

☒ PTO (Paid Time Off)

☒ Vacation

☒ Personal

☒ Longevity

☐ Bonuses

☒ Merit pay

☒ Sick payouts

☒ Comp time

☒ Annual holiday pay

☐ Hazard pay

☒ Job certifications

☒ Educational degrees

☐ Moving expenses

☐ Severance

☐ Other: \_\_\_\_\_

**Taxable Payments** apply: YES ☐ NO ☐

☐ Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)

☐ Prizes, gift cards

☐ Personal use of a company car

☐ Car allowance

☐ Other: \_\_\_\_\_

**Reimbursement of Nontaxable Expenses** (as defined by the IRS) apply: YES ☐ NO ☐

☐ Gun, tools, equipment, uniform

☐ Phone

☐ Fitness

☐ Mileage reimbursement

☐ Travel through an accountable plan (i.e. tracking mileage for reimbursement)

☐ Other: \_\_\_\_\_

## Types of Deferrals

**Elective Deferrals of Employee Premiums/Contributions** apply: YES ☐ NO ☐

☐ 457 employee and employer contributions

☐ 125 cafeteria plan, FSAs and HSAs

☐ IRA contributions

☐ Other: \_\_\_\_\_

## Types of Benefits

**Nontaxable Fringe Benefits of Employees** apply: YES ☐ NO ☐

☐ Health plan, dental, vision benefits

☐ Workers compensation premiums

☐ Short- or Long-term disability premiums

☐ Group term or whole life insurance < \$50,000

☐ Other: \_\_\_\_\_

**Mandatory Contributions** apply: YES ☐ NO ☐

☐ Defined Benefit employee contributions

☐ MERS Health Care Savings Program employee contributions

☐ Other: \_\_\_\_\_

**Taxable Fringe Benefits** apply: YES ☐ NO ☐

☐ Clothing reimbursement

☐ Stipends for health insurance opt out payments

☐ Group term life insurance > \$50,000

☐ Other: \_\_\_\_\_

**Other Benefits / Lump Sum Payments** apply: YES ☐ NO ☐

☐ Workers compensation settlement payments

☐ Other: \_\_\_\_\_



# Defined Benefit Plan Adoption Agreement

2. **Benefit Multiplier** (1%-2.5%, increments of 0.05%) \_\_\_\_\_ % (max 80% for multipliers over 2.25%)

☐ Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

If checked, select one below:

☐ Termination Final Average Compensation (calculated over the members entire wage history)

☐ Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

3. **Final Average Compensation** (Min 3 yr, increments of 1 yr) \_\_\_\_\_ years

4. **Vesting** (5 -10 yrs, increments of 1 yr) \_\_\_\_\_ years

5. **Normal Retirement Age** will be the later of: \_\_\_\_\_ (any age from 60-70), or the vesting provision selected above (#4).

6. **Required employee contribution** (Increments of 0.01 %) \_\_\_\_\_ %

7. **Unreduced Early Retirement/Service Requirements:**

☐ Age 50 – 54 \_\_\_\_\_ Service between 25 and 30 years \_\_\_\_\_

☐ Age 55 – 65 \_\_\_\_\_ Service between 15 and 30 years \_\_\_\_\_

☐ Service only (must be any number from 20 – 30 years accrued service): \_\_\_\_\_

☐ Age + Service Points (total must be from 70 – 90): \_\_\_\_\_ points

8. **Other**

☐ Surviving Spouse will receive 50% of Straight Life benefit without a reduction to the employees' benefit (also known as an RS50)

☐ Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)

☐ Deferred Retirement Option Program (DROP)

☐ Annuity Withdrawal Program (AWP)

Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:

☐ Interest rate for employee contributions as determined by the Retirement Board, or

☐ MERS' assumed rate of return as of the date of the distribution.

# Defined Benefit Plan Adoption Agreement

## 9. Cost-of-Living Adjustment

<input type="checkbox"/> All <b>current</b> retirees as of effective date <input type="checkbox"/> Retirees who retire <b>between</b> ____/01/____ and ____/01/____	<input type="checkbox"/> <b>Future</b> retirees who retire after effective date
Increase of ____% or \$____ per month	Increase of ____% or \$____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired ____ months (6-12 months, increments of 1 month)	Employees must be retired ____ months (6-12 months, increments of 1 month)

- ☐ Check here if the existing COLA will be bridged for active participants as of the effective date selected on this form. Benefits accrued for service after the effective date will have no COLA increase applied.

## 10. Service Credit Purchase Estimates are:

- ☒ Not permitted  
☐ Permitted

## VI. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Benefit Plan Adoption Agreement, the provisions of the Plan Document control.

## VII. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

# Defined Benefit Plan Adoption Agreement

## VIII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

## IX. Execution

### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by \_\_\_\_\_ on  
the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. (Name of Approving Employer)

Authorized signature: \_\_\_\_\_

Title: \_\_\_\_\_

### Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: \_\_\_\_\_, 20\_\_\_\_ Signature: \_\_\_\_\_  
(Authorized MERS Signatory)

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# Memorandum

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To: Board of Commissioners

From: Kristine Bosley, Human Resource/Deputy Finance Director

*Kristine Bosley*

CC: Katelyn Zeits, County Administrator  
Kyle Rosa, Sheriff

Date: May 19, 2022

Subject: **Letter of Understanding – POAM Seniority**

This Letter of Understanding (LOU) is being brought before you for approval. This LOU allows employees who once served as a Corrections Officer and transferred to another Benzie County position to return as a Corrections Officer. The employee shall maintain seniority and at the last wage step prior to the leaving the position of Corrections Officer. This is not applicable to employees who leave employment with Benzie County and return.

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 Police Officers Association of Michigan regarding seniority for employees who transfer back into the position of Corrections Officer and authorizes the Board Chair sign such agreement.

LETTER OF UNDERSTANDING  
BETWEEN  
COUNTY OF BENZIE  
AND THE  
POLICE OFFICERS ASSOCIATION OF MICHIGAN  
CORRECTIONS UNIT

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

**WHEREAS**, county-wide seniority is defined as continuous length of time an employee within the bargaining unit has been employed as a regular full-time employee by the Employer in any job classification.

**WHEREAS**, Seniority Definition. Seniority shall be defined as the length of the employee's full-time continuous service with the Sheriff's Office commencing from his last date of hire. Seniority within the bargaining unit will also exist and be defined from the time the individual entered the bargaining unit. Seniority within the bargaining unit will be the basis for considerations such as shift picks, vacation picks, overtime, personal time or other days off as they are applicable and layoff and recall. Employees who are employed on the same date shall be placed on the seniority list in alphabetical order of surnames.

**WHEREAS**, should an employee in this bargaining unit who has been in the past, or will in the future, choose to transfer to a position outside the bargaining unit and maintains full-time regular employment with the county, shall continue his/her seniority for the basis of vacation hour calculation, longevity, defined benefit, defined contribution and group benefits.

**WHEREAS**, if the employee chooses to return to a former position within the bargaining unit shall maintain the seniority and wage step that was held prior to the position transfer outside of the bargaining unit.

**THEREFORE**, it is agreed as follows:

1. Employer (Benzie County) agrees to place the employee in the last wage step that was held prior to the transfer outside the bargaining unit.
2. Employer (Benzie County) agrees the employee shall maintain seniority prior to the transfer outside the bargaining unit basis for considerations such as shift picks, vacation picks, overtime, personal time or other days off as they are applicable and layoff and recall.
3. Employer (Benzie County) agrees the employee shall maintain county-wide benefits from the last date of hire for the basis of vacation hour calculation, longevity, defined benefit, defined contribution and group benefits.
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:

\_\_\_\_\_  
Chair, Benzie County Commission      Date

\_\_\_\_\_  
Jim Cross      Date  
POAM Business Agent

\_\_\_\_\_  
Benzie County Administrator      Date

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# Memorandum

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To: Board of Commissioners

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

CC: Katelyn Zeits, County Administrator  
Kyle Maurer, Director

Date: May 19, 2022

Subject: **Animal Control Budget Amendment for VET Services**

Attached you will find a budget amendment request for additional funds for Animal Control for VET Services. In 2020 and 2021, the shelter intake numbers for both dogs and cats, have increased. Fees are increasing; however Director Kyle Maurer is working on negotiating VET service fees with Platte Lake Veterinary Clinic.

Services that are needed are vaccinations, spade and neuter. In 2016/2017 Animal Welfare Organization (AWO) no longer paid for VET services for Benzie County. The ACO budget was at that time \$5,000, there was a budget amendment of \$12,995.83 for VET Service. In 2017/2018, there was \$15,000 budgeted, with an additional budget amendment of \$3,498.63. In 2018/2019, there was \$15,000 budgeted, with an additional budget amendment of \$2,790.61. Between 2019 and 2021, \$18,000 was budgeted for each year, however, because of COVID activity was decreased. There were no budget amendments for those two years.

Director Kyle Maurer requested a budget of \$20,000 for vet services for 2021/2022, however, \$10,000 was approved. Current to date invoices paid is \$8,720.18. There are outstanding vet bills. Director Maurer requests an additional \$10,000 for increase intakes due to the removal of dogs from the Homestead case and for the remainder of the summer.



I am asking for Board approval for up to \$10,000 in funds from the CARES Act Grant Funding to cover costs for VET Services invoices on an as needed basis for the 2021/2022 fiscal year.

Recommendation:

That the Board of Commissioners approves budget amendments up to \$10,000 from the CARES Act Grant Funding for VET Services on an as needed for the 2021/2022 fiscal year.

# Commissioner Reports

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# County Administrator Report

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# Committee Of The Whole

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**THE BENZIE COUNTY BOARD OF COMMISSIONERS  
COMMITTEE OF THE WHOLE  
May 10, 2022**

The Benzie County Board of Commissioners met as a Committee of the Whole on Tuesday, May 10, 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 Markey, Miller, Nye, Roelofs and Sauer  
Excused: Commissioners Jeannot and Warsecke

The Pledge of Allegiance was recited.

**Agenda:**

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

**Minutes:**

Motion by Sauer, seconded by Markey, to approve the Committee of the Whole minutes of April 26, 2022 as presented. Ayes: Markey, Miller, Nye, Roelofs and Sauer Exc: Jeannot and Warsecke Nays: None Motion carried.

1:31 p.m. Public Input

**Human Resources:** None

**Technology Update:**

- a. Eclipse Communications: Chris Varenhorst and Lisa Leedy gave a presentation regarding Eclipse Communication broadband efforts in Benzie County and provided a handout.
- b. Website Upgrades: Motion by Roelofs, seconded by Miller, to recommend to the Board of Commissioners to accept the proposal from Revise for a website redesign and upgrade in that not to exceed amount of \$9,052 and authorized Board Chair to sign. Ayes: Markey, Miller, Nye, Roelofs and Sauer Exc: Jeannot and Warsecke Nays: None Motion carried.

**Buildings & Grounds Update:**

- a. Kyle Mauer, Animal Control, gave an update on the ACO configuration and what they are proposing for the future. Looking at installing 3 to 4 kennel runs at the side of the building, along with a path behind the building to walk the dogs for more privacy. Will bring back to the Board of Commissioners when there is more information.

**Finance:**

- a. Fee Committee: Motion by Sauer, seconded by Markey, to recommend to the Board of Commissioners to direct Administration to coordinate with County Offices to evaluate current fees, develop new fees for new services and prepare a directory of charges for adoption by the Board of Commissioners. Ayes: Markey, Miller, Nye, Roelofs and Sauer Exc: Jeannot and Warsecke Nays: None Motion carried.

- b. Budgeting process: Katie Zeits, County Administer, suggested that during the departmental review of their budgets, if there is no change in that department's budget, the Elected Official or Department Head will not need to come before the Board of Commissioners to go over it. If the Elected Official or Department Head wants to come before the Board anyways, they still can or if the Commissioners have a question regarding their budget, they can request them to appear.

**Topics for Continued Discussion:**

- a. Capital Improvement Plan: Katie Zeits, County Administer, provide draft copies of the ARPA list and Projected Capital Improvement – 5-year plan. Discussion was held.

3:12 p.m. Public Input - None

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

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Rhonda Nye, Vice Chair (BOC)

Tammy Bowers, Benzie County Chief Deputy Clerk

**Committee of the Whole**

**Page 3 of 3**

**May 10, 2022**

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

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

DRAFT

# Committee Appointments

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May 16, 2022

Ms. Dawn Olney

Benzie County Clerk

Dear Dawn,

I am contacting you to tender my letter of resignation from the Benzie County Parks & Recreation Commission, effective following the April 25, 2022 meeting. After serving on the commission for the past 7+ years, I find I need to free up some time for a variety of reasons, not the least of which is to focus my attention on helping to get the millage for the Benzie Conservation District passed this coming August.

It has been my honor and privilege to work with this dedicated and resourceful group of people over the years and I am thankful for that opportunity. I wish the commission the utmost success in the years to come. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Tad Peacock". The signature is written in a cursive style with a large, stylized "P" and a long, sweeping underline.

Tad Peacock

# Correspondence



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## Kalamazoo County Board of Commissioners RESOLUTION

### **Resolution Urging the State Legislature to Amend the Michigan Auto Insurance Reform Act to Address a Reimbursement Cap for Auto Accident Victims**

WHEREAS, the Michigan No-Fault Auto Insurance Reform Act of 2019 introduced a fee schedule/cap, which took final effect on July 1, 2021, that set percentage limits on how much residential care facilities, home health care providers, and other persons can be paid or reimbursed for providing treatment or care to auto accident victims; and

WHEREAS, the reimbursement rates under the Michigan Auto Insurance Fee Schedule under this Act allows residential care facilities, home health care providers and other persons who lawfully render treatment to receive 55% of a provider's January 1, 2019 Charge Description Master (CDM) billing codes; and

WHEREAS, despite the statutory obligation described above, Michigan Auto Insurance companies are only paying providers 55% of the already discounted payments they were making in January 2019 and NOT 55% of the billed amount; and

WHEREAS, as a result, home health care providers are being reimbursed between \$11-\$17/hour, which is below the cost of employee wages, as other entry level positions in different industries (fast food) are paying workers between \$15-\$20/hour; and

WHEREAS, the Michigan No-Fault Auto Insurance Reform Act has been applied retroactively, including the fee schedule cap, which is fundamentally a violation of the insurance contract these individuals had purchased when they were injured in a motor vehicle accident before the No-Fault Act was amended in 2019, creating severe limits or an absence of access to care; and

WHEREAS, these fee caps affect the auto accident victims who are receiving long-term care and rehabilitation paid for by the Michigan Catastrophic Claims Association (MCCA) through the per-vehicle annual fee that all Michigan drivers were once assessed, and includes those who have chosen to continue MCCA coverage in spite of the amended Act; and

WHEREAS, the MCCA's June 2021 Annual Statement shows its assets at over \$27 billion, and its total liabilities slightly over \$22 billion, prior to the implementation of the fee caps; and

WHEREAS, some patients who are not able to find long-term catastrophic care services have been forced to leave their own homes, and according to data from the Brain Injury Association of Michigan, seven of these displaced individuals have already died; and

WHEREAS, even though lifetime medical benefits are still guaranteed under the 2019 Michigan Auto-Insurance Reform Act, for those injured prior to 2019 and for those who purchase Unlimited

Personal Injury Protection (PIP) policies, these benefits are meaningless if patients have very limited or no access to services, as (a) providers are unable to cover basic costs of providing care and are experiencing severe delays in receipt of these already inadequate payments, and (b) at least 96 Michigan companies have already gone out of business, and many more are on the verge of closure, or significantly restricting acceptance of new patients; and

WHEREAS, there are many Kalamazoo County residents and their families, who are now or may in the future utilize these services pertaining to care, recovery and rehabilitation from catastrophic injuries, and are already directly affected by these fee caps, if the current law is not changed; and

WHEREAS, without action, more than 18,000 individuals with spinal cord injuries, brain injuries and other catastrophic injuries in Michigan will have to find another way to receive care and support (e.g., Medicaid), because of this major change to the State's No-Fault auto insurance law, despite having purchased insurance policies to protect them and their families; and

WHEREAS, this is a humanitarian crisis borne from a government-mandated price fix, that only the Legislature can undo.

NOW, THEREFORE BE IT RESOLVED, that the Kalamazoo County Board of Commissioners hereby urges the Michigan Legislature to amend the Michigan No-Fault Auto Insurance Reform Act to address the unsustainable fee cap for residential care facilities, and home health providers, and others who provide medically necessary care to auto accident victims, in order to uphold these benefits that have been paid for by the survivors who currently are receiving and who will receive long-term care through the purchase of an Unlimited PIP Auto Insurance policy, paid by the Michigan Catastrophic Claims Association.

BE IT FURTHER RESOLVED, that the Kalamazoo County Clerk/Register of Deeds is requested to forward copies of this adopted Resolution to the Governor of the State of Michigan, the State Senate Majority and Minority leaders, the State House Speaker and Minority Leader, the members of the Kalamazoo County delegation to the Michigan Legislature, the Chairs of the State House and Senate Insurance Committees, and the other 83 counties of Michigan as Commissioner correspondence.

Adopted: May 4, 2022

<b>Moved</b>	<b>Bruder-Melgar</b>
<b>Seconded</b>	<b>Morales</b>
<b>Carried</b>	<b>Roll Call Vote: Yes (9): Bruder-Melgar, Gisler, Hall, Heppler, McKissack, Morales, Quinn, Rey, Strebs; No (2): Shugars, Tuinier None; Absent (0) None.</b>

Dated: 5/9/2022

  
Mike Quinn, Chair  
Kalamazoo County Board of Commissioners

STATE OF MICHIGAN )  
 ) SS  
COUNTY OF KALAMAZOO )

I, Meredith Place, the duly qualified and acting Clerk of Kalamazoo County, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of a proclamation adopted by the Board of Commissioners at a meeting held on May 4, 2022. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 6 day of May 2022.

*Meredith Place*  
Meredith Place, County Clerk  
Kalamazoo County





LEGAL LEVELS	JAN. 1 - APR. 30	& NOV. 1 - DEC. 31	599.75
		MAY 1 - OCT. 31	600.25
B.M. N. SIDE BOAT RAMP	ELEV. 601.87		

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

# LITTLE PLATTE LAKE ELEVATION

LEGAL LEVEL 586.7

B.M. 4 IRON NE ABUTMENT ELEV. 589.44

[illegible]





May 6, 2022

Spring. The season of renewal. A season bursting with opportunity. An opportunity for reflection, for growth, for realizing long-dreamed visions and for collaborating on new and fresh ideas. A season for listening, learning, and another chance to get it all done right.

With our eyes on the horizon, we recognize our collective actions make for stronger, healthier communities where our physical and spiritual needs are met, our environment is valued and protected, our economic successes are shared, and all of our community members and visitors feel welcome and safe. **With your help, we are building on the past, looking toward the future, and every day grateful for the trails you helped create that connect us all.**

We believe everyone deserves the opportunity to enjoy the outdoors and to have safe, welcoming, and memorable experiences outside. Every day we work toward our goal to make every home a trailhead. With your help, we are tackling projects that move us closer to that goal:

- **The Loop** — On-schedule for completion this summer, the Loop around Boardman Lake will display the region's natural, cultural, and recreational resources, highlighting our unique freshwater environment and featuring captivating public art installations
- **Acme Connector Trail** — Constructing the first segment of the Nakwema Trailway, providing safe access to businesses, existing trails, and recreation opportunities in Acme and foundational infrastructure for happy, healthy, resilient individuals and communities
- **TART Bayfront Improvement & Expansion Project** — Protecting and enhancing our waterfront and reimagining better connections to and along West Grand Traverse Bay, linking our parks, neighborhoods, businesses, and community institutions from Garfield to Division
- **Three Mile Trail** — Extending trail connections to Hammond Road through the Mitchell Creek Meadows Nature Preserve, connecting more than 2,400 students and countless trail users to schools, groceries, community institutions, and outdoor recreation
- **Sleeping Bear Heritage Trail** — Designing and engineering the Pathway to Good Harbor, extending the northernmost terminus of the Heritage Trail to provide more ways to explore the National Lakeshore
- **Leelanau Trail** — Adding a layer of safety with improved road crossings and installing additional amenities like water and rest stations to keep you refreshed and rolling
- **Traverse Ridge Trail** — Collaborating with partners to construct sustainable single-track trail, the first step of a larger vision to join Hickory Meadows with the Grand Traverse Commons Natural Area

Your support will help us grow and care for our trail network, creating and enhancing connections to the people and places we love. **Will you make a gift to TART Trails today?** Please use the enclosed envelope to send in a tax-deductible donation, or visit us at [traversetrails.org/donate](https://traversetrails.org/donate). Thank you for your support!

Julie Clark  
Chief Executive Officer

PS: Every gift counts! Monthly giving is a great way to include charitable donations in your budget. Please consider a monthly gift of \$25 or more to TART Trails today.







**BENZIE BUS**  
CONNECTING PEOPLE TO COMMUNITY

## LETTER OF APPRECIATION

May 13, 2022

Mr. Bill Kennis  
962 Michigan Ave.  
Frankfort, MI 49635

Dear Bill:

The Board of Directors of the Benzie Transit Authority (BTA) of Benzie County, Michigan, wishes to thank you for your eight years of dedicated service as the Authority's Executive Director.

Under your leadership, the Transit Authority, affectionately called Benzie Bus by the local populace, has moved from its multi-year development stage to its position now as an established public transit system, one that is very much appreciated by the community it serves in rural Benzie County.

The Transit Authority is now in a financially sound position, which has improved significantly during your tenure. Due to your dedication and leadership, the organization is in excellent shape to tackle the decade ahead.

Acting as a tireless ambassador for Benzie Bus to the Michigan Department of Transportation, to the county's townships and villages, to numerous civic and charitable organizations within the county, and to various regional associations in northwest Michigan, you have sought and obtained a number of grants and other opportunities that not only helped the bottom line but also greatly broadened the scope of services available to Benzie County residents and visitors. Your unceasing outreach has been instrumental in getting the necessary local millage support passed when due for renewal.

We appreciate that you stayed on with us during the COVID pandemic, and we are thankful for your leadership during those challenging times. You helped implement several specialized services not otherwise available in this rural area, including grocery shopping /delivery and pharmacy pick-up, which were much needed at that time. These and similar ideas truly helped the community.

The entire Board unanimously wishes you much success in your future endeavors and are thankful for all you have done for us.

Sincerely,

John P Morse

Chairperson – Benzie Transportation Authority (BTA)

Cc: BTA Board of Directors  
Benzie County Board of Commissioners  
Ms. Dawn Olney – Benzie County Clerk  
Ms. Nancy Hunt – BTA Human Resource Manager



# BENZIE COUNTY BROADBAND **DATA COLLECTION**

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BENZIE COUNTY DATA COLLECTION EXECUTIVE FINDINGS REPORT



merit

THE MICHIGAN  
**MOONSHOT™**



# PRESENTERS



Pierrette  
Dagg

Director of Marketing  
& Communications

**Merit Network, Inc.**



Katie  
Zeits, MPA

County  
Administrator

**Benzie County**



# AGENDA

- **Introductions**
- **Project Overview**
- **Data Collection Methods**
- **Presentation of Findings**
- **A Deep Dive of Survey Results**
- **Next Steps**





# DEFINITION OF **BROADBAND**

Broadband Internet is currently defined by the FCC as a fixed connection that provides **a minimum of 25 Mbps download and 3 Mbps upload.**

Broadband service provides users with Internet fast enough for video conferencing, schoolwork, telemedicine applications, video streaming, and more.

# DATA COLLECTION

As a tool for community, municipal  
and educational engagement

**Unbiased | Accurate | Granular | Longitudinal**

2019

April

K-12 Pilot

2020

February

Washtenaw County

July

Wayne State University

2021

February

Berrien County

July

Ottawa County

Summer

Calhoun County

Fall

Saginaw Township

Fall

Livingston County

Fall

Benzie County

2022

Spring

Ingham County





# OUR GOALS & DESIRED OUTCOMES

- Quantifying availability and demand
- Produce unbiased, granular and accurate household broadband access maps & visualizations including served and unserved residences and businesses
- Produce data to inform infrastructure investment and to challenge 477 maps for federal funding
- Gather residents' experience about broadband usage and the ways in which access, or lack of access, impact quality of life
- Understand residents' positions regarding broadband service pricing and availability in their region
- Obtain more insights regarding Internet connectivity capabilities for the county's children and students up to age 18 population
- Outputs include: Executive summary, visualizations (maps/charts), merged databases, GIS files





## **English and Spanish language versions of:**

- Paper survey by mail
- Online low-bandwidth survey for cellular devices
- Online survey for connected residents
- SMS text message survey

## **Participants recruited through:**

- Community Partner Outreach Program
- Direct mail and email
- Media advertisements and communications

**Unserved residents completed a survey only**

**Served residents completed a survey  
and a speed test**

A large graphic on the left side of the slide. It features a dark blue background with a network of white lines and dots, resembling a molecular or digital structure. The text 'SURVEY METHODS' is overlaid in white, bold, sans-serif font. The graphic is partially covered by a solid blue rectangle on the left and a lighter blue rectangle at the top.

# **SURVEY METHODS**

# PARTICIPATION OF COMMUNITY POPULATION

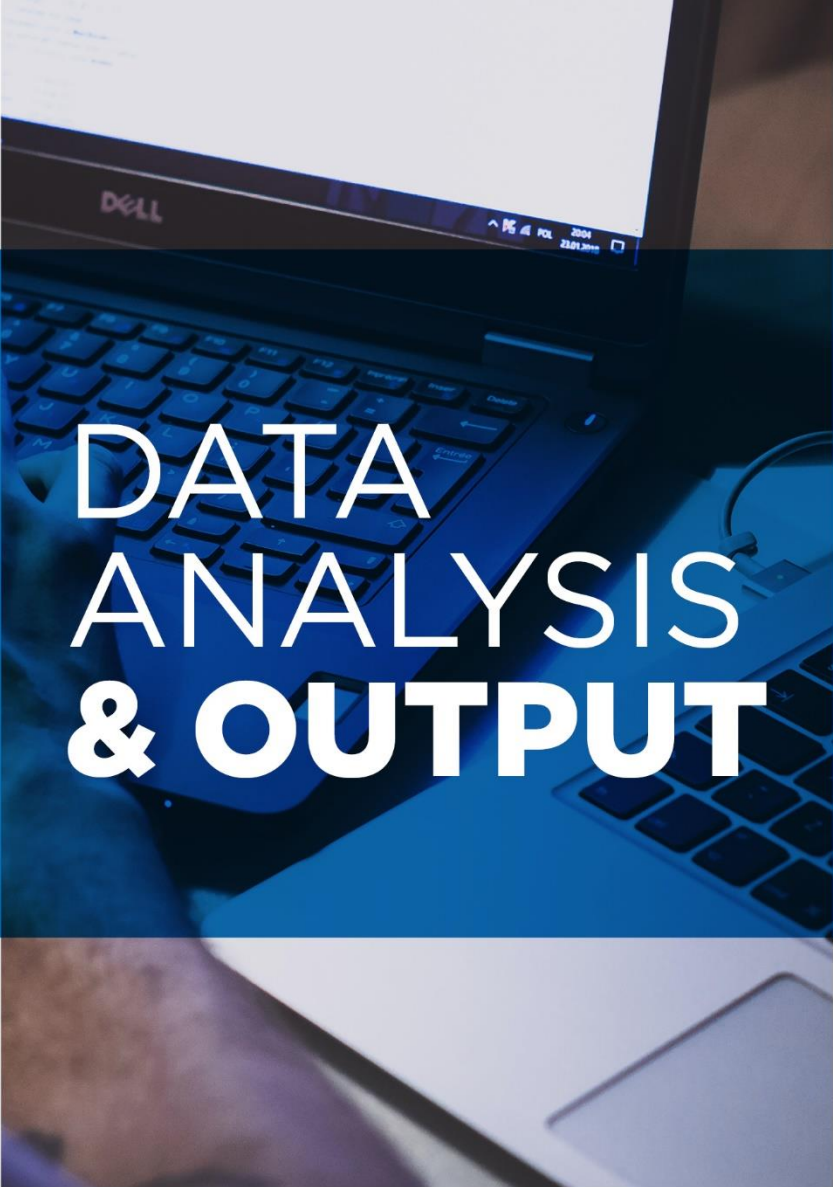
Township/City	Total Households	Survey Responses	Response %	Fraction without Broadband 25/3	Fraction without Broadband 100/20	Margin of Error
<b>COUNTYWIDE</b>	<b>6,848</b>	<b>1,555</b>	<b>22.71%</b>	<b>72.80%</b>	<b>98.10%</b>	<b>1.84%</b>
Platte Township	146	60	41.10%	91.67%	98.33%	9.74%
Blaine Township	225	72	32%	93.06%	100%	9.55%
Colfax Township	248	70	28.23%	94.29%	100%	9.94%
Weldon Township	250	69	27.60%	75.36%	97.10%	10.06%
Homestead Township	786	215	27.35%	86.51%	99.07%	5.70%
Crystal Lake Township	460	117	25.43%	76.07%	98.29%	7.83%
Benzonia Township	1049	260	24.79%	61.15%	96.92%	5.27%
Gilmore Township	285	70	24.56%	67.14%	94.29%	10.19%
Joyfield Township	305	65	21.31%	89.23%	98.46%	10.80%
Lake Township	460	91	19.78%	67.03%	98.90%	9.21%
Almira Township	1286	232	18.04%	66.38%	98.28%	5.83%
Inland Township	880	155	17.61%	66.45%	98.71%	7.15%
City of Frankfort	468	79	16.88%	45.57%	97.47%	10.06%



## Survey data collected

- Unique survey ID for participants ties results to speed test values
- Street address
- Number of residents at address
- Number of children under 18 at address
- Number of people taking college or university courses at address
- ISP service delivery mode (fiber, DSL, satellite etc...)
- Satisfaction with ISP's service
- M-Lab speedtest results
- Price willingness to receive services
- Application needs for household Internet
- Reason for lack of service at unserved households, and more





# DATA ANALYSIS & OUTPUT

## Visualizations

- Maps
- Graphs
- Charts

## Executive summary & analysis

## GIS export

## Fully merged & cleaned database

The background of the slide features a close-up, slightly blurred image of a spiral-bound notebook. The pages are white, and the spiral binding is visible on the left side. A solid blue horizontal band is superimposed over the middle of the image, serving as a backdrop for the title text.

# EXECUTIVE SUMMARY **OF DATA COLLECTION**



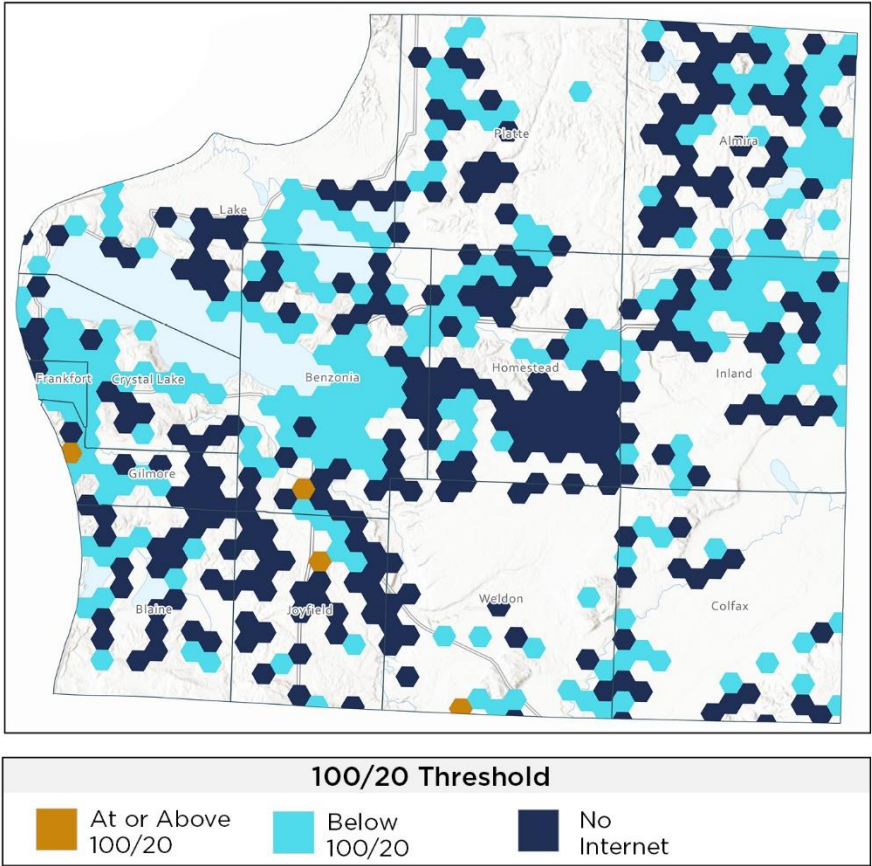
# PARTICIPANT RESPONSES

- After the data were cleaned, **1,995 surveys** were eligible for analysis
- **1,113 residents** indicated they had some Internet connectivity
- **882 residents** had no connectivity in their homes
- **673 households** with Internet access completed a speed test
- The project **margin of error is 1.8%**

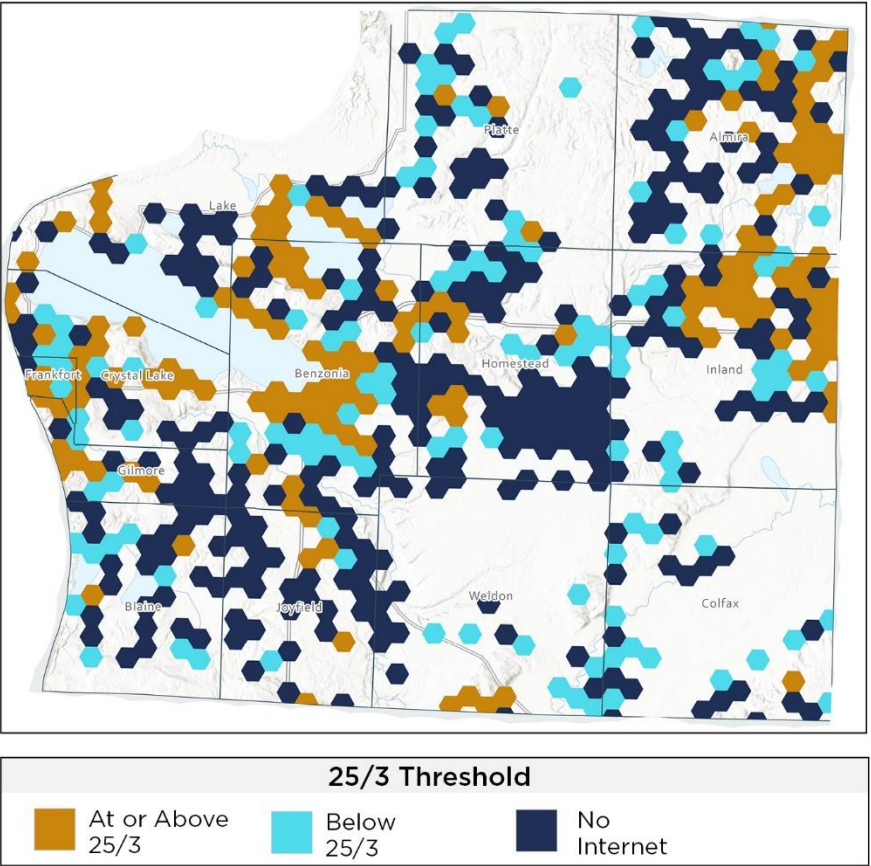


# Countywide Heatmaps

100/20 Threshold



25/3 Threshold



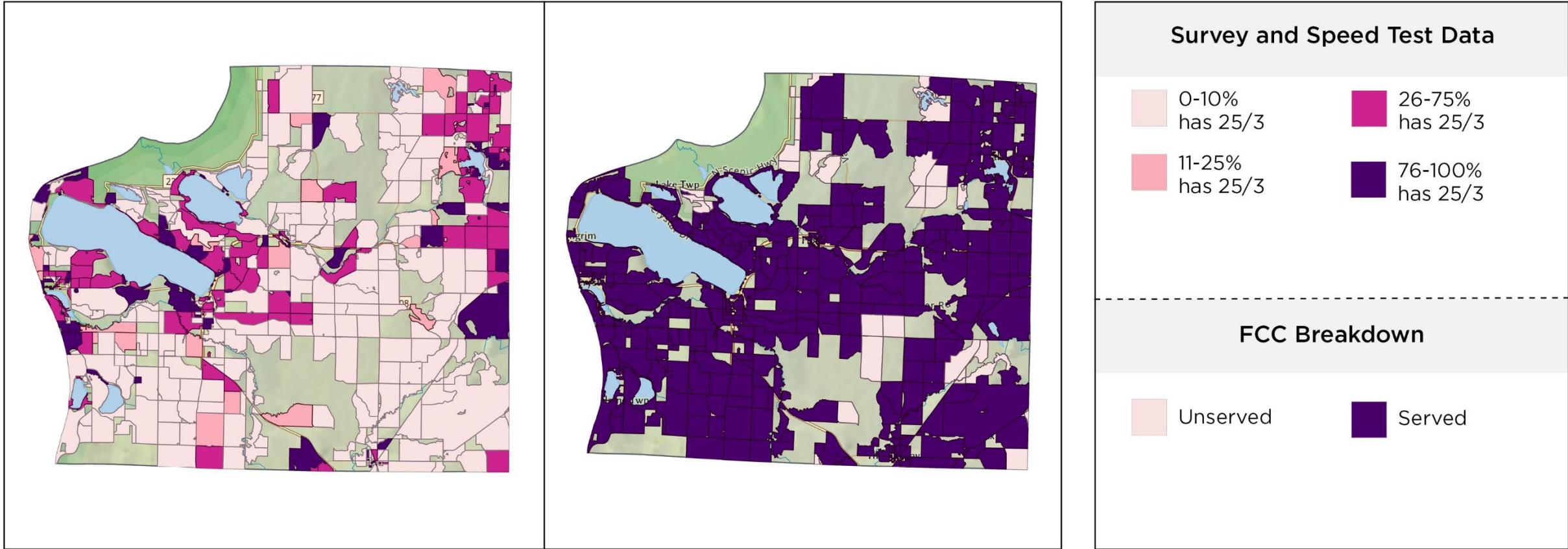
# Broadband Density Per Census Block Survey and Speed Test Data Compared to FCC Data

## 25/3 Threshold:

Based on Survey and Speed Test Data

FCC Breakdown

Key



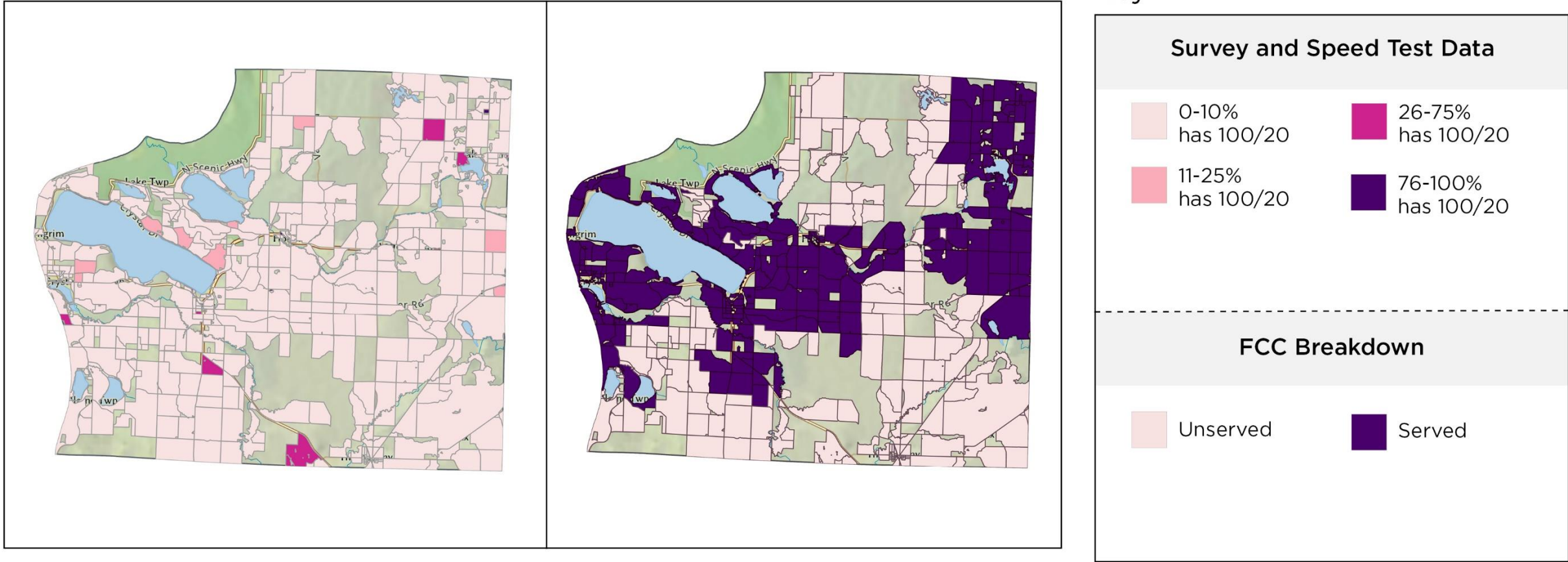


# Broadband Density Per Census Block Survey and Speed Test Data Compared to FCC Data

**100/20 Threshold:**  
Based on Survey and Speed Test Data

FCC Breakdown

Key



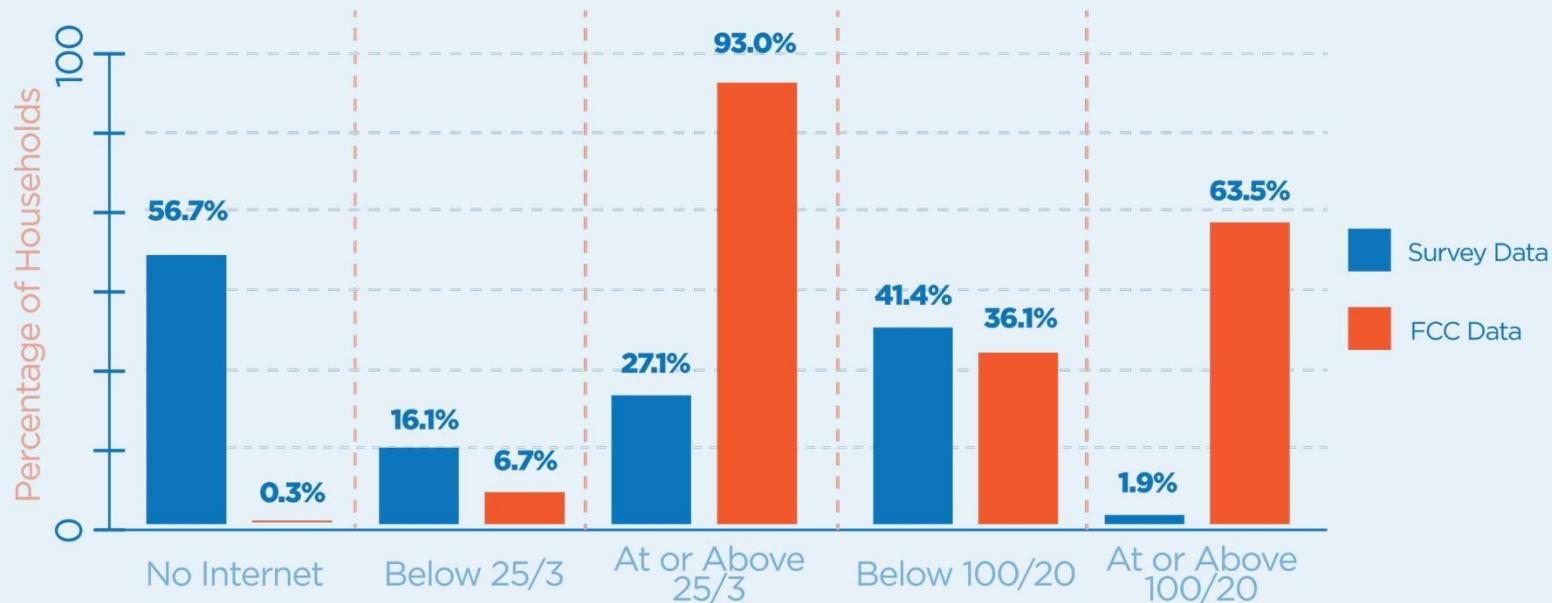




# AVAILABILITY BY **THE NUMBERS**

# FCC VS SURVEY DATA

Survey speed data as well as FCC data on the maximum advertised upload and download speeds per census block were each placed into one of the following categories: 1) **No Internet**, 2) **Below 25/3 Mbps**, 3) **At or Above 25/3 Mbps**, or 4) **At or Above 100/20 Mbps**. Each survey result was then directly compared to the FCC census block the survey point falls within. There are broad differences between coverage reported by the FCC and data from this survey.



**This study suggests that within our sample of survey responses, compared to FCC data:**

- **66% fewer homes** have access to broadband Internet speeds at **25/3 Mbps**
- **62% fewer homes** have access to broadband Internet speeds at **100/20 Mbps**
- **9% more homes** have some connectivity at **speeds lower than broadband**
- **56% more homes** have **no Internet** connectivity whatsoever

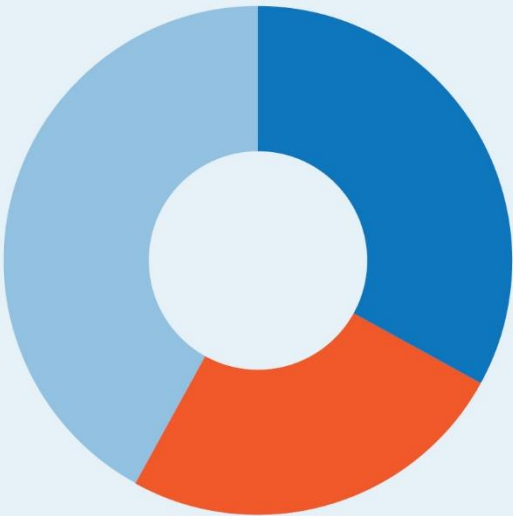


# Benzie County Resident Satisfaction

**Satisfied**  
42%

**Neutral**  
25%

**Dissatisfied**  
33%



42% of connected residents were satisfied with the Internet service provider options at their homes. 25% of connected residents were neutral about their options and 33% of connected residents were dissatisfied with their choices in home Internet providers.



**42%**  
of Unserved  
Residents

42% of currently unserved respondents would use the Internet to work from home if it were available.



### Broadband in Households **with** Children and Students up to age 18:

**28%**

26% of households surveyed in Benzie County reported having children under age 18. In these homes, **28% have broadband Internet.**

### Broadband in Households **without** Children and Students up to age 18:

**45%**

**45% of households with no children** report Internet access at broadband speeds or higher.

### Benzie County Resident Access:

**57%**

Of Benzie County residents that have no Internet access, **57% report that no services are available at their address** and **34% state that the price for service is too high.**

### A Willingness to Pay:

**77%**

**77% of residents** with no Internet access responded that they are willing to pay between **\$25 and \$101+ for service**, indicating that the **majority of these residents would pay** for Internet service at their properties if it was available.





A photograph of a young child with dark hair, seen from the side, sitting at a wooden desk and writing in a notebook with a green pencil. The image is dimly lit, with a blue overlay on the left side where the text is placed.

# HOMEWORK GAP

Industry experts suggest that speeds of 100 Mbps/20 Mbps are truly reflective of modern bandwidth needs. Of households participating in the speed test, **only 1.9% of respondents had broadband Internet access** at that level.



# EXECUTIVE SUMMARY

- Broadband is critical to a community's ability to thrive and remain competitive in terms of education, economic development, talent retention, employment opportunities and population growth
- Much of Benzie County is unconnected or insufficiently connected
- Connectivity data indicates a problem more stark than established FCC data suggests
- Residents without broadband desire service, and connected citizens believe that more provider options are needed





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