

BENZIE COUNTY BOARD OF COMMISSIONERS

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

MEETING AGENDA September 27, 2022

Frank F. Walterhouse Board 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 – 9/13/22
PUBLIC COMMENT
FINANCE –
 A) Approval of Bills
ELECTED OFFICIALS & DEPT HEAD COMMENTS
ACTION ITEMS –
 A) Chip Johnston - Centra Wellness agreement for jail services
 B) Juvenile Detention Center – is it feasible
 C) Emergency Management Performance Grant Agreement

COMMISSIONER REPORTS –
COUNTY ADMINISTRATOR’S REPORT – Katie Zeits
COMMITTEE OF THE WHOLE – 9/13/22 Consent Calendar
COMMITTEE APPOINTMENTS –
UNFINISHED BUSINESS –
NEW BUSINESS –
PRESENTATION OF CORRESPONDENCE
PRESENTATIONS:
Habitat for Humanity – presentation and request for funding
FALT – presentation and request for funding
PUBLIC COMMENT
ADJOURNMENT

Times Subject to Change

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

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

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

PUBLIC COMMENT

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

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

Group Presentations – 15 minutes
Individual Presentations – 3 minutes

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

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

Commissioner Contacts:

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

January 11, 2022

THE BENZIE COUNTY BOARD OF COMMISSIONERS
September 13, 2022

The Benzie County Board of Commissioners met in a regular session on Tuesday, September 13, 2022, in the Frank Walterhouse Board of Commissioners Room, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chair Bob Roelofs.

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

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

Agenda:

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

Minutes:

Motion by Jeannot, seconded by Nye, to approve the regular session minutes of August 23, 2022, as presented. Ayes: Jeannot, Miller, Nye, Roelofs, and Sauer Exc: Markey and Warsecke Nays: None Motion carried.

Motion by Sauer, seconded by Miller, to approve the special session minutes of September 1, 2022, as amended. Ayes: Jeannot, Miller, Nye, Roelofs, and Sauer Exc: Markey and Warsecke Nays: None Motion carried.

9:02 a.m. Public Input

Jim Evans, Joyfield Township, here to represent himself only, no other interest. Has been paying close attention to the election process. Presented a resolution template regarding optimizing election integrity as it pertains to the acceptance of unregulated private monies for funding elections along with supporting documents for ERIC (Electronic Registration Information Center), and request that the Board of Commissioners review.

9:05 am – Public Input closed

FINANCE

Bills: Motion by Miller, seconded by Sauer, to approve payment of the bills from August 23, 2022, thru September 12, 2022 in the amount of \$689,767.36, as presented. Roll call. Ayes: Jeannot, Miller, Nye, Roelofs, and Sauer Exc: Markey and Warsecke Nays: None Motion carried.

Michelle Thompson, County Treasurer reported that there are 62 parcels in forfeiture at this time. This is lower than we usually report in February prior to the March foreclosure. Sold 4 parcels at the land auction totaling \$352,500.00. Three out of the four bids were sold to local people.

She is requesting a motion for the County Treasurer to interfund borrow or transfer up to \$1,000,000.00 to balance all budgets. Motion by Sauer, seconded by Miller, to authorize the County Treasurer to interfund burrow or transfer up to and not exceeding \$1,000.000.00 to balance all budgets in September 2022. Roll call. Ayes: Jeannot, Miller, Nye, Roelofs, and Sauer Exc: Markey and Warsecke Nays: None Motion carried.

COMMISSIONERS

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SEPTEMBER 13, 2022

ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS

Sheriff Rosa stated that the seasonal contracts have been completed. Final reports have been sent and awaiting payment. Deputy Miller and Deputy Maul are back in the schools. The first week was a success and they were able to be at all the schools. Have posted for the 2nd School Resource Youth Officer position as Deputy Miller will be transferring out of that position.

Rebecca Hubers, Emergency Management/911 Director, stated that the Ironman was successful. It has been scheduled for September 17, 2023. If any of the Township have any observations or concerns regarding the Ironman, please have them contact her. 911 Advisory Board met and set a posting plan for the 911 Director position. Job description and application can be found on the Benzie County website, with a closing date of September 30, 2022.

Commissioner Roelofs stated his appreciation for emergency management, law enforcement, and all the people and effort that was put in to this event to make it a success.

ACTION ITEMS

Establishment of School and Youth Resource Advisory Committee: Motion by Sauer, seconded by Miller, to establish the School and Youth Resource Officer Advisory Committee with existing representative agencies to be assigned to such committee and that the Emergency Manager be assigned as responsible staff representative. Roll call. Ayes: Jeannot, Miller, Nye, Roelofs, and Sauer Exc: Markey and Warsecke Nays: None Motion carried.

Rescind motion to purchase ¾ ton truck and authorize purchase of Durango: Motion by Miller, seconded by Sauer, to rescind the approval made October 12, 2021, for the purchase of a ¾ ton truck and approve the purchase of a Dodge Durango from Watson Benzie in the amount of \$40,390.00, with funds available in the capital fund. Roll call. Ayes: Jeannot, Miller, Nye, Roelofs, and Sauer Exc: Markey and Warsecke Nays: None Motion carried.

State of Michigan agreement regarding booking fees with training for staff in return: Motion by Jeannot, seconded by Miller, to approve the Benzie County Sheriff's Office participation in the Local Corrections Officers Training Fund which requires Benzie County to surrender its booking fees to the Michigan Sheriff's Association with the anticipation of receiving training in return at no cost. Roll call. Ayes: Jeannot, Miller, Nye, Roelofs, and Sauer Exc: Markey and Warsecke Nays: None Motion carried.

Rooftop Heating/Cooling Units of the Government Center: Motion by Nye, seconded by Jeannot, to approve the proposal from Hurst Mechanical for replacement of cooling condensers and compressors on the rooftop unit above Emergency Management in the Government Center in the not to exceed amount of \$43,984.00 with funds available in the Capital Budget. Roll call. Ayes: Jeannot, Miller, Nye, Roelofs, and Sauer Exc: Markey and Warsecke Nays: None Motion carried.

Consideration of Letter of Commitment to support a grant application for Homestretch: Jay White, Jonathan Stimson, Katie Condon, and JoAnn Holwerda were present for questions. Motion by Miller, seconded by Jeannot, to provide a letter of commitment up to \$500,000.00, contingent upon, Homestretch receiving this grant application to obtain funding to develop 12 townhomes in Frankfort and authorize the Chair to sign. Roll call. Ayes: Jeannot, Miller, Nye, Roelofs, and Sauer Exc: Markey and Warsecke Nays: None Motion carried.

COMMISSIONERS

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SEPTEMBER 13, 2022

10:23 a.m. Recess

10:30 a.m. Reconvene

Discussion and Adoption of the 2022/2023 Budget: Katie Zeits reported that they are still working with the City of Frankfort on the surplus funds regarding the School Resource Officer (SRO) budget. Mayor JoAnn Holwerda stated that it is being handled ~~though~~ through the City of Frankfort attorney. For that reason, Katie recommends that the entire amount of the SRO millage be levied for the 2022/2023 budget. Motion by Miller, seconded by Nye, to adopt the 2022/2023 General Appropriation Act and 2022/2023 Fiscal Year Budget and authorizes the Chair to sign the General Appropriations Act and L-4029, as amended with changes to the School Youth Resource Officer. Roll call. Ayes: Jeannot, Miller, Nye, Roelofs, and Sauer Exc: Markey and Warsecke Nays: None Motion carried.

Commissioner Sauer gave thanks for a balance budget.

Commissioner Roelofs wanted to thank all Department Heads, Elected Officials and Administration for their hard work regarding the budget.

Ragnar Relay Agreement: Motion by Miller, seconded by Sauer, to authorize the event service agreement with Ragnar Relay for the Benzie County Sheriff's Office services during their 2022 event, and authorize the Chair to sign. Roll call. Ayes: Jeannot, Miller, Nye, Roelofs, and Sauer Exc: Markey and Warsecke Nays: None Motion carried.

COMMISSIONER REPORTS

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

Comm Jeannot – provided written report. He also attended the Active Shooter Training put on by Undersheriff Hubers and was impressed.

Comm Miller attended Airport Authority meeting, Benzie County Housing Committee interview, Road Commissioner interview, Frankfort Housing Commission meeting, Ironman Final Agency meeting, Ironman Event, and Frankfort School Board meeting.

Comm Nye attended Agenda Review meeting, Road Commissioner interview, Benzie Leelanau Health Department meeting, Chamber Advocacy and Awareness meeting, Ad Hoc EDC Broadband meeting, Village of Beulah meeting, Village of Benzonia meeting, Master Plan Review meeting, Land Bank meeting, and Central Wellness Board meeting.

Comm Sauer attended Benzie Leelanau Health Department meeting, Chamber meeting, Workers Compensation group meeting, Joyfield Township meeting, Road Commission meeting, Ironman update meeting, and Village of Thompsonville meeting.

COUNTY ADMINISTRATOR'S REPORT – Katie Zeits reported she and Kristine Bosley will be at a conference next week, Monday, Tuesday, and Wednesday. A lot of information will be reported on this afternoon at the Committee of the Whole meeting.

COMMISSIONERS

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SEPTEMBER 13, 2022

COMMITTEE OF THE WHOLE

Motion by Nye, seconded by Sauer, to approve items 1 of the August 23, 2022, Committee of the Whole Consent Calendar as presented. Roll call. Ayes: Jeannot, Miller, Nye, Roelofs, and Sauer Exc: Markey and Warsecke Nays: None Motion carried.

COMMITTEE APPOINTMENTS:

Motion by Jeannot, seconded by Sauer, to appoint Sally Bobek to the Benzie County Housing Committee to fill the unexpired term ending December 31, 2024. Roll call. Ayes: Jeannot, Miller, Nye, Roelofs, and Sauer Exc: Markey and Warsecke Nays: None Motion carried.

Motion by Nye, seconded by Miller, to appoint Lee Ferguson to the Benzie County Parks and Recreation Committee to fill the unexpired term ending December 31, 2022. Roll call. Ayes: Jeannot, Miller, Nye, Roelofs, and Sauer Exc: Markey and Warsecke Nays: None Motion carried.

UNFINISHED BUSINESS - None

NEW BUSINESS- None

PRESENTATION OF CORRESPONDENCE

- Betsie Valley Trailway Management Council Meeting Agenda for September 6, 2022
- Betsie Valley Trailway Management Council minutes of August 2, 2022
- Little Platte Lake Elevation
- Crystal Lake Elevation
- DHHS letter of September 1, 2022, regarding youth placement rates
- Jackson County Resolution 8-22-24
- Networks Northwest Press Release

11:17 a.m. Public Input - None

Motion by Jeannot, seconded by Sauer, to adjourn at 11:18 a.m. Ayes: Jeannot, Miller, Nye, Roelofs, and Sauer Exc: Markey and Warsecke Nays: None Motion carried.

Bob Roelofs, Chair

Tammy Bowers, Benzie County Clerk

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1. Approve the agenda as presented.
2. Approve the regular session minutes of August 23, 2022, as presented.
3. Approve the special session minutes of September 1, 2022, as amended.
4. Approve payment of the bills from August 23, 2022, thru September 12, 2022, in the amount of \$689,767.36, as presented.
5. Authorize the County Treasurer to interfund burrow or transfer up to and not exceeding \$1,000,000.00 to balance all budgets in September.

COMMISSIONERS

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SEPTEMBER 13, 2022

6. Establish the School and Youth Resource Officer Advisory Committee with existing representative agencies to be assigned to such committee and that the Emergency Manager be assigned as responsible staff representative.
7. Rescind the approval made October 12, 2021, for the purchase of a $\frac{3}{4}$ ton truck and approve the purchase of a Dodge Durango from Watson Benzie in the amount of \$40,390.00, with funds available in the capital fund.
8. Approve the Benzie County Sheriff's Office participation in the Local Corrections Officers Training Fund which requires Benzie County to surrender its booking fees to the Michigan Sheriff's Association with the anticipation of receiving training in return at no cost.
9. Approve the proposal from Hurst Mechanical for replacement of cooling condensers and compressors on the rooftop unit above Emergency Management in the Government Center in the not to exceed amount of \$43,984.00 with funds available in the Capital Budget.
10. Provide a letter of commitment for up to \$500,000.00, contingent upon, Homestretch receiving this grant application to obtain funding to develop 12 townhomes in Frankfort and authorize the Chair to sign.
11. Adopt the 2022/2023 General Appropriation Act and 2022/2023 Fiscal Year Budget and authorizes the Chair to sign the General Appropriations Act and L-4029, as amended with changes to the School Youth Resource Officer.
12. Authorize the event service agreement with Ragnar Relay for the Benzie County Sheriff's Office services during their 2022 event and authorize the Chair to sign.
13. Approve items 1 of the August 23, 2022, Committee of the Whole Consent Calendar as presented.
14. Appoint Sally Bobek to the Benzie County Housing Committee to fill the unexpired term ending December 31, 2024.
15. Appoint Lee Ferguson to the Benzie County Parks and Recreation Committee to fill the unexpired term ending December 31, 2022.

Committee of the Whole

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September 13, 2022

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

1. Recommend to the Board of Commissioners to contract with Networks Northwest, in the not to exceed amount of \$17,300.00, for a feasibility study for a Parks Director, authorizing Chair to sign.

Art Jeannot
Commissioner Report
September 13, 2022

- Participated in 7 meetings on behalf of the County since our August 23rd meeting.
- **8/29 – Networks Northwest (special meeting)**
 - We met to discuss qualifications of a new CEO. Action was delayed due to a lack of a quorum.
- **8/31 – EDC Broadband**
 - Discussion with prospective consultant regarding next steps. During the meeting we agreed that we need to more clearly document what is expected from the consultant. Our end objective is to make broadband internet service available county wide at a competitive price. We need a consultant to identify the right steps to get to the objective.
- **8/31 – Benzie Housing Committee**
 - Interviewed Sally Bobek for the board seat that is open as a result of Amy Bissel's retirement. We recruited Sally for this position due to her involvement with BACN. The interview team will recommend her appointment at the next BOC meeting.
- **9/1 – Road Commission Interviews**
 - This was attended by all BOC members and Bob Rosa, Chair of the BCRC. Seven candidates were interviewed for one opening. Several qualified candidates for this opening.
- **9/1 – Lake Township**
 - Carol Merrill, township assessor has resigned effective October 31st.
 - Township continues to discuss issue of dredging at the mouth of Platte River. This may become an economic and safety concern.
- **9/6 – Networks Northwest (special meeting)**
 - A quorum was present. Terry Vandercook was approved to be the next CEO. He will start no later than October 1st.
- **9/12 – Almira Township**
 - I will report on any relevant information at our BOC meeting.
- **Other**
 - **9/9 Active Shooter Training –**

Finance Report

BILLS TO BE APPROVED September 27th

Motion to approve Vouchers in the amount of:

\$ 38,310.56 General Fund (101)

\$ 13,052.08 Jail Fund (213)

\$ 14,842.80 Ambulance Fund & ALS (214)

\$ 21,454.74 Funds 105-238

\$ 2,790.07 ACO Fund (247)

\$ - Building (249)

\$ 14,269.20 Dispatch 911 Fund (261)

\$ 152,530.99 Funds 239-292

\$ 96,185.67 Funds 293-640

\$ 7,226.94 701 Fund

\$ 71,288.88 Trust and Agency Funds & MSU Trust and Agency Fund (702-771)

\$ 431,951.93

Payable September 09-September 22

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
9/15/2022	\$ 9,939.52	\$ 6,812.58	\$ 8,164.98	\$ -	\$ 2,455.43	\$ -	\$ 6,639.62	\$ 104,898.13	\$ 58,757.41	\$ 2,691.57		\$ 200,359.24
9/22/2022	\$ 28,371.04	\$ 6,239.50	\$ 6,677.82	\$ 21,454.74	\$ 334.64	\$ -	\$ 7,629.58	\$ 47,632.86	\$ 37,428.26	\$ 4,535.37	\$ 71,288.88	\$ 231,592.69
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Totals	\$ 38,310.56	\$ 13,052.08	\$ 14,842.80	\$ 21,454.74	\$ 2,790.07	\$ -	\$ 14,269.20	\$ 152,530.99	\$ 96,185.67	\$ 7,226.94	\$ 71,288.88	\$ 431,951.93

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

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

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

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

09/23/2022 06:03 AM
User: RLynn
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 09/09/2022 - 09/22/2022
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 101 BOARD OF COMMISSIONERS					
101-101-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, I	ROBERT RULES OF ORDER BOOKS	30.38	86773
Total For Dept 101 BOARD OF COMMISSIONERS				30.38	
Dept 131 CIRCUIT COURT					
101-131-800.00	CONTRACTED SERV - THINKING MATTE	CATHOLIC HUMAN SERVICES, I	SPLIT INVOICE BETWEEN MANISTEE & BENZIE	395.86	86858
101-131-810.00	LEGAL FEES	DAUGHERTY, JOHN	COURT APPOINTED ATTY VARIOUS CASES	1,106.25	86868
101-131-810.00	LEGAL FEES	MCDONALD, PATRICK	COURT APPOINTED ATTY FOR VARIOUS NA CAS	468.75	86884
101-131-810.00	LEGAL FEES	SPILLAN, JOHN	COURT APPOINTED ATTY - NA FEES	1,289.82	86901
101-131-860.00	TRAVEL	FELICZAK, KAREN	TRAVEL TO BENZIE FOR SCHEDULING CONFERE	39.78	86874
101-131-967.00	PROJECT EXPENSES - DRUG COURT GR	KENNETH HILLIARD	CONTRACTED SERVICES DRUG COURT	1,477.44	86811
Total For Dept 131 CIRCUIT COURT				4,777.90	
Dept 136 DISTRICT COURT					
101-136-727.00	OFFICE SUPPLIES	DES MOINES STAMP COMPANY	STAMPER	70.00	86869
101-136-727.00	OFFICE SUPPLIES	ODP BUSINESS SOLUTIONS, LI	ORDER #259897232-001 & #267859061	433.73	86893
101-136-805.10	PROBATE CT APPOINTTED ATTORNEY	KISH DYKSTRA & SCOTT	VIOLA ANNE FOSTER	25.00	86879
101-136-805.10	PROBATE CT APPOINTTED ATTORNEY	OHEARN LEGAL PC	DAVID FRANK SKORY	30.00	86895
101-136-805.10	PROBATE CT APPOINTTED ATTORNEY	SMITH & JOHNSON	GLENN SMITH / LARRY ROBOTHAM	220.00	86900
101-136-806.00	SCREENING FEES	OPEN DOOR ASSESSMENTS, LL	CTF (22-140-SM) ME (22-163-SD SB (22-216	225.00	86896
101-136-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT#786787479-00001 FOR AUG 02-SEP 01	43.60	86837
Total For Dept 136 DISTRICT COURT				1,047.33	
Dept 142 JUVENILE DIVISION					
101-142-727.00	OFFICE SUPPLIES	WELLS FARGO FINANCIAL LEAS	603-0236145-000 2022 SHARP COPIER	79.90	86841
Total For Dept 142 JUVENILE DIVISION				79.90	
Dept 172 ADMINISTRATOR					
101-172-900.00	PRINTING & PUBLISHING	PIONEER GROUP	RFP CLEANING SERVICE	58.05	86822
Total For Dept 172 ADMINISTRATOR				58.05	
Dept 215 COUNTY CLERK					
101-215-807.00	JURY BOARD FEES	BOWERS, JEAN	JURY DUTY PER DIEM AND MILEAGE	41.25	86779
101-215-807.00	JURY BOARD FEES	SHRAKE, ELIZABETH	JURY BOARD PERDIEM AND MILEAGE	44.38	86828
101-215-955.10	DUES & REGISTRATIONS	UCOA	2022 UCOA FALL CONFERENCE	175.00	86912
Total For Dept 215 COUNTY CLERK				260.63	
Dept 257 EQUALIZATION DEPARTMENT					
101-257-970.00	EQUIPMENT	AMAZON CAPITAL SERVICES, I	CAMERA BATTERIES AND STRAP	24.00	86773
101-257-970.00	EQUIPMENT	AMAZON CAPITAL SERVICES, I	EXTERNAL HARD DRIVE	55.98	86773
Total For Dept 257 EQUALIZATION DEPARTMENT				79.98	
Dept 265 BUILDING & GROUNDS					
101-265-850.00	TELEPHONE	CENTURYLINK	LOCKBOX AND UAGE CHARGES	43.54	86783
101-265-850.00	TELEPHONE	TELNET WORLDWIDE	RECURING AND USAGE CHARGES FOR PHONES F	440.89	86905
101-265-853.00	CELLULAR PHONES	ZEITS, KATIE	MONTHLY STIPEND PHONE	30.00	86842
101-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	GAS FOR MAIN BUILDING ACCT# 9100-209-31	61.58	86872
101-265-924.00	ELECTRIC	CONSUMERS ENERGY	MAIN BUILDING ELECTRIC	5,399.38	86790
101-265-924.00	ELECTRIC	CONSUMERS ENERGY	GARAGE ELECTRIC FOR AUG 10 2022 THRU SE	29.69	86791
Total For Dept 265 BUILDING & GROUNDS				6,005.08	
Dept 266 LEGAL & CONTRACTED SERVICES					
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.	CORPORATE COUNSEL RETAINER, LABOR HOURI	8,161.94	86864
Total For Dept 266 LEGAL & CONTRACTED SERVICES				8,161.94	

09/23/2022 06:03 AM
User: RLYnn
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 09/09/2022 - 09/22/2022
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 267 PROSECUTING ATTORNEY					
101-267-901.00	RESOURCE MATERIALS	REXL INC. DBA LEXISNEXIS	MAY 2022 BILL - 3093903694-452ZSHK8	174.00	86824
101-267-901.00	RESOURCE MATERIALS	THOMSON REUTERS - WEST	MI SENTENCING GUIDELINES MANUAL 2022	123.00	86907
Total For Dept 267 PROSECUTING ATTORNEY				297.00	
Dept 268 REGISTER OF DEEDS					
101-268-955.00	CONVENTIONS & MEETINGS	DA DESIGNS	FULL COLOR NAME BADGE, BAKER, DEP. REGI	23.50	86866
101-268-955.10	DUES & REGISTRATIONS	UCOA	UCOA FALL CONFERENCE REGISTRATION 2022	215.00	86911
Total For Dept 268 REGISTER OF DEEDS				238.50	
Dept 275 DRAIN COMMISSION					
101-275-819.00	CONTRACT SERVICE - LAKE LEVELS	DIXON, CRAIG	MONTHLY CONTRACTED SERVICES FOR DAM WAI	333.33	86796
Total For Dept 275 DRAIN COMMISSION				333.33	
Dept 285 CENTRAL SERVICES					
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP, INC.	CONTRACT PAYMENT CUSTOMER #40027957	120.97	86831
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP, INC.	40023293 CUSTOMER # FOR CONTRACT PAYMEN	122.00	86832
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP, INC.	CUSTOMER #40032368 CONTRACT PAYMENT FOF	375.75	86833
Total For Dept 285 CENTRAL SERVICES				618.72	
Dept 286 TECHNOLOGY SUPPORT					
101-286-963.10	WEBSITE SUPPORT	TKS SECURITY	PANIC & ALARM SYSTEM CONVERSION	820.00	86909
Total For Dept 286 TECHNOLOGY SUPPORT				820.00	
Dept 301 SHERIFF					
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, I	OFFICE SUPPLIES	23.58	86845
101-301-748.00	GAS, OIL & GREASE	WEX BANK	FUEL PURCHASES	119.23	86914
101-301-749.00	VEHICLE REPAIRS	BAYSHORE TIRE & AUTO	TIRES - SET OF 4 265/60R18 WRG4 NOKIAN	749.88	86775
101-301-749.00	VEHICLE REPAIRS	WATSON BENZIE LLC	19-4 OIL/TIRE ROT CONTRACT 65671 MILES	245.00	86913
101-301-853.00	CELLULAR PHONES-ROAD PATROL	VERIZON WIRELESS	ACCT #342267501-00001 FOR AUG 02-SEP 01	36.01	86836
Total For Dept 301 SHERIFF				1,173.70	
Dept 426 EMERGENCY MANAGEMENT					
101-426-970.00	EQUIPMENT	AMAZON CAPITAL SERVICES, I	BATTERIES FOR ALARM SYSTEM CONTROL PANE	59.37	86773
Total For Dept 426 EMERGENCY MANAGEMENT				59.37	
Dept 648 MEDICAL EXAMINER					
101-648-835.00	LAB FEES	NMS LABS	LAB FEES FOR PERIOD ENDING 08/31/2022	222.00	86888
Total For Dept 648 MEDICAL EXAMINER				222.00	
Dept 649 MENTAL HEALTH					
101-649-836.00	APPROPRIATIONS	CENTRA WELLNESS NETWORK	MONTHLY APPROPRIATION FOR APRIL 22- INV	9,337.42	86859
Total For Dept 649 MENTAL HEALTH				9,337.42	
Dept 670 DHHS BOARD					
101-670-721.00	PER DIEM - DHS BOARD	HARRISON, SCOTT	DHHS BOARD MEETING ON 08/25/22	40.00	86807
101-670-721.00	PER DIEM - DHS BOARD	SCHAFFER, DONALD E.	MAPLES BOARD MEETING ON 08/25/2022	40.00	86827
101-670-860.00	TRAVEL - DHS BOARD	SCHAFFER, DONALD E.	MAPLES BOARD MEETING ON 08/25/2022	5.62	86827
Total For Dept 670 DHHS BOARD				85.62	
Dept 852 MEDICAL INSURANCE					
101-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	KOSIBOSKI, JEFFREY	RETIREE HEALTH SUPPLEMENT BENEFIT PER C	175.00	86812
101-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	LAUTENBACH, LORI	RETIREE HEALTH SUPPLEMENT BENEFIT PER C	175.00	86815
101-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	TUCKER, DAVID	MONTHLY RETIREE HEALTHCARE SUPPLEMENT	175.00	86835
101-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	BCBS ADDITIONAL RATE FOR 10.01.22 TO 1C	2,417.91	86854

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Fund 101 GENERAL FUND					
Dept 852 MEDICAL INSURANCE					
101-852-874.00	MEDICAL INSURANCE - RETIREES	BLUE CARE NETWORK	COVERAGE FOR RETIRES FROM 10/01/22 TO 1	382.00	86852
101-852-874.00	MEDICAL INSURANCE - RETIREES	BLUE CARE NETWORK	COVERAGE FROM 10/01/22 TO 10/31/22 GRO	1,298.80	86853
Total For Dept 852 MEDICAL INSURANCE				4,623.71	
Total For Fund 101 GENERAL FUND				38,310.56	
Fund 205 TNT OFFICER MILLAGE FUND					
Dept 000					
205-000-840.00	INTELL/INVESTIGATIONS	LEADSONLINE LLC	INTELL 11/01/2022 TO 10/31/2023	1,528.00	86881
Total For Dept 000				1,528.00	
Total For Fund 205 TNT OFFICER MILLAGE FUND				1,528.00	
Fund 209 SCHOOL RESOURCE OFFICER					
Dept 000					
209-000-751.00	UNIFORMS	AMAZON CAPITAL SERVICES, I	UNIFORMS - SRO	209.95	86846
Total For Dept 000				209.95	
Total For Fund 209 SCHOOL RESOURCE OFFICER				209.95	
Fund 213 JAIL OPERATIONS FUND					
Dept 265 BUILDING & GROUNDS					
213-265-783.00	EQUIP. SERVICES & SUPPLIES	KSS	CLEANING SUPPLIES	623.59	86814
213-265-784.00	GARBAGE PICK-UP	GFL ENVIRONMENTAL	WASTE MANAGEMENT	128.71	86804
213-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	GAS FOR JAIL ACCT# 9100-209-2920-4	856.91	86873
213-265-924.00	ELECTRIC	CONSUMERS ENERGY	ACCT 1000-0051-4313 ELCTRC 8/7-9/6/22	3,519.46	86789
213-265-935.00	JAIL REPAIRS	STANLEY STEEMER OF NORTHWE	HALF OF DISPATCH / CONTROL CARPET CLEAN	165.00	86829
213-265-935.00	JAIL REPAIRS	NORTHWEST COMMERCIAL DOOR	DEPUTY DOOR LOCK FIX	255.00	86889
Total For Dept 265 BUILDING & GROUNDS				5,548.67	
Dept 351 JAIL - CORRECTIONS					
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPPLIES 09/04/2022 TO 09/10/2022	1,842.85	86781
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPPLIES 09/11 TO 09/17/2022	1,872.93	86857
213-351-748.00	GAS, OIL & GREASE	EXPRESS LUBE & TIRE SERVIC	OIL CHANGE ON DODGE CARAVAN	54.77	86799
213-351-748.00	GAS, OIL & GREASE	WEX BANK	FUEL PURCHASES	41.18	86914
213-351-834.00	PRISONER MEDICAL - BENZIE CO	CORRECTIONAL RECOVERY	CLAIMS BALANCE AND CR FEE	478.20	86794
213-351-834.00	PRISONER MEDICAL - BENZIE CO	CORRECTIONAL RECOVERY	CLAIMS BALANCE AND CR FEE	1,422.44	86865
Total For Dept 351 JAIL - CORRECTIONS				5,712.37	
Dept 852 MEDICAL INSURANCE					
213-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF BCBS	ADDITIONAL RATE FOR 10.01.22 TO 10	1,791.04	86854
Total For Dept 852 MEDICAL INSURANCE				1,791.04	
Total For Fund 213 JAIL OPERATIONS FUND				13,052.08	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND					
Dept 265 BUILDING & GROUNDS					
214-265-750.00	MAINTENANCE SUPPLIES	MI PEST	ST 3 PEST CO9NTROL	61.00	86886
214-265-850.01	INTERNET SERVICE	CHARTER COMMUNICATIONS	ST 3 SPECTRUM BILL	289.09	86784
214-265-850.01	INTERNET SERVICE	DIRECT TV	ST 2 TV	132.23	86870
214-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT#786787479-00001 FOR AUG 02-SEP 01	97.88	86837
214-265-922.00	WATER & SEWER	CITY OF FRANKFORT	WATER SEWER	62.00	86787
214-265-924.00	ELECTRIC	CHERRYLAND ELECTRIC	ST 2 ELECTRICITY	195.68	86785
214-265-924.00	ELECTRIC	CONSUMERS ENERGY	ST E AND ST 3 GARAGE ELECTRICITY	195.26	86788

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Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND					
Dept 265 BUILDING & GROUNDS					
214-265-924.00	ELECTRIC	CONSUMERS ENERGY	EMS ELECTRIC AT PINE LN	53.22	86793
Total For Dept 265 BUILDING & GROUNDS				1,086.36	
Dept 655 ADVANCED LIFE SUPPORT (ALS)					
214-655-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, I	LABEL TAPE	41.99	86845
214-655-735.00	MEDICAL SUPPLIES	AMAZON CAPITAL SERVICES, I	FACE MASKS	119.99	86773
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	1,746.30	86778
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	122.00	86856
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	130.85	86856
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	489.92	86856
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	113.04	86856
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	67.80	86856
214-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	OXYGEN	67.35	86770
214-655-749.00	VEHICLE REPAIRS	GRAND TRAVERSE MOBILE COMM	A21 BATTERIES, BLOWN INVERTER FUSE, OVE	986.02	86806
214-655-751.00	UNIFORMS	TELE-RAD, INC.	MATT DURAND BOOTS AND PANTS	231.98	86904
214-655-800.01	CONTRACTED SERVICES - BILLING	FIRE RECOVERY EMS	BILLING INVOICE	4,352.19	86802
214-655-800.01	CONTRACTED SERVICES - BILLING	FIRE RECOVERY EMS	APRIL BILLING	4,975.31	86875
214-655-955.10	DUES & REGISTRATIONS	CLIA LABORATORY PROGRAM	CLIA CERTIFICATE FEE	180.00	86861
Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)				13,624.74	
Dept 852 MEDICAL INSURANCE					
214-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	DENTAL COVERAGE FROM 09.01.2-09.30.22 F	110.67	86854
214-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD OF	VISION FOR ONE EMPLOYEE FOR ONE EMPLOYE	21.03	86855
Total For Dept 852 MEDICAL INSURANCE				131.70	
Total For Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND				14,842.80	
Fund 228 SOLID WASTE/RECYCLING FUND					
Dept 000					
228-000-800.00	CONTRACTED SERVICES	GFL ENVIRONMENTAL	RECYCLE SERVICES FOR AUGUST	15,136.82	86876
228-000-821.50	HAZARDOUS WASTE	PIONEER GROUP	SCRAP TIRE AD	200.00	86897
228-000-957.00	MISCELLANEOUS	BENZIE TRANSPORTATION AUTH	BUS ADVERTISING	187.50	86851
228-000-967.00	PROJECT EXPENSES - GRANTS	CM RUBBER TECHNOLOGIES	SCRAP TIRE COLLECTION	1,611.50	86862
Total For Dept 000				17,135.82	
Dept 966 TRANSFER OUT					
228-966-999.00	CONTINGENCY	GFL ENVIRONMENTAL	RECYCLE SERVICES FOR AUGUST	1,286.78	86876
Total For Dept 966 TRANSFER OUT				1,286.78	
Total For Fund 228 SOLID WASTE/RECYCLING FUND				18,422.60	
Fund 230 BETSIE VALLEY TRAIL MANAGEMENT FUND					
Dept 000					
230-000-957.30	LANDSCAPE/TRAIL MAINTENANCE	BENZIE COUNTY ROAD COMMIS	SIGNS FOR BETSIE VALLEY TRAIL	1,294.19	86850
Total For Dept 000				1,294.19	
Total For Fund 230 BETSIE VALLEY TRAIL MANAGEMENT FUND				1,294.19	
Fund 247 ANIMAL CONTROL FUND					
Dept 265 BUILDING & GROUNDS					
247-265-924.00	ELECTRIC & HEATING	CONSUMERS ENERGY	ANIMAL CONTROL ELECTRIC FOR 08/10/22 TF	243.72	86792
Total For Dept 265 BUILDING & GROUNDS				243.72	
Dept 430 ANIMAL CONTROL					

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Fund 247 ANIMAL CONTROL FUND					
Dept 430 ANIMAL CONTROL					
247-430-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD COMMIS	FUELFOR ANIMAL CONTROL-JULY BILL	334.64	86850
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINARY CL	MIBCA-201 SPAY AND VACC/MIBCA-196 NEUTE	768.72	86823
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINARY CL	MIBCA-147 NEUTER AND VACC/MIBCA-161 SP	282.04	86823
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINARY CL	MIBCA-214 SPAY AND VACC/	249.18	86823
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINARY CL	MIBCA-220 NEUTER AND VACC/MIBCA-221 NEU	731.52	86823
247-430-945.20	DISPOSALS & BURIALS	GFL ENVIRONMENTAL	WASTE MANAGEMENT	20.25	86803
247-430-945.20	DISPOSALS & BURIALS	TRUSTED JOURNEY PET MEMOR	CREMATION OF ANIMALS	160.00	86834
Total For Dept 430 ANIMAL CONTROL				2,546.35	
Total For Fund 247 ANIMAL CONTROL FUND				2,790.07	
Fund 261 911 EMERGENCY SERVICE FUND					
Dept 325 DISPATCH/COMMUNICATION					
261-325-855.00	RADIO MAINTENANCE/EQUIPMENT	GRAND TRAVERSE MOBILE COM	REPLACEMENT RADIO BCSO 18-3	3,337.18	86806
261-325-855.00	RADIO MAINTENANCE/EQUIPMENT	GRAND TRAVERSE MOBILE COM	DB CAR 1 RADIO REPLACEMENT	3,168.30	86877
261-325-855.00	RADIO MAINTENANCE/EQUIPMENT	GRAND TRAVERSE MOBILE COM	DB CAR1 MOBILE RADIO REPLACMENT	3,168.30	86877
261-325-930.00	EQUIPMENT REPAIR	STANLEY STEEMER OF NORTHW	HALF OF DISPATCH / CONTROL CARPET CLEAN	165.00	86829
261-325-970.00	EQUIPMENT	BIDDLE CONSULTING GROUP I	ANNUAL SOFTWARE SUBSCRIPTION LICENSE RE	1,995.00	86777
Total For Dept 325 DISPATCH/COMMUNICATION				11,833.78	
Dept 966 TRANSFER OUT					
261-966-999.00	CONTINGENCY	VERIZON WIRELESS	ACCT #342267501-00001 FOR AUG 02-SEP 01	1,006.22	86836
261-966-999.00	CONTINGENCY	VERIZON WIRELESS	ACCT#786787479-00001 FOR AUG 02-SEP 01	94.40	86837
261-966-999.00	CONTINGENCY	VERIZON WIRELESS	ACCT# 386755522-00001 FOR AUG 02- SEP 0	41.82	86838
261-966-999.00	CONTINGENCY	AT & T MOBILITY	FIRST NET - MODEM BILLING SERVICE SEPTE	1,292.98	86847
Total For Dept 966 TRANSFER OUT				2,435.42	
Total For Fund 261 911 EMERGENCY SERVICE FUND				14,269.20	
Fund 262 DISPATCHER TRAINING FUND					
Dept 000					
262-000-961.00	TRAINING & SCHOOLS	DAYTON PFOST	MEAL ADVANCE FOR TRAINING 9/25-9/27 TRF	125.00	86795
262-000-961.00	TRAINING & SCHOOLS	DONNA KAYE STEVENS	MEAL ADVANCE FOR TRAINING TRAVEL 9-19 T	125.00	86797
262-000-961.00	TRAINING & SCHOOLS	JANET ENGLER	MEAL ADVANCE FOR TRAINING TRAVEL 9-17 T	125.00	86808
262-000-961.00	TRAINING & SCHOOLS	MICHIGAN STATE POLICE - C	REGISTRATION FEE 19-JUL 22 DUSTI ROUSH	200.00	86818
262-000-961.00	TRAINING & SCHOOLS	DONNA KAYE STEVENS	DONNA STEVEN TRAVEL EXPENSES - TRAINING	360.76	86871
Total For Dept 000				935.76	
Total For Fund 262 DISPATCHER TRAINING FUND				935.76	
Fund 276 COMMISSION ON AGING MILLAGE FUND					
Dept 000					
276-000-800.00	CONTRACTED SERVICES	BENZIE SENIOR RESOURCES	MNTHLY PYMT FOR CONTRACTED SERVICES	96,453.33	86776
Total For Dept 000				96,453.33	
Total For Fund 276 COMMISSION ON AGING MILLAGE FUND				96,453.33	
Fund 285 POINT BETSIE LIGHTHOUSE FUND					
Dept 808 5.1 M STATE GRANT					
285-808-800.00	CONTRACTED SERVICES - ENGINEERIN	BARR ENGINEERING CO.	POINT BETSIE SHORELINE PROTECTION SYSTE	47,272.10	86849
Total For Dept 808 5.1 M STATE GRANT				47,272.10	
Total For Fund 285 POINT BETSIE LIGHTHOUSE FUND				47,272.10	

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Fund 292 CHILD CARE FUND					
Dept 000					
292-000-840.00	CONTRACTED SVCS - VOL COORDINATO	KATHERINE HOUSTON	VOLUNTEER COORDINATION FOR THE MONTH OF	2,250.00	86810
292-000-840.70	INSTITUTIONAL ROOM & BOARD	48TH CIRCUIT COURT FAMILY	YOUTH HOME-GRACE FROM 08/25/22-08/31/20	1,155.00	86769
292-000-840.95	IN HOME CARE MISC.	OTTAWA COUNTY	DENTENITON BED RENTA FROM 08/17/22-08/31	3,750.00	86821
292-000-840.95	IN HOME CARE MISC.	ROBINSON, KELLIE	JUV PROBAITON FOR AUGUST 2022	76.16	86825
292-000-850.00	TELEPHONE	ROBINSON, KELLIE	JUV PROBAITON FOR AUGUST 2022	50.00	86825
292-000-860.00	TRAVEL/GAS CARDS	ROBINSON, KELLIE	JUV PROBAITON FOR AUGUST 2022	255.58	86825
292-000-862.01	INCENTIVES	ROBINSON, KELLIE	JUV PROBAITON FOR AUGUST 2022	141.06	86825
292-000-862.03	SUBSTANCE ABUSE COUNSELING	CATHOLIC HUMAN SERVICES, I	INDIVIDUAL SESSIONS ON 08/11/22 & 08/16	192.00	86782
Total For Dept 000				7,869.80	
Total For Fund 292 CHILD CARE FUND				7,869.80	
Fund 293 VETERAN'S RELIEF FUND					
Dept 000					
293-000-721.00	PER DIEM	BURCH, TYSON	VA PER DIEM	40.00	86780
293-000-721.00	PER DIEM	FENDER, GARY	VA PER DIEM	40.00	86801
293-000-721.00	PER DIEM	GIDDIS, KIRT	VA PER DIEM	40.00	86805
293-000-721.00	PER DIEM	KOWALSKI, ED	VA PER DIEM	40.00	86813
293-000-721.00	PER DIEM	ROELOFS, ROBERT	VA PER DIEM	40.00	86826
293-000-721.00	PER DIEM	SCHAFFER, DONALD E.	VA PER DIEM	40.00	86827
293-000-839.00	VETERANS BURIALS & MARKERS	IRENE SAXTON	VETERANS BURIAL BENEFIT-STANLEY DWIGHT	300.00	86878
293-000-839.10	VETERANS FINANCIAL AID	FED EX	VA FINANCIAL AID OVERNIGHT FEDEX	60.71	86800
293-000-839.10	VETERANS FINANCIAL AID	MARCUS STOLL CONTRACTING	VA ASSISTANCE FOR ROOF	6,100.00	86882
293-000-839.10	VETERANS FINANCIAL AID	THIRLBY AUTO	VA FINANCIAL AID	507.95	86906
293-000-839.10	VETERANS FINANCIAL AID	TRI-GAS DISTRIBUTING CO.	VA AID FOR GREG LONG	609.34	86910
293-000-839.10	VETERANS FINANCIAL AID	TRI-GAS DISTRIBUTING CO.	VA AID FOR GREG LONG	1,131.22	86910
293-000-860.00	TRAVEL	BURCH, TYSON	VA MILEAGE	21.13	86780
293-000-860.00	TRAVEL	FENDER, GARY	VA MILEAGE	3.75	86801
293-000-860.00	TRAVEL	GIDDIS, KIRT	VA MILEAGE	19.88	86805
293-000-860.00	TRAVEL	KOWALSKI, ED	VA MILEAGE	3.75	86813
293-000-860.00	TRAVEL	ROELOFS, ROBERT	VA MILEAGE	26.25	86826
293-000-860.00	TRAVEL	SCHAFFER, DONALD E.	VA MILEAGE	2.75	86827
293-000-900.00	PRINTING & PUBLISHING	MCDONALD GARBER BROADCASTI	VA ADVERTISING	1,363.63	86883
293-000-900.00	PRINTING & PUBLISHING	MIDWESTERN BROADCASTING CC	VA ADVERTISING	1,260.00	86887
Total For Dept 000				11,650.36	
Total For Fund 293 VETERAN'S RELIEF FUND				11,650.36	
Fund 401 CAPITAL IMPROVEMENT FUND					
Dept 000					
401-000-967.00	PROJECT EXPENSES	MIDMARK	75% FOR REST OF CAT CONDOS	16,216.32	86819
401-000-967.00	PROJECT EXPENSES	WATSON BENZIE LLC	NEW VEHICILE FOR SHERIFF DEPARTMENT	40,390.00	86839
Total For Dept 000				56,606.32	
Total For Fund 401 CAPITAL IMPROVEMENT FUND				56,606.32	
Fund 425 EQUIPMENT REPLACEMENT FUND					
Dept 426 EMERGENCY MANAGEMENT					
425-426-967.02	PROJECT EXPENSES - CERT	NAPA AUTO SUPPLY, INC.	REPLACEMENT BATTERY FOR CERT TRAILER	120.09	86820
425-426-967.04	CERT TRAINING CAMP GRAYLING	SHEILA BROWN	REIMBURSE FOR CERT TRAINING - GRANT FUN	165.30	86899
Total For Dept 426 EMERGENCY MANAGEMENT				285.39	
Total For Fund 425 EQUIPMENT REPLACEMENT FUND				285.39	

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Fund 516 DELINQUENT TAX REVOLVING FUND					
Dept 000					
516-000-694.00	CASH OVER/SHORT	B&R MOBILE HOMES INC	OVERPAID ON DLQ TAXES 10-105-011-00	128.08	86774
516-000-694.00	CASH OVER/SHORT	WELDON TOWNSHIP TREASURER	SUMMER TAXES 12-101-059-00	1,524.70	86840
516-000-694.00	CASH OVER/SHORT	PLATTE RIVER LAND HOLDINGS	OVERPAID ON 2021 DLQ TXS 07-014-012-03	754.05	86898
Total For Dept 000				2,406.83	
Total For Fund 516 DELINQUENT TAX REVOLVING FUND				2,406.83	
Fund 532 TAX FORECLOSURE FUND					
Dept 253 COUNTY TREASURER					
532-253-801.00	CONTRACTED SERVICES	TITLE CHECK LLC	2020 TAX FORFEITURE CYCLE	625.33	86908
532-253-900.00	PRINTING & PUBLISHING	PIONEER GROUP	SUMMER TAX DEFERRAL NOTICE	297.54	86897
Total For Dept 253 COUNTY TREASURER				922.87	
Total For Fund 532 TAX FORECLOSURE FUND				922.87	
Fund 535 CDBG HOUSING GRANT FUND					
Dept 000					
535-000-800.00	CONTRACTED SERVICES	NORTHWEST MICHIGAN COMMUNI	JOB #20-07 RICHARDS REIMBURSE EXPENSES	2,342.50	86890
535-000-800.00	CONTRACTED SERVICES	NORTHWEST MICHIGAN COMMUNI	20-06-FORRESTER, 20-07-RICHARDS, 20-05-	15,218.86	86891
535-000-800.00	CONTRACTED SERVICES	NORTHWEST MICHIGAN COMMUNI	20-07-RICHARDS REIMBURSSE EXPENSES	3,043.64	86892
535-000-815.40	ADMINISTRATION FESS (NMHSA)	NORTHWEST MICHIGAN COMMUNI	JOB #20-07 RICHARDS REIMBURSE EXPENSES	421.65	86890
535-000-815.40	ADMINISTRATION FESS (NMHSA)	NORTHWEST MICHIGAN COMMUNI	20-06-FORRESTER, 20-07-RICHARDS, 20-05-	2,739.39	86891
535-000-815.40	ADMINISTRATION FESS (NMHSA)	NORTHWEST MICHIGAN COMMUNI	20-07-RICHARDS REIMBURSSE EXPENSES	547.86	86892
Total For Dept 000				24,313.90	
Total For Fund 535 CDBG HOUSING GRANT FUND				24,313.90	
Fund 701 GENERAL AGENCY FUND					
Dept 136 DISTRICT COURT					
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED/COSTS	3,329.00	86843
701-136-265.00	CASH BONDS PAYABLE	DALZELL, NOVIA AUDRIONNA	BOND RETURN	276.00	86867
701-136-265.00	CASH BONDS PAYABLE	KLINE-SCHAFFER, SOLOMAN A	BOND RETURN	220.00	86880
701-136-265.00	CASH BONDS PAYABLE	MEADE, NICOLE MARIE	BOND RETURN	50.00	86885
701-136-265.00	CASH BONDS PAYABLE	OETMAN, KATHERINE ANN	BOND RETURN	425.00	86894
701-136-271.00	RESTITUTIONS PAYABLE	AUTO-OWNERS INSURANCE	REST PYMT BY STEEN PELL #9-732-18	37.50	86848
701-136-271.00	RESTITUTIONS PAYABLE	STATE FARM INSURANCE	RESTITUTION PYMT FROM WILLIAM FORTINE	40.00	86902
701-136-271.00	RESTITUTIONS PAYABLE	STOLTMAN, THOMAS	RESTITUTION PYMT BY STEVEN PELL	37.50	86903
Total For Dept 136 DISTRICT COURT				4,415.00	
Dept 215 COUNTY CLERK					
701-215-228.05	DUE STATE - NOTARY FEES	MICHIGAN DEPARTMENT OF ST	NOTARY FEE TRANSMITTAL	6.00	86817
701-215-228.37	DUE STATE - CRIME VICTIM RIGHTS	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	241.52	86830
701-215-228.42	DUE STATE - STATE COURT - MOTION	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	200.00	86830
701-215-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	175.00	86830
701-215-228.58	DUE STATE - CIVIL FILING FEES	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	833.00	86830
701-215-228.59	DUE STATE - JUSTICE SYSTEM FUND	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	89.36	86830
701-215-271.00	RESTITUTIONS PAYABLE	ALAN GRAY	RESTITUTION FROM BRANDON PIPER	25.00	86771
701-215-271.00	RESTITUTIONS PAYABLE	ALAN GRAY	RESTITUTION FROM BRADON PIPER	25.00	86772
701-215-271.00	RESTITUTIONS PAYABLE	CHRISTINA GUNDERSON	RESTITUTION FROM LUCAS BRIGHT	10.00	86786
701-215-271.00	RESTITUTIONS PAYABLE	ALAN GRAY	RESTITUTION FROM BRANDON PIPER 17-2534-	25.00	86844
701-215-271.00	RESTITUTIONS PAYABLE	CHRISTINA GUNDERSON	RESTITUTION FROM LUCAS BRIGHT 2011-2233-	25.42	86860
701-215-271.10	FAMILY DIVISION RESTITUTIONS	LEE BLAHNIK	RESTITUTION REPLACEMENT FOR CK#86147	200.00	86816
Total For Dept 215 COUNTY CLERK				1,855.30	

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User: RLynn
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 09/09/2022 - 09/22/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 8/9

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 701 GENERAL AGENCY FUND					
Dept 253 COUNTY TREASURER					
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	JOHN AND KELLYE JELEMENSKI	PRE REFUND 2019,20,21 701-253-274-19	861.69	86809
701-253-275.00	TAX OVERPAYMENTS/REFUNDS	ELIZABETH OLIVER	OVERPAID ON DOG LICENSE	25.00	86798
Total For Dept 253 COUNTY TREASURER				886.69	
Dept 267 PROSECUTING ATTORNEY					
701-267-268.00	CANINE ADVOCATE FUND	CODY KASTL	CVR-P GRANT - Q4 K9 ADVOCATE SUPPLIES	69.95	86863
Total For Dept 267 PROSECUTING ATTORNEY				69.95	
Total For Fund 701 GENERAL AGENCY FUND				7,226.94	
Fund 704 PAYROLL CLEARING FUND					
Dept 000					
704-000-231.11	INSURANCE CO-PAY	BLUE CARE NETWORK	COVERAGE FROM 10/01/22 TO 10/31/22 GROU	71,288.88	86853
Total For Dept 000				71,288.88	
Total For Fund 704 PAYROLL CLEARING FUND				71,288.88	

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BOTH OPEN AND PAID

Page: 9/9

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

Fund 101	GENERAL FUND	38,310.56
Fund 205	TNT OFFICER MII	1,528.00
Fund 209	SCHOOL RESOURCE	209.95
Fund 213	JAIL OPERATIONS	13,052.08
Fund 214	EMERGENCY MEDIC	14,842.80
Fund 228	SOLID WASTE/REC	18,422.60
Fund 230	BETSIE VALLEY	1,294.19
Fund 247	ANIMAL CONTROL	2,790.07
Fund 261	911 EMERGENCY S	14,269.20
Fund 262	DISPATCHER TRA	935.76
Fund 276	COMMISSION ON	96,453.33
Fund 285	POINT BETSIE L	47,272.10
Fund 292	CHILD CARE FUNI	7,869.80
Fund 293	VETERAN'S RELIE	11,650.36
Fund 401	CAPITAL IMPROVE	56,606.32
Fund 425	EQUIPMENT REPL	285.39
Fund 516	DELINQUENT TAX	2,406.83
Fund 532	TAX FORECLOSURE	922.87
Fund 535	CDBG HOUSING G	24,313.90
Fund 701	GENERAL AGENCY	7,226.94
Fund 704	PAYROLL CLEARIN	71,288.88

Total For All Funds:	431,951.93
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Elected Officials And Department Heads

9-1-1
Police
Fire / EMS

Benzie County Central Dispatch

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



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

Re: Recap of August 2022

BCCD has two full time openings for Emergency Communications Specialists. The Director position application will be open until September 30. The 911 advisory board will then proceed with the interview process with plans to provide a recommendation to the BOC by October 25.

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

The contract with Environmental Architect for the drawings of the dispatch lower level has been generated from the Benzie County Legal Advisor and has been sent to Environmental Architect. Planning meetings are anticipated for October.

Motorola – the contractor for the State of Michigan and all 800Mhz radio towers, has determined the most reasonable location for an emergency communications tower in Frankfort. This tower is still a very important component to quality emergency communications infrastructure and services for not only the Frankfort, Elberta, Crystal Lake area but all townships who may need services dispatched. The current radio services does not work to the safety and capacity level needed for the increasing population of our community members and guests. I will continue to promote the valued use of community funds to be directed toward emergency communications.

The 911 Advisory Board anticipates a special meeting in October to review the director candidates and provide a recommendation to the Benzie County Administrator and Board of Commissioners. The November 10, 2022 meeting is cancelled.

Sincerely – Rebecca Hubers

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22
9-1-1 Calls	531	581	438	434	558	773	919	780
Admin Inbound calls	1139	1142	1179	1121	1276	1592	1782	1778
Transferred 9-1-1 to another PSAP	25	25	28	29	29	35	36	45
Transfers within building	118	92	81	86	84	129	130	122
Call for Service Nature types:								
Abandoned 9-1-1	92	63	47	31	56	99	167	125
Abandoned Vehicle	2	2	13	9	2	4	6	1
Accidental Dial	35	31	26	41	50	29	49	40
Aircraft Down								
Alarm - Commercial	8	13	20	8	12	21	6	11
Alarm - Medical	11	6	16	8	10	12	12	24
Alarm - Residential	13	7	9	15	22	14	6	7
Ambulance Request	162	162	164	119	158	182	193	189
Ambulance Transfer	37	29	29	33	30	45	46	54
Animal Control Complaint	13	7	15	16	14	18	32	18
Assault	2	1	4	10	5	9	9	6
Assist Other Dept / County	2	11	6	3	7	7	15	12
Be on the Lookout		1	1			2	1	
Boater in Distress						2	6	4
Boating Complaint			1		1	7	5	5
Breaking and Entering	3	3	3	2	1	6	4	4
Breaking and Entering - In progress	1	2	1			3	2	2
Breaking and Entering - Vehicle	3			1	2	4	2	2
Bullying			1					
Bus Lights Disregarded	1					2		
Car vs Bear - Property Damage Accident						2	2	1
Car vs Deer - Property Damage Accident	24	15	22	16	14	34	19	19
Careless Use								
Child Neglect			1			1	2	
Child Abuse					1	1		1
Citizen Assist	9	18	10	12	8	14	22	5
Civil - Assist	3	2			1	1		
Civil - Dispute	2	2		3	1			3
Civil - Standby		2	1	5		1	8	5
Computer Crime				2				1
Conservation Law Violations	1	1		2	2	6	8	4
Counterfeit Money / ID					1			
Criminal Sexual Conduct (CSC)	1	1			2	1	2	1
Custody Dispute	2	2	2	1	2	2		3
Deer Permit Issued	2			1				
Disorderly Subject		1			3	4	5	
Domestic Violence	4	2	6	8	6	6	10	7
Drowning								
Drug Activity	2	2	1	3	1	3	6	1
Embezzlement							1	
Family Trouble	11	17	7	7	6	2	7	9
Fight in Progress	1		1	2	1		2	
Fire - Alarm	1	3	8	4	4	5	12	9
Fire - Brush		1		4	7	3	3	
Fire - Chimney	1			1	1			
Fire - Grass		1		1	2		4	1
Fire - Other	5	4	7	6	8	9	8	6
Fire - Structure	1	1	1	2	3	4	2	3
Fire - Vehicle	2				1	2		2
Fireworks Complaint						1	10	1
Found Property	2	1	1	1	7	13	31	16
Fraud	4	4	6	6	9	7	3	8

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22
Gas Drive Off			3	3	2	2	3	1
Gas Leak (Natural Gas)	4	2	2	6	3	5	1	3
Harassment		2	5	5	3	6	11	5
Harassing Telephone Calls / Text	1	2		2	2	1	1	2
Hazardous Material Spill / Leak								
Identity Theft	1	1	1				1	
Illegal Burn				2		3	4	1
Illegal Dumping		1	1		2	1	1	1
Incorrigible Youth	3	1		1	2	5	1	3
Injured Animal	6	1	6	3	4	7	8	2
Intoxicated Driver - Suspected			1		3	7	2	2
Intoxicated Subject	2	2	1	3	1	1	4	
Landlord / Tenant Dispute			3		1		2	
Larceny	4	4	5	9	18	16	14	15
Leaving the scene of accident	1	2					2	4
Livestock in the roadway			1		2			
School Lock down (including drills)	1							
Lost Property / Animal	1				2	3	9	2
Loud Party					1			
Malicious Destruction of Property	2	5	4	6	4	6	9	9
Minor in possession of tobacco					1			
Minor in posession of alcohol					2		1	
Misdialed 9-1-1	12	6	14	6	5	10	11	7
Missing Person	1	4	4		6	9	8	8
Motorist Assist	10	7	5	10	11	4	13	8
Neighbor Dispute	1	1	1	5	7	1	9	5
Noise Complaint		1	1		2	8	4	5
Off Road Vehicle Complaint	1		1	1	1	1		
Open Door	2	2			1			1
Open Intoxicant in a Motor Vehicle								
Other / Misc	23	15	22	18	35	48	41	47
Parking Complaint	1	2			2		14	5
Patient Transfer - EMS								
Peeping Tom								
Person in the Water								
Personal Injury Accident	2	3	2	2	3	6	4	9
Personal Protection Order - Entry	4		2	4	2	2	4	6
Personal Protection Order - Violation			1	5	1	2	2	3
Power Line - Down, Fire, Arcing	3	1	6	6	11	5	4	7
Private Property Accident	7	4	8	2	4	3	6	8
Probation Violation						1	1	
Property Check			1			1		
Property Damage Accident	31	14	17	13	13	23	23	20
Property Dispute	1	1	2		1	1	1	1
Prowler								
Reckless Driver	16	12	15	18	24	34	42	25
Road Hazard	10	16	10	11	4	6	9	8
Robbery - Armed								
Robbery - Unarmed								
Roll Over - Personal Injury Accident	1	5			2	1		1
Roll Over - Property Damage Accident	2	1				2		1
Runaway	4	1	1	3	1	1	4	4
Sex Offender Violations						1		
Shoplifting		1	1	1	2	1		1
Shots fired complaint	1					3	6	
Stalking	2			1		2		
Suicidal Subject	4	7	6	5	1	1	3	5
Suspicious Mail / Package	1		2		1	1	1	

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22
Suspicious Person	3	6	8	12	17	20	13	11
Suspicious Telephone Call / Text								
Suspicious Situation	18	16	14	26	36	47	58	40
Suspicious Vehicle	4	5	9	4	5	6	8	9
Test Call	8	5	5	7	8	8	4	7
Threats	9	2	4	7	8	7	9	9
Traffic Stop	127	139	176	222	305	291	596	357
Tree Down in Road		5	3	12	13	20	11	17
Trespassing	1	3	9	8	7	8	7	9
Truancy		1					1	
Unauthorized Driving Away Automobile		1	2	2			2	7
Uninitiated 9-1-1 call		1			1			
Unknown Accident	10	2	2	2	3	3	1	2
Unwanted Person	2	6	6	4	5	5	8	10
Unwanted Telephone Calls / Texts								
Vandalism		1	1			1		2
Vehicle in Ditch	24	19	8	1		2	1	
Verbal Dispute	2		2	1		5	1	4
VIN Inspection		5	2	8	4	2	8	5
Warrant Attempt	1	1		2	1		2	6
Warrant Arrest		1						
Warrant Entry	7	12	14	11	17	13	27	5
Warrant TIP	1		1	1			1	1
Water Rescue	1						1	1
Welfare Check	14	23	14	15	24	16	28	18
TOTAL	861	799	865	904	1108	1283	1799	1398
Smart911								
	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22
Total number of profiles as of =	846	849	850	850	857	857	861	865
9-1-1 calls to Dispatch with profile	8	4	4	7	2	6	6	9
Chat by text	12	12	2	5	9	21	22	5
Chat with response	5	2	1	1	4	7	9	3
Tickets with SOS Location	350	284	248	281	333	421	579	446



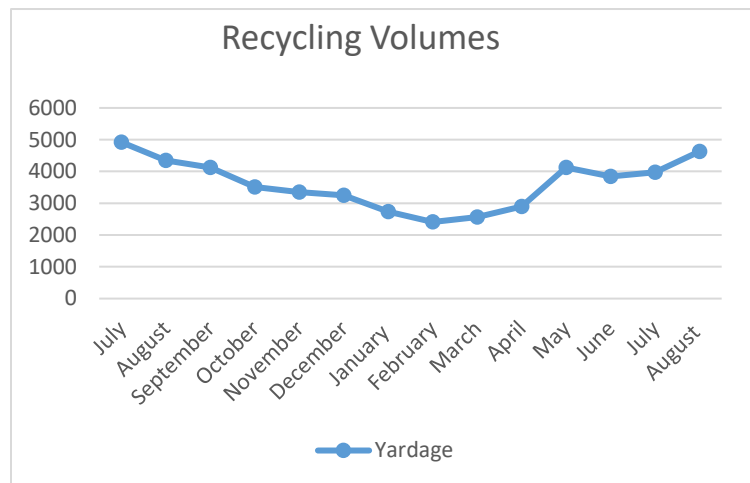
Memo To: Board of Commissioners
From: Jesse Zylstra, Solid Waste and Recycling Coordinator
Date: September 21st, 2022
Subject: Recycling Coordinator's Activities

- **Recent Recycling Numbers:**

July: Tonnage: 119.10 tons
Yardage: 3970 yards

August: Tonnage: 127.20 tons
Yardage: 4,625 yards

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



- **HHW/Electronics/Scrap Tire Collections –**

June 18th Frankfort:

HHW: 14,769 lbs

Electronics: 10,191 lbs

Mattresses: 18 units

Tires: 678 PTE (Passenger Tire Equivalent)

2022 TOTALS:

HHW: 31,456 lbs

Electronics: 18,821 lbs

Mattresses: 38 Units

Tires: 2,430 PTE

July 16th (Tire Only) Thompsonville:

Tires: 1,033 PTE

August 27th Road Commission:

HHW: 16,687 lbs

Electronics: 8,630 lbs

Mattresses: 20 units

Tires: 719 PTE



Memo To: Board of Commissioners
From: Jesse Zylstra, Solid Waste and Recycling Coordinator
Date: September 21st, 2022
Subject: Recycling Coordinator's Activities

- **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. RFP has been reviewed at MMAC Meeting July 20th with a proposal selected by Networks Northwest Friday July 22nd. Resource Recovery Systems (RRS) was selected to conduct this feasibility study.

"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."

- **Betsie Bay Cleanup**

On August 17th Benzie County Recycling collaborated with the Benzie Conservation District and CSB Industries/Northern Disposal to remove tires reported to be dumped near the Betsie Valley Trail in Elberta. CSB Industries generously donated time, labor, and resources in addition to transportation and storage. The Benzie Conservation District also generously provided boats, labor and their mobile boat washing trailer to remove and clean an estimated **100 PTE** from the water during this effort. I was able to incorporate these tires into the Scrap Tire Cleanup Grant.

- **Ongoing Activities:**

Scrap Tire Grant – **2022 Grant Reimbursement requested in the amount of \$5,000.50.**
Cardboard Trailers – Monitoring and Scheduling as needed. Under school care.
County-wide Battery Bucket pickups and sorting. **(7,030 lbs)**

Jesse Zylstra Solid Waste and Recycling Coordinator

**BENZIE SENIOR RESOURCES
BOARD OF DIRECTORS MEETING
SEPTEMBER 21, 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 September 21, 2022 Agenda

Approval of Minutes from the previous meeting – August 17, 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. Leadership Committee Report
- B. Fund Development Report
- C. Governance Committee Report
- D. Program/Personnel Committee Report
- E. Directors Report
- F. Program/Services Report – August 2022
- G. Board of Commissioners Update

Action Items

- 1. Finance Committee Report on the August 2022 Financials with Board Approval of the August 2022 Financials
- 2. Approval of the Fiscal Year 2023 Budget

New Business

- 1. Explanation of the Annual Board of Directors Meeting on October 19, 2022
- 2. Board Compilation Worksheet

Old Business

- 1.

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 – October 19, 2022 @ 4:30 pm

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

Benzie Senior Resources
Board of Directors Meeting
August 17th, 2022 Meeting Minutes
The Gathering Place Senior Center and Conference Call-in

Call to Order: Nancy Mullen Call called the meeting to order at 4:36pm

Pledge of Allegiance: Said by all present

Roll Call:

In Person: Nancy Mullen Call, Victor Dinsmoore, Doug Durand, Tim Markey, Pam Howe-Perry, Linda Ringleka, Deb Rogers, Ingrid Turner, and Paul Turner

Via Conference Call: Leo Hughes; Rosemary Russell

Also, In-Person: Dawn Bousamra and Sabra Boyle

Approval of the August 17, 2022 Agenda – A motion to approve the agenda as written was made by Ingrid Turner and seconded by Pam Howe-Perry. All in-person board members said Aye. Motion approved.

Approval of Minutes from the previous meeting – July 20, 2022 – Motion by Deb Rogers to accept the minutes as presented and motion was seconded by Linda Ringleka. All in-person board members said Aye. Motion approved.

Public Input: No public at the meeting.

Information Items

- A. **Leadership Committee Report** – Nancy Mullen Call summarized the content of the Leadership Committee meeting on August 10th, 2022 which included: Discussion on what the focus of the program and personnel committee should be and Doug Durand requested the initial focus be on updating the employee handbook; Paul Turner asked if the services listed on the BSR website could be updated to insure they reflect the current offerings; the committee discussed the need for the addition of a private portal on the website for Board members, employees, and volunteers. After Nancy's report out, Dawn Bousamra updated us on the portal development based on her discussion with our webpage administrator. She will send an email to all board members on how to set up their id and password to access the new site. Doug Durand asked Dawn Bousamra to ask if the site can automatically provide Board members with a notification of new items. Dawn to investigate and advise.
- B. **Fund Development Report** – Ingrid Turner advised the WAT has raised \$16,205 so far and Charlotte Putney has an additional \$2000 that is pending receipt. Doug Durand estimates that the final amount raised will be approximately \$20k vs a budget of \$25k, but that overall, it was a very good event. The Committee plans to focus on how to continue to improve the WAT to help us meet our fundraising goal. They also discussed the "Year End Appeal" letter and plan to highlight clients through the eyes of our volunteers. Dawn Bousamra also provided handout recapping all the recent BSR marketing activity/publicity.
- C. **Governance Committee Report** – Leo Hughes summarized the July 25th Governance Committee meeting that included discussion on new board member orientation, how we can enhance the orientation experience, and what additional training board members may want/need; an update on board member recruitment efforts and that Doug Durand will provide his requested prioritization of experience/skill gaps to focus on during recruitment; a discussion on the need to expand committee membership especially for the Fund Development Committee; and a brief discussion on establishing a Facility Needs Assessment Taskforce.
- D. **Program/Personnel Committee Report** – Paul Turner asked Doug Durand to highlight the plan to update the employee handbook. Doug Durand has provided a copy of the current Employee Handbook to the Program/Personnel committee members as well as some tentative dates/times and locations for an offsite meeting.

- E. **Directors Report – July 2022/August 2022** – Doug Durand highlighted the following: 175 fresh foods coupon books have been distributed which represents approximately \$4400 worth of fresh food; the Grand Traverse Band of Ottawa and Chippewa Indians awarded BSR \$5000 to help support the fresh produce bag program; TGP will be closed on Sept 15th to allow for work on insulating all the heating/ac duct work in the building; the number of fresh product bags and meals made/served by BSR has set a new record; more indication of thing getting back to normal with day and overnight trips restarting (Casino-Day trips have begun and an overnight trip to Pennsylvania is scheduled).
- F. **Program/Services Report – July 2022** – Doug Durand covered during his directors report (see above).
- G. **Board of Commissioners Update** – Tim Markey, County Commissioner advised that the County has an online survey regarding how they should spend the ARPA dollars to let the county residents vote. Current feedback suggests the Affordable Housing is the #1 request with childcare #2 and the expansion of broadband internet #3. The County is currently working on developing their annual budget. Tim noted the all millage proposals that were on the ballot passed in this last election. He reminded everyone that the Ironman 2022 will be held on September 11th and all emergency services are preparing to support the event as well as normal county needs. The Animal Control enforcement definitions/ordinance is being reviewed to ensure the county is prepared for emergency response requirements and that residents are as safe as possible. Tim Markey also advised that area EMS is working on EMT class to be offered this fall for free to all emergency responders and said this training normally cost approximately \$2000 per person. They are also planning an extrication training session in the future and currently evaluating/researching the potential for Electrical Vehicle Training for local firefighters. Tim then had a general discussion with the Board on ARPA funds use and Broadband expansion. He further advised that the EDC recommendation was to create a coop with Cherry Capital communications to expand (mentioning the RDOF reverse auction map look up is available online). EDC also recommended a Project manager be hired/contracted to coordinate.

Action Items

- 1. **Finance Committee Report on the July 2022 Financials with Board Approval of the July 2022 Financials** – Deb Rogers outlined the financial position as discussed during the Finance Committee meeting prior to the Board meeting and recommends the Board approve the financials. A motion was made by Ingrid Turner and seconded by Paul Turner. Roll Call: Victor Dinsmoore – Yes; Pam Howe-Perry – Yes; Linda Ringleka – Yes; Deb Rogers – Yes; Ingrid Turner – Yes; Paul Turner – Yes; and Nancy Mullen Call – Yes. Motion approved.
- 2. **Approval of the Client Sliding Scale Cost Share Fee Schedule for Fiscal Year 2023** – Doug Durand outlined the programs impacted by the sliding scale highlighting that labor and fuel cost increases have had the most impact. Doug prepared and presented a draft proposal after researching what other COAs are doing and all are increasing their sliding scales. A motion was made by Victor Dinsmoore which was seconded by Deb Rogers. Roll Call: Victor Dinsmoore – Yes; Pam Howe-Perry – Yes; Linda Ringleka – Yes; Deb Rogers – Yes; Ingrid Turner – Yes; Paul Turner – Yes; and Nancy Mullen Call – Yes. Motion approved.

New Business

- 1. **Draft of the Fiscal Year 2023 Budget for Review** – Doug Durand outlined the process for review of the 2023 proposed budget. The Finance Committee has reviewed the draft budget proposal and the only concern expressed was the need for additional grant funding. Doug provided a high-level summary of the various sources of funding that they are planning to pursue. Doug Durand also advised that the funding from Area Agency on Ageing will be increasing because of Federal Budget increases. Doug will provide a copy of the proposed budget to all board members to allow them to review it for 30 days prior to requesting approval at the September Board Meeting. Doug did ask Board Member to ask questions/provide any feedback prior to the September Board Meeting so that he can answer them in advance of the Board Meeting.

Old Business

- 1. None

Board Round Table Discussion/Evaluation of Meeting – None

Adjournment: There being no further business to discuss all agreed to adjourn. Meeting adjourned at 5:59 pm.

Respectfully submitted:

Leo Hughes

Secretary, Benzie Senior Resources Board.

NEXT MEETING: Wednesday, September 21, 2022 at 4:30 p.m.

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

**Benzie Senior Resources
Executive Directors Report
August 2022 – September 2022**

Items of Information

- I am continuing to put the final touches on the FY'2023 budget as additional information comes available at both the State and Federal level. Our new fiscal year will begin on October 1, 2022.
- Work as begun with the Personnel Committee to review the Employee's Handbook and policies for revisions.
- Changes have been made to the Sliding Scale Fee Schedule due to increase costs associated with providing services for Home Healthcare, Homemaking, Lawn and Snow Removal. It has been over 3 years since adjustments have been made to the fee structure.
- Early work as begun on the Holiday Christmas Bag Program for the upcoming holiday season and what items to be gathered for the bags. More details to come.
- Dave and I recently attended the Wellness/Nutrition Summit put on by MDHHS. It's been 2 years since the last Nutrition Summit. The focus for this event was on what we learned as nutrition providers with dealing with COVID and the shut down at our senior centers. How we responded and best practices that work for everyone. Then the event turned towards food insecurity for seniors on both the state and national level with statistics that they gathered from senior food providers. We also had a discussion on some potential policy adjustments in the senior nutrition program from the Administration for Community Living. Additional focus was on how nutrition can have a bigger impact on chronic diseases. Increasing Nutrition Education through the senior centers, newsletters, etc. Overall, it was a good start to move forward in addressing issues/concerns that have come up since the pandemic.
- September is National Senior Center Month, and our focus has been on the positive benefits of vibrant senior center for the community. Many businesses have given gift cards, gift baskets and an assortment of items for weekly drawings at TGP. The Kitchen has prepared special meals and treats will be provided throughout the month. The Senior Center Staff has gone above and beyond for this monthlong celebration!

Staffing Updates

- Still recruiting for 2 Homemaker Contractors in order to eliminate the current waiting list.
- We are aggressively recruiting for Home Healthcare Aides to fill open positions that would help eliminate the waiting list for services.

Volunteer Report

- We had no new Home Delivered Meals Volunteers that started during August 2022.

Legislative News

Federal – Nothing too much to report on. Still seeing if there will be a passage of a FY'2023 Budget or will they extend the current FY'2022 budget through Continuing Resolution passage like they have done for the past decade.

Program Report for August 2022

Nutritional Programs

Fresh Produce Bags

In August 2022 we distributed over 1,600 lbs. of produce in 100 bags that consists of 30+ vegetables, fruits and dairy products.

Home Delivered Meals

A total of 6,786 meals were provided to 209 clients in August 2022. **This is our 2nd highest number of delivered meals for this current fiscal year.**

For the month of August 2022, 22 clients sign up for HDM and 19 clients were discharged from HDM.

Congregate Meals

In August 2022, we provided 1,640 congregate and takeout meals. **This is our second highest total of congregate meals for this current fiscal year and an increase of 6.7% over August 2021.**

Year to date we have served/delivered 83,220 meals. Overall, we are up by 4,178 additional meals as compared to the same period a year ago.

Senior Project Fresh Coupons – We have officially distributed all of our assigned coupons, saving our seniors \$4,375 in home grown fresh produce!

Other Programs

Homemaker Program – In August 2022, we provided 379 service hours to 92 clients. Currently we have a waiting list of 36 clients.

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

Benzie Bus Senior Rides – In August 2022, we paid for 1,533 senior rides in Benzie County. Paid for 241 for regular out of county medical appointments and 25 rides for the Healthrides for non-emergency appointments out of county. **This total amount of 1,799 rides is the most we have ever provided!** Sixteen new clients signed up in August.

Lawn Chore – So far this season, we have 125 clients being provided this service. A total of 847 mows have been reimbursed to the contractors. A total of 1,349 vouchers purchased.

Information & Assistance - The agency handled 953 calls in August 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 client in Benzie County in August 2022. The staff of the SCP did a presentation at TGP in August to try to recruit additional volunteers in Benzie County. They reported that the turnout was good and hopefully they can recruit a couple of volunteers for the Senior Companion Program.

Senior Oral Healthcare Program We provided financial assistance to one client during the month of August 2022. We currently have thirteen outstanding vouchers that clients requested and have not used yet.

Medicare/MMAP's – Our certified MMAP's counselor assisted twelve clients in August with their Medicare/Medicaid services at no cost to them.

Foot Care – Nine clients received in-home foot care and forty-one clients attended the foot care clinic at the administration office in August 2022.

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

Emergency Senior Essential Needs Fund – BSR assisted four clients in August 2022. Financial support provided for utility bill, gas card, roof repair, humidifier filters and compression socks.

The Gathering Place Senior Center – The Gathering Place Senior Center offered 16 core activities that 561-cumulative number of individuals participated in August 2022.

Home Services for August 2022 – In August 2022, we had our highest total of hours provided for in-home clients for this current fiscal year. The wait list does continues and we are actively recruiting additional staff.

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	22	64	0	86
June 2022	25	66	0	91
July 2022	26	71	1	98
August 2022	25	54	2	81
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	414.75	541.25	0	65	1021
June 2022	399.75	545.75	0	63	1006.75
July 2022	397.50	425	7.75	46	876.25
August 2022	481.5	489	11	71	1052.5
September 2022					
TOTALS	3834	4720	69	562	9175

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	65	61	370	26	8	3	533
June 2022	63	52	391	31	7	11	555
July 2022	46	51	324	31	8	2	462
August 2022	71	57	403	37	14	9	591
September 2022							
Totals	633	625	3716	378	87	110	5516

BENZIE SENIOR RESOURCES
Statement of Financial Position
As of August 31, 2022

	Aug 31, 22
ASSETS	
Current Assets	
Checking/Savings	
001 · STATE SAVINGS BANK CHECKING	182,319.31
003 · STATE SAVINGS BANK HRA	1,906.12
011 · AMERICAN DEPOSIT MANAGEMENT	56,827.24
011.3 · BOARD DESIGNATED OP RESERV FUND	470,350.00
Total Checking/Savings	<u>711,402.67</u>
Accounts Receivable	
1200 · Accounts Receivable	16,901.06
Total Accounts Receivable	<u>16,901.06</u>
Other Current Assets	
109 · INVENTORY	11,337.48
Total Other Current Assets	<u>11,337.48</u>
Total Current Assets	<u>739,641.21</u>
Fixed Assets	
150 · BUILDING	480,375.70
151 · VEHICLES	173,363.00
152 · EQUIPMENT	152,634.03
157 · LAND IMPROVEMENTS	1,800.00
160 · ACCUMULATED DEPRECIATION	(430,612.36)
Total Fixed Assets	<u>377,560.37</u>
TOTAL ASSETS	<u><u>1,117,201.58</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	14,571.19
Total Accounts Payable	<u>14,571.19</u>
Other Current Liabilities	
2100 · Payroll Liabilities	3,188.30
232 · AFLAC PAYABLE	(60.03)
Total Other Current Liabilities	<u>3,128.27</u>
Total Current Liabilities	<u>17,699.46</u>
Long Term Liabilities	
250 · MORTGAGE PAYABLE	101,384.97
253 · LEASE PAYABLE	5,873.78
260 · NET PENSION LIABILITY	490,826.00
Total Long Term Liabilities	<u>598,084.75</u>
Total Liabilities	<u>615,784.21</u>
Equity	
3900 · FUND BALANCE	513,668.45
Net Income	(12,251.08)
Total Equity	<u>501,417.37</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,117,201.58</u></u>

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
August 2022

	Aug 2022	Budget	\$ Change
ORDINARY INCOME/EXPENSE			
INCOME			
519.03 · TITLE III C2 INCOME	11,734.00	8,915.00	2,819.00
519.05 MIPPA (MMAP)	0.00	100.00	(100.00)
519.08 ARPA Funding	44,515.00	0.00	44,515.00
540 · GRANTS	5,000.00	9,585.00	(4,585.00)
561 - HDM WAIVER	1,963.00	985.00	978.00
642 · CHARGES FOR SERVICES/CONT	188.00	270.00	(82.00)
642.01 · FEE FOR SERVICE/CHORE	821.00	400.00	421.00
642.02 · FEE FOR SERVICE/HOMEMAKER	2,014.00	3,050.00	(1,036.00)
642.1 - FEE FOR SLIDING SCALE CLIENTS	4,940.07	6,100.00	(1,159.93)
642.05 - FEE FOR PRIVATE PAY & INS	193.75	600.00	(406.25)
642.06 - FEE FOR BENZIE BUS HEALTHRIDES	35.00	0.00	35.00
670 - CLIENT INCOME	10,426.40	9,500.00	926.40
671 - PACE NORTH Client Income	370.50	800.00	(429.50)
673 · NEWSLETTER SUB	30.00	30.00	0.00
675 · DONATIONS	10,990.00	11,490.00	(500.00)
676 · MILLAGE	96,453.33	98,196.00	(1,742.67)
677 · FUNDRAISING INCOME	15,367.54	20,000.00	(4,632.46)
680 · VOLUNTEER WAGES (IN-KIND).	7,267.50	6,320.00	947.50
690 - TRIP INCOME	1,233.00	1,350.00	(117.00)
SPONSORSHIP INCOME	0.00	200.00	(200.00)
TOTAL INCOME	213,542.09	177,891.00	35,651.09
GROSS PROFIT	213,542.09	177,891.00	35,651.09
EXPENSE			
705 · SALARY AND WAGES	79,753.04	75,000.00	4,753.04
708 · PAYROLL TAX EXPENSE	6,011.30	5,600.00	411.30
709 · EDUCATION/TRAINING	44.00	250.00	(206.00)
710 · EVENTS	110.70	225.00	(114.30)
711 · TGPSC ACTIVITIES	404.58	225.00	179.58
715 · CLOTHING ALLOWANCE	0.00	250.00	(250.00)
717 · DUES/SUBSCRIPTIONS	170.00	95.00	75.00
721 · COMPUTER EXPENSES	3,680.34	2,058.00	1,622.34
725 · FRINGE BENEFITS	8,905.39	13,000.00	(4,094.61)
726 - FUNDRAISING/MARKETING EXP	1,249.19	400.00	849.19
727 · SUPPLIES	4,613.65	2,750.00	1,863.65
727.2 · OFFICE EXP	2,183.44	1,040.00	1,143.44
727.3 - POSTAGE	1,008.95	100.00	908.95
727.4 - ADVERTISING	611.29	450.00	161.29
740 · FOOD	27,066.89	16,000.00	11,066.89
819 · CONTRACTUAL	18,989.65	18,150.00	839.65
820 · VOLUNTEER WAGES (IN-KIND)	7,267.50	6,320.00	947.50
825 · VOLUNTEER EXPENSES	506.25	905.00	(398.75)
850 · TELEPHONE	834.76	480.00	354.76

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
August 2022

	Aug 2022	Budget	\$ Change
861 · TRAVEL/MILEAGE/GAS	3,542.55	2,550.00	992.55
900 · INTEREST EXPENSE	263.37	250.00	13.37
910 · INSURANCE	4,024.80	9,000.00	(4,975.20)
915 · PROJECTS	1,595.95	960.00	635.95
920 · UTILITIES	2,126.82	1,800.00	326.82
940 · DEPRECIATION EXPENSE	3,398.88	3,665.00	(266.12)
980 · EQUIPMENT/REPAIRS	1,719.86	1,550.00	169.86
980.1 - OUTDOOR MAINTENANCE	455.23	210.00	245.23
980.2 - INDOOR MAINTENANCE	115.20	180.00	(64.80)
981-HDM FLEET MAINTENANCE/GAS	1,447.87	1,250.00	197.87
991 - TRIP EXPENSE	725.00	0.00	725.00
TOTAL EXPENSE	182,826.45	164,713.00	18,113.45
NET ORDINARY INCOME	30,715.64	13,178.00	17,537.64
OTHER INCOME/EXPENSES			
OTHER INCOME			
990 · INTEREST/DIVIDEND INCOME	537.20	120.00	417.20
999 - OTHER INCOME	817.17	250.00	567.17
TOTAL OTHER INCOME	1,354.37	370.00	984.37
OTHER EXPENSE			
999.1 · OTHER EXPENSE	645.00	80.00	565.00
99999 - LEGAL EXPENSE	0.00	70.00	(70.00)
TOTAL OTHER EXPENSE	645.00	150.00	495.00
NET OTHER INCOME	709.37	220.00	489.37
NET INCOME	31,425.01	13,398.00	18,027.01

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

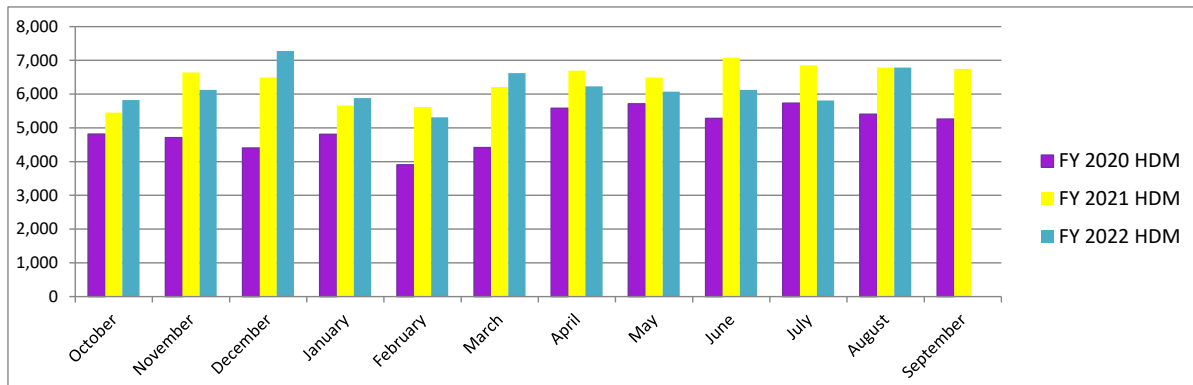
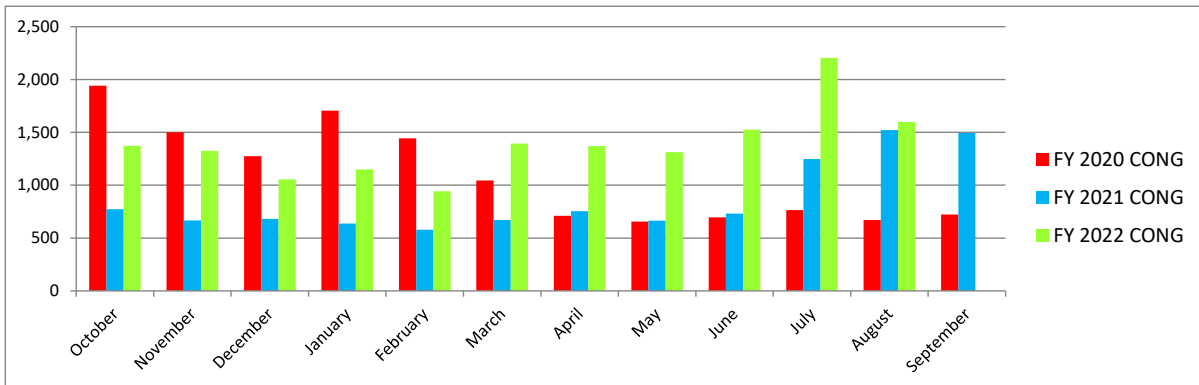
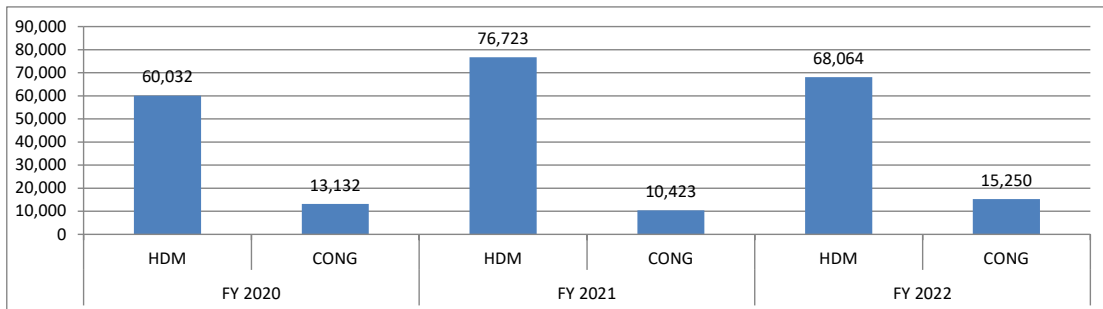
	Oct 21-Aug 22	Budget	\$ Change
ORDINARY INCOME/EXPENSE			
INCOME			
519.03 · TITLE III C2 INCOME	104,090.00	98,065.00	6,025.00
519.04 · FEDERAL USDA	62,773.77	56,500.00	6,273.77
519.05 MIPPA (MMAP)	1,050.00	3,000.00	(1,950.00)
519.06 WAIVER-SNOW REMOVAL	924.00	1,440.00	(516.00)
519.08 ARPA	89,030.00	0.00	89,030.00
540 · GRANTS	53,286.02	105,400.00	(52,113.98)
561 - HDM WAIVER	14,946.50	9,860.00	5,086.50
642 · CHARGES FOR SERVICES/CONT	2,038.69	2,880.00	(841.31)
642.01 · FEE FOR SERVICE/CHORE	16,037.00	13,700.00	2,337.00
642.02 · FEE FOR SERVICE/HOMEMAKER	19,725.00	30,600.00	(10,875.00)
642.03 - FEE FOR SERV/SNOW REMOVAL	13,480.00	19,600.00	(6,120.00)
642.1 - FEE FOR SLIDING SCALE CLIENTS	59,133.46	58,500.00	633.46
642.05 - FEE FOR PRIVATE PAY & INS	2,497.75	2,280.00	217.75
642.06 - FEE FOR BENZIE BUS HEALTHRIDE	470.00	0.00	470.00
670 - CLIENT INCOME	96,438.67	86,000.00	10,438.67
671 - PACE NORTH Client Income	5,441.00	8,800.00	(3,359.00)
673 · NEWSLETTER SUB	310.00	360.00	(50.00)
675 · DONATIONS	171,354.71	126,125.00	45,229.71
676 · MILLAGE	1,060,986.63	1,080,150.00	(19,163.37)
677· FUNDRAISING INCOME	83,423.95	75,000.00	8,423.95
680 · VOLUNTEER WAGES (IN-KIND).	70,976.70	69,520.00	1,456.70
681 - IN-KIND (non-volunteer)	5,723.25	9,000.00	(3,276.75)
690 - TRIP INCOME	1,233.00	1,350.00	(117.00)
SPONSORSHIP INCOME	0.00	3,200.00	(3,200.00)
TOTAL INCOME	1,935,370.10	1,861,330.00	74,040.10
GROSS PROFIT	1,935,370.10	1,861,330.00	74,040.10
EXPENSE			
700 - ACCOUNTING FEES	8,450.00	8,700.00	(250.00)
705 · SALARY AND WAGES	884,898.49	846,000.00	38,898.49
708 · PAYROLL TAX EXPENSE	66,125.64	65,500.00	625.64
709 · EDUCATION/TRAINING	2,191.80	6,550.00	(4,358.20)
710 · EVENTS	1,421.93	2,475.00	(1,053.07)
711 · TGPSC ACTIVITIES	2,829.53	2,475.00	354.53
715 · CLOTHING ALLOWANCE	4.56	500.00	(495.44)
717 · DUES/SUBSCRIPTIONS	5,632.01	4,800.00	832.01
721 · COMPUTER EXPENSES	26,503.95	22,644.00	3,859.95
725 · FRINGE BENEFITS	113,240.47	106,920.00	6,320.47
726 - FUNDRAISING/MARKETING EXP	3,482.94	4,800.00	(1,317.06)
727 · SUPPLIES	38,817.82	30,250.00	8,567.82
727.2 · OFFICE EXP	14,200.58	11,446.00	2,754.58
727.3 - POSTAGE	4,631.12	3,900.00	731.12

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

	Oct 21-Aug 22	Budget	\$ Change
727.4 - ADVERTISING	8,665.65	5,300.00	3,365.65
740 - FOOD	234,354.63	182,000.00	52,354.63
819 - CONTRACTUAL	208,172.61	216,400.00	(8,227.39)
820 - VOLUNTEER WAGES (IN-KIND)	70,976.70	69,520.00	1,456.70
825 - VOLUNTEER EXPENSES	10,686.26	14,275.00	(3,588.74)
850 - TELEPHONE	5,434.71	5,280.00	154.71
861 - TRAVEL/MILEAGE/GAS	31,335.15	32,400.00	(1,064.85)
900 - INTEREST EXPENSE	2,906.36	2,985.00	(78.64)
910 - INSURANCE	45,501.31	47,000.00	(1,498.69)
915 - PROJECTS	19,562.01	16,540.00	3,022.01
920 - UTILITIES	32,217.16	25,000.00	7,217.16
940 - DEPRECIATION EXPENSE	35,588.92	40,345.00	(4,756.08)
980 - EQUIPMENT/REPAIRS	43,444.00	17,050.00	26,394.00
980.1 - OUTDOOR MAINTENANCE	6,913.06	6,350.00	563.06
980.2 - INDOOR MAINTENANCE	341.05	1,995.00	(1,653.95)
981-HDM FLEET MAINTENANCE/GAS	24,461.60	13,750.00	10,711.60
991 - TRIP EXPENSE	725.00	0.00	725.00
			0.00
TOTAL EXPENSE	1,953,717.02	1,813,150.00	140,567.02
NET ORDINARY INCOME	(18,346.92)	48,180.00	(66,526.92)
OTHER INCOME/EXPENSES			
OTHER INCOME			
990 - INTEREST/DIVIDEND INCOME	2,112.50	1,430.00	682.50
999 - OTHER INCOME	8,074.10	2,750.00	5,324.10
TOTAL OTHER INCOME	10,186.60	4,180.00	6,006.60
OTHER EXPENSE			
999.1 - OTHER EXPENSE	645.00	920.00	(275.00)
99999 - LEGAL EXPENSE	3,445.76	1,430.00	2,015.76
TOTAL OTHER EXPENSE	4,090.76	2,350.00	1,740.76
NET OTHER INCOME	6,095.84	1,830.00	4,265.84
NET INCOME	(12,251.08)	50,010.00	(62,261.08)

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	6,073	1,313
June	5,281	696	7,079	731	6,123	1,526
July	5,735	765	6,853	1,247	5,810	2,204
August	5,403	670	6,786	1,522	6,786	1,599
September	5,260	722	6,744	1,495		
total meals	60,032	13,132	76,723	10,423	68,064	15,250



August 2022 Journal Entry Summary

- 1011. JE to record Diamond Tours trip income
- 1012. JE to record monthly depreciation expense (non-cash transaction) *
- 1013. JE to record inventory at month end
- 1014. JE to record payroll wages/taxes across all programs – original payroll entry posts to one class *
- 1016. JE to reclass payroll health insurance deductions from “uncategorized” to appropriate class, i.e. Home Health and Admin *
- 1017. JE to record 401K payroll deferrals across all programs - original payroll entry posts to one class *
- 1018. JE to record volunteer hours in-kind wages *
- 1019. JE to reclass payroll mileage reimbursements from “uncategorized” to appropriate class, i.e. Home Health and Admin *
- 1021. JE to void duplicate transaction

* **Monthly recurring Journal Entries.**

August 2022

[illegible]

BENZIE SENIOR RESOURCES**Monthly Journal Entries****August 2022**

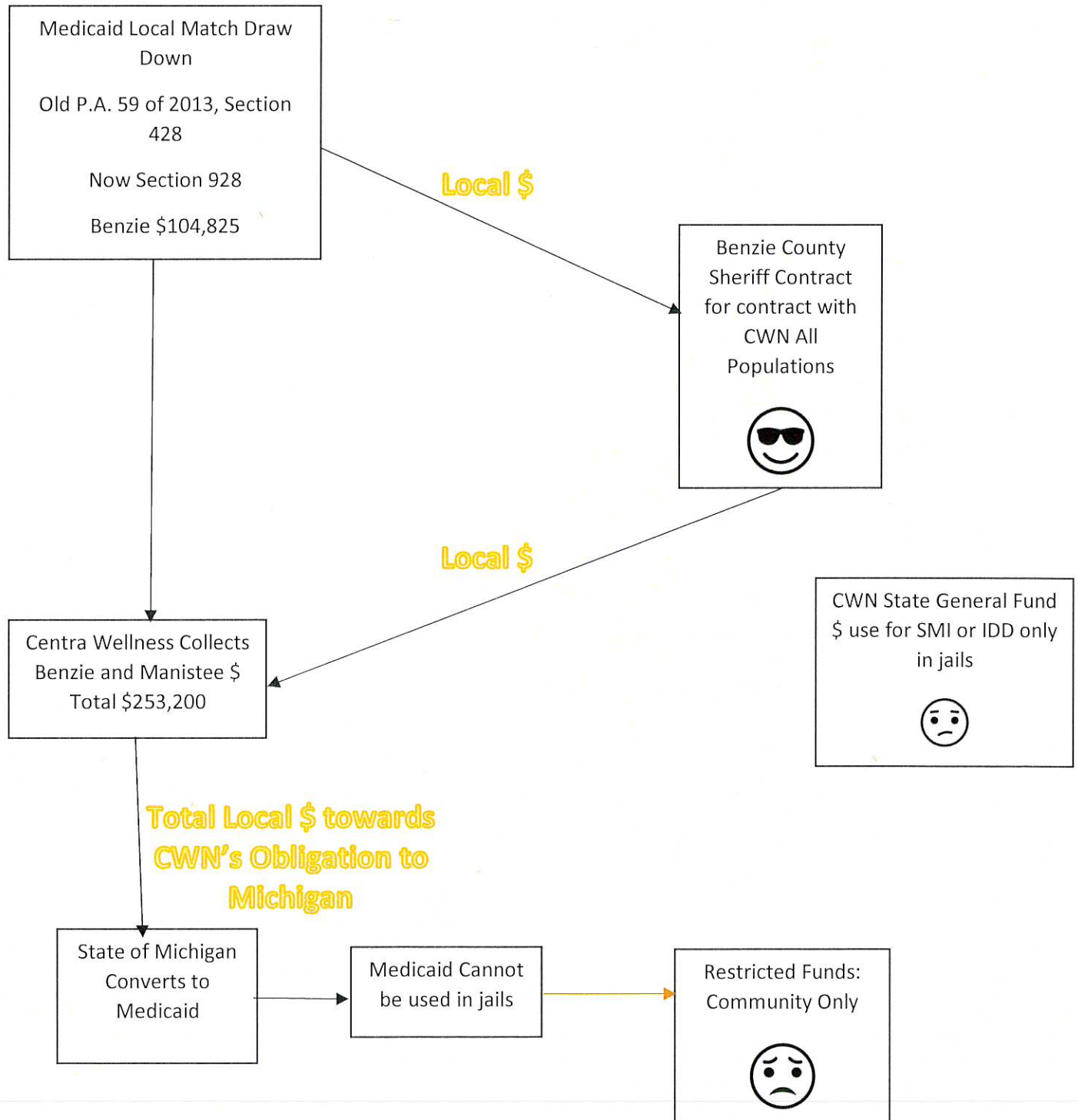
Trans #	Type	Date	Num	Memo	Debit	Credit
					7,267.50	7,267.50
127360	General Journal	08/31/2022	1019	reclass mileage - FR (WAT)	157.51	
				reclass mileage - TGPSC	10.00	
				reclass mileage - HH	3,232.54	
				reclass mileage		3,400.05
					3,400.05	3,400.05
127383	General Journal	08/01/2022	1021	void - duplicate transaction		62.83
				void - duplicate transaction	62.83	
					62.83	62.83
TOTAL					63,499.46	63,499.46

ACTION ITEMS

Money Flow and Service Eligibility

Benzie County Commissioners

9-27-2022



Memorandum



To: Board of Commissioners

Copy: Sheriff Kyle Rosa
Undersheriff Greg Hubers

From: Katie Zeits, County Administrator *Katie Zeits*

Date: September 21, 2022

Subject: **Feasibility of Juvenile Detention Center Conversion**

The Board of Commissioners during budget discussions asked that my office investigate the feasibility of converting our existing county jail into a juvenile detention center. Since that time, Kristine and I have reached out to other communities with juvenile detention facilities and investigated the requirements of operating such a facility.

Since Juvenile Justice Reform and “raise the age,” many counties have been faced with the challenge of placing juveniles in homes while they await trial because in Michigan a 17-year-old who at one time could be detained with adult inmates, it now considered a juvenile. These individuals were removed from jails all over Michigan and placed into juvenile detention centers within their home counties, forcing out neighboring counties who needed that placement commitment. We are now faced with a situation where we have no placement for kids who may have committed a crime or violated a court order.

In Michigan, juveniles are not permitted to be within both sight and sound of an adult inmate. The current pod system within our jail makes it impossible to accomplish this requirement without major renovations. Those costs are unknown to me but given the cost of other commercial projects in our area, this is a much higher cost than Benzie County could bare without bonding. In addition to the cost to renovate to meet these requirements, Benzie would have to invest significant funds into training our staff or hiring new staff. The requirements of a Corrections Officer to oversee adults versus a juvenile are largely different and more significant. Also, in many cases, the type of person who works with juveniles have not desire to work with adults and vice versa. A significant change like this may render a complete changeover in our staffing. In addition to additional training or onboarding of a new staff, Benzie would be required to have medical staff on-site or available on-site within 60 minutes, 24 hours a day, seven days a week: also, an increase in costs. Benzie would also have to have education staff for these children.

If the jail were to be completely turned over to a juvenile detention center, Benzie would need contract with another county for its adult inmates, which too comes with a cost in rent and transportation.

I understand that the potential revenue for a juvenile detention bed is much higher than an adult, but when costs are weighed in for renovations, staffing, training, and room and board for adults, the expenditures outweigh any revenues.

It is important to note that this is a very high-level analysis of the possibility of renovating/converting our jail into a juvenile detention center. A detailed feasibility study is an option if the Board would like a deeper dive into this idea. Typically, a feasibility study of this nature would range anywhere from \$20,000 to \$100,000 to complete.

Without a feasibility study to fully analyze this idea, I recommend that Benzie not move forward with the conversion of our jail to a juvenile detention center.



Memorandum

To: Bob Roelofs, Chairman of the Benzie County Board of Commissioners
From: Rebecca Hubers, Emergency Management Coordinator
Date: September 21, 2022
Subject: Authorization to sign the FY 2022 Emergency Management Performance Grant – (EMPG) Grant Agreement

In September 2021 the Benzie County Board of Commissioners authorized the signature of the FY 2022 EMPG Work Agreement – which accepted the reimbursement of wages and fringe benefits for the Emergency Manager based on the completion of her required activities in the signed Emergency Management Annual Work Agreement.

Based on quarterly reporting by the Emergency Manager, The Michigan State Police Emergency Management and Homeland Security Division is awarding \$19,242.00 or 40.29% of the Benzie County Emergency Manager's salary and fringe benefits under the FY 2022 EMPG. The FY 2022 EMPG covers costs eligible from October 1, 2021, to September 30, 2022.

There are no additional responsibilities attached to these funds, other than the continued completion of the duties and documents outlined in the original signed work agreement. The funds awarded in the grant agreement shall only be used to cover allowable costs that are incurred during the agreement period.

A copy of the agreement, to be signed no later than November 18, 2022, is attached to this memorandum.

RECOMMENDATION

To accept the funding award.

It is my recommendation that the Board of Commissioners authorize the Chair of the BOC and the Emergency Management Coordinator to sign on behalf of Benzie County **the 2022 EMPG Grant Agreement** with the Michigan State Police – Emergency Management and Homeland Security Division.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

COL. JOSEPH M. GASPER
DIRECTOR

September 19, 2022

Dear Local Emergency Management Coordinator:

Enclosed is the Fiscal Year 2022 Emergency Management Performance Grants (EMPG) Grant Agreement package. 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

Reimbursement for the EMPG program is contingent upon completion of the activities in the signed *Emergency Management Annual Work Agreement*. To remain eligible for EMPG funding, current and adequate plans must be maintained, and exercise requirements must be met. If a work activity is not completed in the designated quarter, reimbursement may not be made until the work is completed. The Emergency Management and Homeland Security Division District Coordinators may make recommendations on reimbursement, but final approval remains with the Deputy State Director of Emergency Management, who may or may not approve a delay in the completion of the activity. If work activities (for which funds have been withheld) have not been completed by the end of the fiscal year, forfeiture of those funds may be required. For specific responsibilities and requirements, please refer to Section II (Statutory Authority) and Section IV (Responsibilities of the Subrecipient) in the Fiscal Year 2022 EMPG Grant Agreement.

This grant agreement and all required attachments must be completed, signed, and returned **no later than November 18, 2022**. If this requirement is not met, this grant agreement will be invalid unless a prior written exception is provided by the Michigan State Police, Emergency Management and Homeland Security Division.

Sincerely,

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

SUBRECIPIENT CHECKLIST

FY 2022 EMERGENCY MANAGEMENT PERFORMANCE GRANTS (EMPG) GRANT AGREEMENT

CFDA No: 97.042

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
 - ☐ 2. Subrecipient Risk Assessment Certification
 - ☐ 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)
-

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, PO Box 30634, Lansing, Michigan 48909.**

**For GRANT AGREEMENT QUESTIONS, PLEASE CONTACT PAUL LOUNSBERRY
AT 517-256-3920 OR LOUNSBERRYP@MICHIGAN.GOV**

State of Michigan FY 2022 Emergency Management Performance Grant Grant Agreement

October 1, 2021 to September 30, 2022

Assistance Listing: 97.042 Grant Number: EMC-2022-EP-00001

This Fiscal Year (FY) 2022 Emergency Management Performance Grant (EMPG) grant agreement is hereby entered into between the Michigan Department of State Police, Emergency Management and Homeland Security Division (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 and maintenance of an emergency management program capable of protecting life, property, and vital infrastructure in times of disaster or emergency.

The FY 2022 EMPG program plays an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. The objective of the NPS is to facilitate an integrated, all-of-nation/whole community, risk driven, capabilities-based approach to preparedness.

In support of the National Preparedness Goal, the FY 2022 EMPG supports a comprehensive, all-hazard emergency preparedness system to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas.

For more information on the NPS, federally designated priorities, and the FY 2022 EMPG objectives, as well as guidance on allowable costs and program activities, please refer to the FY 2022 EMPG Notice of Funding Opportunity (NOFO) and the FEMA Preparedness Grants Manual located at <https://www.fema.gov/grants>.

II. Statutory Authority

Funding for the FY 2022 EMPG is authorized by Section 662 of the *Post-Katrina Emergency Management Reform Act of 2006* (PKEMRA), as amended, (Pub. L. No. 109-295) (6 U.S.C. § 762); the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.); the *Earthquake Hazards Reduction Act of 1977*, as amended (Pub. L. No. 95-124) (42 U.S.C. §§ 7701 et seq.); and the *National Flood Insurance Act of 1968*, as amended (Pub. L. No. 90448) (42 U.S.C. §§ 4001 et seq.).

Appropriation authority is provided by the *Department of Homeland Security Appropriations Act, 2022*, (Pub. L. No. 117-103); *Disaster Relief Supplemental Appropriations Act, 2022*, Pub. L. No. 117-43 (2021).

Michigan State Police
Emergency Management
and
Homeland Security
Division



Grant Agreement

FEDERAL AWARD IDENTIFICATION

SUBRECIPIENT NAME	GRANT NAME	ASSISTANCE LISTING
County of Benzie	Emergency Management Performance Grants	97.042
SUBRECIPIENT IRS/VENDOR NUMBER	FEDERAL AWARD IDENTIFICATION NUMBER (FAIN)	FEDERAL AWARD DATE
386004838	EMC-2022-EP-00001	8/23/2022
SUBRECIPIENT UEI	SUBAWARD PERFORMANCE PERIOD	FROM TO
DB74Y61MKCN7	10/1/2021	9/30/2022
RESEARCH & DEVELOPMENT	Funding	Total
N/A	Federal Funds Obligated by this Action	\$19,242.00
INDIRECT COST RATE	Total Federal Funds Obligated to Subrecipient	\$19,242.00
None on file	Total Amount of Federal Award	\$19,242.00
FEDERAL AWARD PROJECT DESCRIPTION		
2022 Emergency Management Performance Grants (EMPG)		
DETAILS		
The 2022 EMPG allocation is 40.29% of the Subrecipient's emergency program manager's salary and fringe benefits. A cost-match is required under this program. The Federal share used towards the EMPG budget shall not exceed 50% of the total budget.		
FEDERAL AWARDING AGENCY	PASS-THROUGH ENTITY (RECIPIENT) NAME	
Federal Emergency Management Agency - GPD 400 C Street, SW, 3 rd floor Washington, DC 20472-3645	Michigan State Police Emergency Management and Homeland Security Division PO Box 30634 Lansing, MI 48909	

The Subrecipient agrees to comply with all FY 2022 EMPG program requirements in accordance with the FY 2022 EMPG NOFO, and the FEMA Preparedness Grants Manual; both are located at <https://www.fema.gov/grants/preparedness/emergency-management-performance>; the *Michigan Emergency Management Act* of 1976, as amended (Public Act 390) at <http://www.legislature.mi.gov/doc.aspx?mcl-Act-390-of-1976>; and the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.) located at <https://www.fema.gov/disaster/stafford-act>; and the *FY 2022 EMPG Agreement Articles Applicable to Subrecipients*. The *FY 2022 EMPG Agreement Articles Applicable to Subrecipients* document is included for reference in the grant agreement packet.

The Subrecipient shall also comply with 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. FEMA Policy #108-023-1 *Grant Programs Directorate Environmental Planning and Historic Preservation Policy Guidance*.

III. Award Amount and Restrictions

- A. The **County of Benzie** is awarded **\$19,242.00** or 40.29% of the Subrecipients local emergency manager's salary and fringe benefits under the **FY 2022 EMPG**. The Subrecipient may receive less than the allocated amount if the Subrecipient's cost share (match) of wages and fringe benefits paid to the local emergency manager are less than the total allocation. The Subrecipient's EMPG program budget must be documented on the Local Budget for Emergency Management Performance Grant form (EMD-17).
- B. The FY 2022 EMPG covers eligible costs from October 1, 2021, to September 30, 2022. The funds awarded in the grant agreement shall only be used to cover allowable costs that are incurred during the agreement period. Grant funds shall not be used for other purposes. For guidance on allowable costs, please refer to the EMPG Appendix in the FEMA Preparedness Grants Manual.
- C. This grant agreement designates EMPG funds for the administration and oversight of an approved emergency management program. **The Subrecipient may utilize grant funds for the reimbursement of salary, overtime, compensatory time off, and associated fringe benefits for the local emergency manager, and up to 5% of the total allocation may be utilized for other allowable organization costs.** No other expenditures are allowed. If other organization costs are requested, a narrative must be submitted detailing the expenses that are included in these costs.
- D. The FY 2022 EMPG program has a 50% cost share (cash or in-kind) requirement, as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended, (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.), specifically, Title VI, sections 611(j) and 613. Federal funds cannot exceed 50% of eligible costs. Unless otherwise authorized by law, federal funds cannot be matched with other federal funds.

The Federal Emergency Management Agency (FEMA) administers cost sharing requirements in accordance with 2 CFR § 200.306. To meet matching requirements, the Subrecipient contributions must be reasonable, allowable, allocable, and necessary under the grant program and must comply with all federal requirements and regulations.

See the FY 2022 EMPG NOFO and FEMA Preparedness Grants Manual for additional cost share guidance, definitions, basic guidelines, and governing provisions.

- E. All EMPG funded personnel must complete either the Independent Study courses identified in the Professional Development Series, or the National Emergency Management Basic Academy delivered either by the Emergency Management Institute or a sponsored state, local, tribal, territorial, regional, or other designated location and record proof of completion. All EMPG funded personnel must also participate in exercises consistent with the requirements outlined in the EMPG Guidebook and work agreement.

The EMPG programs are required to complete a quarterly training and exercise report identifying training and exercises completed during the quarter. Guidance for accomplishing these requirements is provided by the Recipient.

- F. Upon request, the Subrecipient must provide to the Recipient information necessary to meet any state or federal subaward reporting requirements.
- G. In the event that the U.S. Department of Homeland Security (DHS) determines that changes are necessary to the award document after an award has been made, including but not limited to, changes to period of performance or terms and conditions, Subrecipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Subrecipient acceptance of the changes to the award.

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 agrees to comply with all applicable federal and state regulations; the FY 2022 EMPG NOFO; the FEMA Preparedness Grants Manual Version 2; the *Agreement Articles Applicable to Subrecipients: Fiscal Year 2022 Emergency Management Performance Grants*, included with the grant agreement package for reference; and the EMPG Guidebook (EMD-PUB 208),
- C. The subrecipient shall not use FY 2022 EMPG funds to generate program income.
- D. 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. Standard Assurances.
 - 3. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.
 - 4. Audit Certification (EMD-053).
 - 5. Request for Taxpayer Identification Number and Certification (W-9).
 - 6. Other documents that may be required by federal or state officials.
- E. Complete and submit quarterly work reports, the Quarterly Training and Exercise Worksheet, and the Annual Training and Exercise Plan Worksheet in accordance with the schedule outlined in the FY 2022 EMPG Work Agreement/Quarterly Report (EMHSD-31).

- F. Enact enabling legislation establishing the local emergency management program and ensure a copy of the local resolution or ordinance is on file with the Recipient.
- G. Appoint an emergency management program manager who can assume responsibility for the functions outlined in section 4 of the EMPG Guidebook.
- H. Provide the Recipient with a complete job description for the federally funded EMPG local emergency manager, including non-EMPG duties if applicable.
- I. Notify the Recipient immediately of any changes in the EMPG funded local emergency manager's position.
- J. The Subrecipient will contribute to the development and maintenance of the state's multi-year Training and Exercise Plan (TEP). This will include conducting exercises that comply with local, state, and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP) and the EMPG Guidebook, to accomplish this goal.
- K. Ensure the EMPG funded local emergency manager completes training as required by the annual EMPG Work Agreement.
- L. Have an approved and current emergency operations plan on file with the MSP/EMHSD District Coordinator.
- M. The Subrecipient agrees to prepare the form EMHSD-007 - EMPG Quarterly Billing Cover Sheet. The Subrecipient agrees to submit this form with supporting documentation, including all required authorized signatures and required reimbursement documentation to the appropriate MSP/EMHSD District Coordinator by the due date following the end of **each** quarter, as identified in FY 2022 Emergency Management Report Schedule. The most current EMHSD-007 form must be used and can be obtained from the MSP/EMHSD District Coordinator, or by visiting https://www.michigan.gov/msp/0,4643,7-123-72297_60152_95164_95317---,00.html under Finance Forms.
- N. 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:
 - 1. Account for receipts and expenditures, maintain adequate financial records, and refund expenditures disallowed by federal or state audit.
 - 2. 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.
 - 3. Non-federal organizations which expend \$750,000 or more in all federal funds 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.
- O. Comply with all reporting requirements, including special reporting, data collection, and evaluation requirements, as prescribed by law or program guidance.
- P. Maintain a valid Unique Entity Identifier (UEI) through SAM.gov at all times during the performance period of this grant.
- Q. The Subrecipient must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. The Subrecipient also agrees to require any subrecipients, contractors, successors, transferees, and assignees to acknowledge and agree to comply with these same provisions. Detailed information on record access provisions can be found in the *DHS Standard Administrative Terms and Conditions*

located at <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>, specifically in the DHS Specific Acknowledgements and Assurances on page 1.

- R. Subrecipients must carry out their programs and activities in a manner that respects and ensures the protection of civil rights for protected populations. These populations include but are not limited to individuals with disabilities and others with access and functional needs, individuals with limited English proficiency, and other diverse racial and ethnic populations, in accordance with Section 504 of the *Rehabilitation Act of 1973*, Title VI of the *Civil Rights Act of 1964*, and Executive Order 13347.

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

- A. The Subrecipient agrees to prepare quarterly work reports using the FY 2022 EMPG Work Agreement/Quarterly Report (EMHSD-31) and submit them through EMHSD's online reporting tool by the due date following the end of **each** quarter. Reimbursement of expenditures by the Recipient is contingent upon the Subrecipient's completion of scheduled work activities. Reporting periods and due dates are listed in the FY 2020 EMPG Work Agreement/Quarterly Report (EMHSD-31). The FY 2022 EMPG Work Agreement can be located at www.michigan.gov/emhsd under Grants Programs, EMPG.
- B. If the Subrecipient fails to complete the scheduled work activities during a quarter, the Recipient will withhold reimbursement until either the work is completed, or the Deputy State Director of Emergency Management approves a delay in the completion of the activity. Forfeiture of funds may result if scheduled work activities are not completed according to established deadlines.
- C. A Subrecipient that fails to complete the annual exercise requirements, as scheduled within the FY 2022 EMPG Work Agreement/Quarterly Report, may be ineligible for EMPG funding for that quarter and all subsequent quarters.
- D. The Subrecipient's failure to fulfill the quarterly reporting requirements, as required by the grant, may result in the suspension or loss of grant funding.

VII. Payment Procedures

- A. The Subrecipient agrees to prepare the form EMHSD-007 - EMPG Quarterly Billing Cover Sheet. The Subrecipient agrees to submit this form with supporting documentation, including all required

authorized signatures and required reimbursement documentation, to the MSP/EMHSD District Coordinator by the due date following the end of **each** quarter, as identified in FY 2022 Emergency Management Report Schedule. The most current EMHSD-007 form must be used and can be obtained from the MSP/EMHSD District Coordinator, or by visiting www.michigan.gov/emhsd under Grant Programs, EMPG, Grant Forms, Finance Forms.

- B. If the Subrecipient submits required quarterly reports that are late or incomplete, the reimbursement may not be processed until the following quarter. Forfeiture of funds may result if quarterly reports are not completed according to established deadlines.
- C. The Subrecipient agrees to return to the Recipient any unobligated balance of funds held by the Subrecipient at the end of the agreement period or handle them in accordance with the instructions provided by the Recipient.

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*; Titles I, II and III of the *Americans with Disabilities Act of 1990*; the *Elliott-Larsen Civil Rights Act*, 1976 PA 453, as amended, MCL 37.2101 *et seq.*; the *Persons with Disabilities Civil Rights Act*, 1976 PA 220, as amended, MCL 37.1101 *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 shall ensure that no subcontractor, manufacturer, or supplier of the Subrecipient for projects related to this grant agreement appears on the Federal Excluded Parties List System located at <https://www.sam.gov>.

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 contract. 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 October 1, 2021, to September 30, 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 make satisfactory progress toward the goals or objectives set forth in the annual EMPG Work Agreement.
- D. Failure to follow grant agreement requirements or special conditions.
- E. Failure to submit required reports.
- F. Filing of a false certification in the application or other reports or documents.

Before taking action, the Recipient will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

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.

The individual or official 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 comply with all requirements specified in this grant agreement.

Subrecipient Name
Subrecipient Title

For the Chief Executive Officer

Printed Name
Title

Signature
Date

For the Local Emergency Manager

Printed Name
Title

Signature
Date

For the Michigan State Police Emergency Management and Homeland Security Division

Printed Name
Title

Signature
Date

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.

BENZIE COUNTY
Subrecipient Name

DB7HY6IMKCN7
Subrecipient UEI

For the Chief Elected Official

Bob Roelofs
Printed Name

Board of Commissioners Chair
Title

Bob Roelofs
Signature

9/27/2022
Date

For the Local Emergency Manager

REBECCA HUBERS
Printed Name

EMERGENCY MANAGEMENT COORDINATOR
Title

Rebecca Hubers
Signature

9/21/22
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

[Signature]
Signature

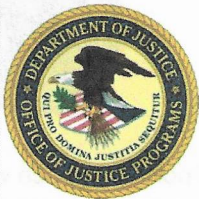
September 13, 2022
Date



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: BENZIE COUNTY	County: BENZIE	UEI: DB7HY6IMKCN7
Questions		
<p>1. How many federal grant awards has your organization managed in the past 5 years regardless of awarding agency?</p> <p> <input type="checkbox"/> No grants <input type="checkbox"/> 1-3 grants <input type="checkbox"/> 4-5 grants <input checked="" type="checkbox"/> 6+ grants </p> <p>2. What percentage of your grant management staff has fewer than 2 years of grant experience?</p> <p> <input type="checkbox"/> 0-25% of staff <input checked="" type="checkbox"/> 26-50% of staff <input type="checkbox"/> 51-75% of staff <input type="checkbox"/> 76-100% of staff </p> <p>3. Has your organization had a new or substantially changed financial/accounting system(s) in the past 2 years?</p> <p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </p> <p>4. What types of findings (audit, site monitoring, etc.) has your organization received within the past 5 years? (Attach a separate sheet explaining any findings resulting in questioned costs or a return of funds.)</p> <p> <input checked="" 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 </p> <p>5. Does your agency have staff primarily dedicated (>50%) to grants management activities?</p> <p> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </p>		
Certification		
<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>		
Authorized Representative Signature: 		Date: 9/27/2022
Authorized Representative Printed Name: Michelle Thompson		Title: Manager
Point of Contact Printed Name: REBECCA S. HUBERS	Title: EMERGENCY MANAGER	Email: rhubers@benzieco.net

**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)

448 COURT PLACE
BELLAH, MI 49617

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: COUNTY OF BENZIE 448 COURT PLACE BELLAH, MI 49617

CFDA 97.042 2022 EMERGENCY MANAGEMENT
GRANT # EMC-2022-EP-00001 PERFORMANCE GRANT 38-6004838

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

Michelle Thompson

4. Typed Name and Title of Authorized Representative

M. Thompson

5. Signature

9/27/2022


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 <i>2022 EM. MGT. PERFORMANCE GRANT</i>		CFDA Number <i>97.042</i>	
II. Subrecipient Information			
Subrecipient Name <i>COUNTY OF BENZIE</i>			
Street Address <i>448 COURT PLACE</i>		City <i>BEULAH</i>	State <i>MI</i>
			ZIP Code <i>49017</i>
III. Certification for Fiscal Year			
Subrecipient Fiscal Year Period: <i>10/1/21</i> to <i>9/30/22</i>			
<input checked="" 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. A copy of the audit report will be submitted to: Michigan State Police, Grants and Community Services Division, P.O. Box 30634, Lansing, Michigan 48909.			
Signature of Subrecipient's Authorized Representative 			Date <i>9/27/2022</i>

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 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. County of Benzie	
2 Business name/disregarded entity name, if different from above Benzie County	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one 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) ► Note: 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 not 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 checked="" type="checkbox"/> Other (see instructions) ► Governmental	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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 448 Court Place	Requester's name and address (optional)
6 City, state, and ZIP code Benzie MI 49617	
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	
38	6004838

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ► [Signature]	Date ► 3/12/2018
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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.

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.

Commissioner Reports

Art Jeannot
Commissioner Report
September 27, 2022

- Participated in 4 meetings on behalf of the County since our September 13th meeting.
- **9/15 – Platte Township**
 - Discussed complaints regrading the Building Department. I have put Paul Solem (Township Supervisor) in contact with the department.
 - Concerns were expressed about a pending ballot item that would change how elections are held and the effect on the clerks.
- **9/15 – Northern MI Community Action Agency**
 - No issues.
- **9/16 – EDC/BRA**
 - Discussed the need for a consultant versus a project manager to oversee our broadband efforts. It was decided to hire a project manager who will work locally with ISPs after contracts are negotiated. Our consultant will help draft a job description for this position.
 - Working on identifying grant opportunities for broadband as well as other economic development efforts.
 - The committee continues to follow on the housing efforts in Honor and Beulah. The use of brownfield credits will help these projects. The Honor project is well underway. The delivery of building materials has slowed up the completion of this project.
- **9/16 – EDC Broadband Sub-Committee**
 - We continue to discuss approaches to better the county's negotiating leverage with providers. We have contracted with a well-qualified consultant. This has been helpful and we will benefit from the assistance. Formal relationships with providers are being developed to help fill gaps in underserved and unserved homes and businesses. We have 2 phases. The first phase is to provide access county wide. Secondly, we want to create a competitive environment to help reduce cost.
- **Other**
 - **9/22** – Met with staff from Northwest Community Action Agency and BACN to discuss grant and loan opportunities for Benzie County citizens regrading housing repairs and improvements. This is funded through a CBDG grant and has management oversight from the Benzie Housing Committee.
 - **9/26** – I am the chair for the Northern MI County Association nominating committee. We met to develop a plan to recruit new leadership for 2023-2024.

County Administrator Report

Committee Of The Whole

THE BENZIE COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE
September 13, 2022

The Benzie County Board of Commissioners met as a Committee of the Whole on Tuesday, September 13, 2022, in the Frank Walterhouse Board Room, 448 Court Place, Government Center, Beulah, Michigan.

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

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

Excused were: Commissioner Markey and Warsecke

The Pledge of Allegiance was recited.

Agenda:

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

Minutes:

Motion by Sauer, seconded by Roelofs, to approve the Committee of the Whole minutes of August 23, 2022, as presented. Ayes: Jeannot, Miller, Nye, Roelofs, and Sauer Exc: Markey and Warsecke Nays: None Motion carried.

1:32 p.m. Public Input - None

Human Resources:

- a. Kristine Bosley, Human Resources presented a written HR Update
- b. 911/Central Dispatch Director position: Kristine Bosley stated that there have been 4 applications accepted for this position. The position was posted with a salary of \$55,000.00. Upon review of the compensation study this is in line with the comparable wage, but if we consider that if this position had been filled, with the cost of living raises figured in, it would have increased to \$55,915.00 and would recommend that wage for this position.
- c. Wages: Kristine Bosley presented a written compensation review. There is a comparable study and a competitive study. Comparable counties according to a 1993 Arbitration are Alcona, Arenac, Kalkaska, Mackinac, Missaukee, and Presque Isle. Competitive counties are Grand Traverse, Leelanau, Manistee, and Wexford. Undersheriff and Chief Deputies are the areas that need to be looked at. Pay strategy or pay scale is needed for the non-union, non-elected employees. This matter will be continued at the next Committee of the Whole meeting.
Commissioner Sauer would like the Commissioners to consider an increase in the commissioners salary, as this is the time to approve it.
Commissioner Nye stated that we need to look at the Undersheriff and Chief Deputies first.

Finance:

- a. Department of Health and Human Services (DHHS) rent payment: Katie Zeits stated that the lease with DHHS is up in 2024 but they still have the option for another 5-year lease ending in 2029. Working to establish a rent rate for the next lease option if requested, but the contract is specific on what can be assessed to the rent rate amount. Requesting direction as

to which fund you want the DHHS rent payment placed into. Currently it is in the 310 Debt Fund account and Michelle Thompson was going to contact the auditors to see if it can remain in that account or if it needs to be in another account.

- b. Contract with Networks Northwest for Parks Director feasibility study: Ed Hoogterp, Parks and Recreation Chair is requesting \$17,300.00 to contract with Networks Northwest to do the feasibility study. There is \$15,000.00 budgeted for this in the 2021/2022 budget and \$10,000.00 budgeted for this in the 2022/2023 budget.

Katie Zeits confirmed the \$17,300.00 would be split between both budgets.

Motion by Jeannot, seconded by Miller, to recommend to the Board of Commissioners to contract with Networks Northwest, in the not to exceed amount of \$17,300.00, for a feasibility study for a Parks Director, authorizing Chair to sign. Ayes: Jeannot, Miller, Nye, Roelofs, and Sauer Exc: Markey and Warsecke Nays: None Motion carried.

3:03 p.m. Break

3:09 p.m. Reconvene

Topics for Continued Discussion:

- a. Review Capital Plan: Katie Zeits presented the Projected Capital Improvements – 5 Year Plan. Requesting that everyone review it and see if there is anything that needs to be added, removed, or adjusted.

Commissioner Nye requested that this be continued at the next Committee of the Whole meeting.

- b. Appointments and Committees Policy Discussion: Katie Zeits provided the current Policy and Procedure for County Committee Appointments adopted in 2014, and a draft revised Appointments and Committees' Policy for review. The currently policy does not cover attendance policy, who is responsible for verifying the ability of the applicant, how vacancies are handled, and orientation of the individual appointed.

Commissioner Nye suggest that this is tabled until the next meeting.

3:46 p.m. Public Input - None

Motion by Roelofs, seconded by Miller, to adjourn at 3:46 p.m. Ayes: Jeannot, Miller, Nye, Roelofs, and Sauer Exc: Markey and Warsecke Nays: None Motion carried.

Committee of the Whole

Page 3 of 3

September 13, 2022

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

1. Recommend to the Board of Commissioners to contract with Networks Northwest, in the not to exceed amount of \$17,300.00, for a feasibility study for a Parks Director, authorizing Chair to sign.

Committee Appointments

Correspondence



Sept. 20, 2022

Benzie County Board of Commissioners
Attn: Administrator Katelyn Zeits
Benzie County Government Center
448 Court Place
Beulah, MI 49617

Commissioners,

In partnership with local school districts throughout our service area, Northwest Education Services ("North Ed"; *formerly Traverse Bay Area Intermediate School District*) has placed a restoration millage proposal on the ballot that, if approved, would allow us to maintain the current levy to support programming and services for Special Education students in our region.

Voters in the Nov. 8, 2022 election will be asked to consider a 0.5-mill restoration millage for a period of 10 years (2023-32), which would – if approved – allow North Ed to **maintain the existing regional Special Education levy at its current rate** and offset potential future reductions permitted under the Headlee Amendment.

I would like to stress the fact that North Ed currently levies 2 mills to support Special Education regionally, and taxpayers would not see that levy increase if the proposal is approved by voters. Instead, if approved, the replacement millage would only be levied to the extent necessary to restore Headlee reductions and to maintain a level 2-mill Special Education levy.

Many of the students we serve require teams of highly qualified educators and support staff, along with specialized equipment and facilities that can be costly. As educators we have an obligation to serve all students, including those with the greatest needs. In fact, local school districts in Michigan are *legally required* to ensure Special Education students are provided a Free Appropriate Public Education (FAPE) from birth to age 26.

If approved, the restoration millage would continue to ease the financial burden associated with Special Education for local school districts, allowing their general fund dollars to be used on other priorities, as determined by the local district – which could include community facilities, programming and services for all students and other general operating expenditures.

The total millage presently available to North Ed for Special Education is 2.0354 mills, of which we currently levy and have historically collected only 2 mills. However, should that available millage drop below 2 mills due to Headlee rollbacks, North Ed's ability to levy the 2-mill amount is eliminated, meaning less funding for Special Education regionally. For each 0.1 mill that the levy is reduced, there is a loss of \$1.39 million in revenue to support Special Education in our region. The restoration millage, if supported by voters, would essentially serve as an insurance policy by offsetting potential future reductions caused by Headlee rollbacks.

Northwest Education Services

Our current 2-mill levy generates about \$27.5 million regionally and is the largest source of Special Education funding. Federal and state sources provide roughly \$6.4 million and \$19.2 million, respectively. Still, the cost to provide Special Education services to students already outweighs these state and federal sources, *and* the regional millage. Any unfunded costs related to Special Education are the responsibility of our local school districts, which collectively used \$9 million from their general funds to cover the financial gaps during the 2020-21 school year.

If approved by voters, the restoration millage would continue to directly support students who require specialized instruction and equipment, and provide financial support to local school districts who must meet their legal responsibility of ensuring Special Education students are able to receive the services they need.

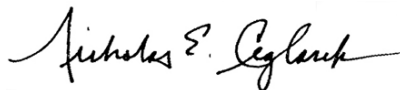
We hope this letter helps inform your constituents of the Special Education millage proposal, and we invite you to review our webpage at www.tinyurl.com/NorthEdMillage, which has more information.

Additionally, if you are interested in myself or someone from North Ed attending one of your upcoming public meetings, we would welcome the opportunity to discuss that further and share more details with the community.

Lastly, we encourage everyone who is eligible to exercise their right and duty to participate in our democracy by voting in the Nov. 8 election.

If you have any questions, please do not hesitate to reach out to us.

Thank you very much,



Dr. Nick Ceglarek
Superintendent
Northwest Education Services

BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING AGENDA
Wednesday, September 28, 2022 – 2:00 p.m.
Leelanau County Government Center-Upper Level Community Meeting Room
8527 E Government Center
Suttons Bay, MI 49682

or

Electronically, via conference call

To participate, dial: (213) 282-9788 and enter Conference ID: 753 397 101#

This is a Regular Meeting of the Benzie-Leelanau District Health Department Board of Health. Public Comment is encouraged at the beginning and end of the meeting. An individual's comment time may be limited based on the discretion of the Chair.

Call to Order/Roll Call

Pledge of Allegiance

Approval of Minutes from the Regular Board of Health Meeting of August 24, 2022.

Approval of the Agenda

Public Comment Period

1. Health Officer Update – Dan Thorell
2. BLDHD BOH By-Laws and Rules of Order
3. Personnel and Finance Committee Report-Personnel and Finance Committee
 - A. Accounts Payable - Action
 - B. August 2022 - Financial Statements – Action
 - C. Office Closure for Annual Staff Meeting on December 2, 2022 - Action
 - D. FY 22 Budget Amendment - Action
 - E. FY 23 Budget - Action
4. Staff Reports
 - A. Medical Director – Dr. Joshua Meyerson
 - B. Personal Health – Michelle Klein
 - C. Environmental Health Director – Eric Johnston
 - D. Administrative- Dodie Putney

Public Comment Period

Board Comments

Adjourn

Personnel and Finance Comm. Meeting- September 28, 2022 1:00 pm
Leelanau County Government Center – Upper - Level Community Meeting Room
Electronically via conference call:
(213) 282-9788 and enter Conference ID: 753 397 101#

Benzie Transportation Authority - August 2022 Statement of Activities

	August 2022		Oct 2021 to Aug 2022		2022		Aug 2021		Oct 2020 to Aug 2021	
	Actual	Budget	Actual	Budget	Annual Budget	Actual	Budget	Actual	Budget	
Income										
40100 - Passenger	12,709.51	9,500.00	95,022.08	80,500.00	90,000.00	10,947.76	9,800.00	66,308.45	80,290.00	
40200 - Contract Fares	1,386.00	1,900.00	33,995.70	22,700.00	25,000.00	478.73	2,850.00	19,521.43	22,160.00	
40615 - Advertising Income	587.50	537.50	18,800.00	9,512.50	13,650.00	537.50	1,300.00	9,112.50	9,250.00	
40710 - Sale of Maintenance Services	0.00	1,250.00	1,276.98	13,750.00	15,000.00	958.31	833.33	13,902.19	9,166.63	
40760 - Gains from Sale Capital Assets	0.00	0.00	0.00	0.00	0.00	4,907.56	0.00	13,714.55	0.00	
40810- Donations	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	
40800 - Taxes Levied Directly for/by TA	11.01	0.00	688,407.00	686,836.21	686,836.21	589.17	0.00	667,759.48	664,917.24	
41101 - State Operating Assistance/LBO	55,255.00	55,255.00	607,805.00	607,805.00	663,061.84	0.00	57,427.00	516,843.00	631,697.00	
41301 - Section 5311	0.00	0.00	282,914.00	284,287.50	379,050.50	0.00	0.00	210,520.78	247,851.51	
41361 - CARES/CRRSA Act	0.00	0.00	282,914.00	284,287.50	379,050.50	0.00	0.00	130,090.22	152,751.00	
41398 - RTAP	665.50	650.00	9,453.95	5,000.00	5,500.00	0.00	0.00	7,782.00	5,500.00	
41400 - Interest Income/Other Revenue	1,716.56	83.34	5,309.61	916.66	1,000.00	85.55	100.00	917.53	1,100.00	
Total Income	72,331.08	69,175.84	2,025,948.32	1,995,555.37	2,258,149.05	18,504.58	72,310.33	1,656,472.13	1,824,663.38	
Expense										
50101 - Operators Wage	66,930.81	50,000.00	631,641.23	527,000.00	577,900.00	48,929.78	48,300.00	464,169.89	528,700.00	
50102 - Salary and Other Wage	25,046.26	28,000.00	314,303.40	337,900.00	365,900.00	26,090.68	25,000.00	301,510.98	313,538.00	
50103 - Dispatchers Wage	20,925.25	13,500.00	184,295.92	132,500.00	145,330.00	13,179.64	15,000.00	127,952.05	162,500.00	
50209 - 457 Co-Match and Non-Match	3,400.00	3,360.00	41,200.00	40,320.00	43,680.00	1,680.00	1,500.00	18,800.00	19,400.00	
50200 - Fringe Benefits	19,929.17	27,324.27	298,090.56	308,055.59	339,773.00	21,560.02	23,575.00	258,270.15	278,303.00	
50310 - Board Compensation	680.00	320.00	5,240.00	2,800.00	3,120.00	560.00	320.00	2,240.00	2,400.00	
50302 - Marketing Expense	1,733.49	1,250.00	10,691.96	13,750.00	15,000.00	737.31	1,250.00	6,775.84	13,750.00	
50399 - Service Expense	12,799.87	27,654.36	74,249.16	78,810.64	82,270.00	23,507.94	6,077.00	74,246.74	71,368.00	
50401 - Fuel and Lubricants	18,152.44	10,000.00	157,672.54	110,000.00	120,000.00	10,211.67	12,750.00	77,577.46	97,200.00	
50402 - Tires and Tubes	2,740.10	0.00	4,279.71	8,000.00	12,500.00	0.00	0.00	15,434.20	12,500.00	
50404 - Major Purchase	0.00	0.00	0.00	1,750.00	3,500.00	1,695.99	0.00	1,695.99	2,000.00	
50405 - Office Supplies	1,216.04	716.66	5,948.28	7,883.34	8,600.00	641.61	875.00	4,126.30	8,700.00	
50406 - Parts Revenue Vehicles	1,535.04	2,083.33	20,959.57	22,916.63	25,000.00	543.71	2,200.00	11,681.17	22,500.00	
50407 - Parts for Non Revenue Vehicles	0.00	83.33	45.49	916.63	1,000.00	0.00	83.00	1,811.98	911.00	
50499 - Materials and Supplies	1,702.40	1,874.98	20,581.75	20,624.78	31,100.00	1,835.16	2,902.50	19,506.57	28,627.50	
50500 - Utilities	3,381.05	3,695.00	43,038.37	46,946.00	50,880.00	3,096.55	3,166.00	41,248.20	42,741.00	
50603 - Insurance	0.00	0.00	53,149.00	51,800.00	51,800.00	0.00	0.00	49,149.00	51,800.00	
50700 - Taxes and Fees	70.73	180.00	4,490.84	1,720.00	1,900.00	30.44	175.00	1,308.73	1,745.00	
50902 - Travel, Meetings & Training	883.14	833.33	10,376.21	9,166.63	10,000.00	523.28	1,040.00	2,990.59	9,020.00	
50903 - Association Dues and Subscript	351.99	100.00	4,947.79	5,800.00	6,000.00	292.78	500.00	5,036.28	5,545.00	
57402 - Ineligible RTAP	0.00	650.00	9,453.95	5,000.00	5,500.00	0.00	0.00	8,482.00	5,500.00	
Total Expense	181,477.78	171,625.26	1,884,655.73	1,728,660.24	1,895,253.00	155,116.56	144,713.50	1,494,014.12	1,678,748.50	
Net Profit or Loss	-109,146.70	-102,449.42	131,292.59	266,935.13	362,896.05	-136,611.98	-72,403.17	162,458.01	145,934.88	
Reconciled balances as of August 31, 2022										
Honor Bank Checking									\$33,316.66	
Honor Bank - Savings									\$1,558.36	
Honor Bank - Money Mkt.									\$101,935.26	
MichiganClass-liquid asset security									\$1,074,333.22	
Total	\$1,177,826.84									

FOR IMMEDIATE RELEASE

September 21, 2022

CONTACT INFORMATION

Jerry Mercier
VP of Sales & Marketing
Graceland Fruit, Inc.
(231) 342 1249
jmercier@gracelandfruit.com

Glen Tracy
President
Habitat for Humanity of Benzie County
(734) 730-5012
president@benziehabitat.org

Graceland Fruit® and Habitat for Humanity of Benzie County to Jointly Develop Housing

FRANKFORT, MI (September 21, 2022) – Graceland Fruit, Inc. and Habitat for Humanity of Benzie County signed a memorandum of understanding today for the joint development of affordable and workforce housing in Benzie County.

Graceland Fruit, a leading employer in Benzie County, is impacted daily by the lack of quality, affordable housing in the area, hindering its growth and ability to attract and retain qualified employees. Furthermore, the company recognizes the problem goes well beyond its own workforce and is a major challenge for the entire community. Benzie Habitat has long embraced this challenge and works to create solutions by partnering with others to build affordable homes.

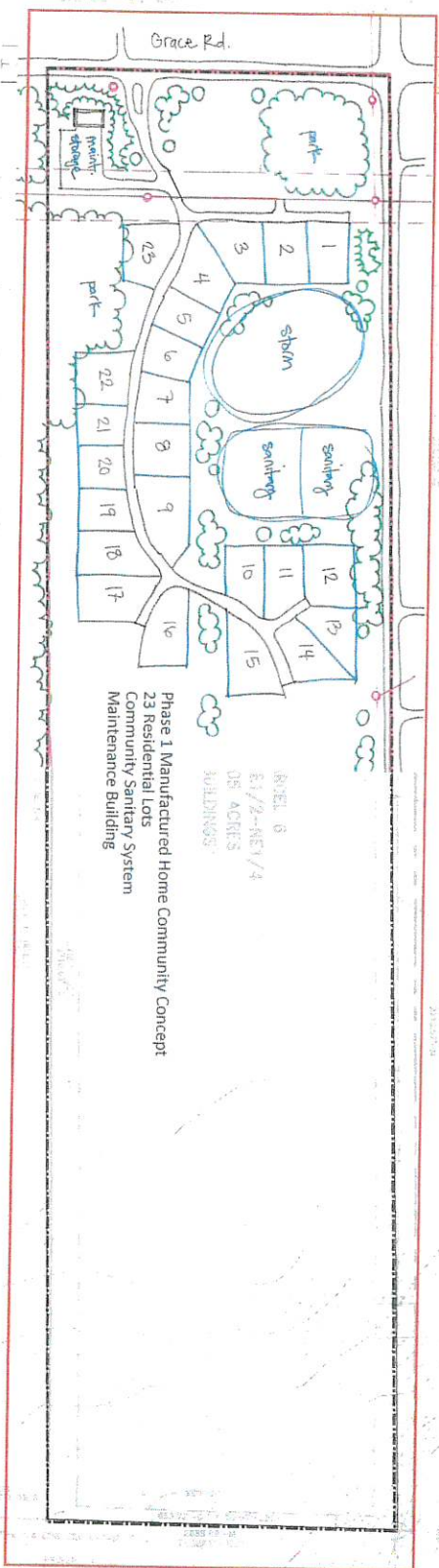
By working together, Graceland Fruit and Benzie Habitat aim to create an affordable, yet pleasing and attractive, new neighborhood of single-family homes in Benzie County. The first phase of the development is expected to consist of approximately 23 homesites, with the ability to expand up to 65 homesites based on demand. The joint venture will be responsible for developing the neighborhood, including the obtaining of required grants/financing, permits, construction, family selection, and homeowner financing.

Jonathan Ball, Chairman of Graceland Fruit, Inc., said, “We at Graceland Fruit have been working on various affordable housing concepts for the past year or so. We are very excited to be entering into this partnership with Habitat for Humanity, an organization that knows better than anyone the need in our community and who has the skillset to address it.” Habitat for Humanity of Benzie County President Glen Tracy added, “Our organization is always looking for community partners, and we’re very pleased to be embarking on this venture with a long-standing, committed local employer like Graceland Fruit.”

Additional details of the proposed development will be forthcoming, but a tentative project timeline calls for construction to begin in the spring of 2023.

About Graceland Fruit, Inc.: We deliver delight®. Graceland Fruit is a leading producer and global distributor of premium quality dried fruit ingredients for the food industry. We make authentic ingredients that add distinctive taste, texture, visual, and nutrition appeal to a wide variety of delicious foods. Some of the largest and most prestigious food companies in the world include our exceptional infused dried fruit and juice concentrate in their products and menu items. Our premium quality dried fruits, service excellence, reliable supply, and collaborative innovation make it easy for our customers to surprise and delight their consumers. Learn more at gracelandfruit.com

About Habitat for Humanity of Benzie County: Established in 2008, Habitat for Humanity of Benzie County is a 501(c)(3) nonprofit corporation that builds decent, affordable homes in partnership with families and the community. Learn more at benziehabitat.org



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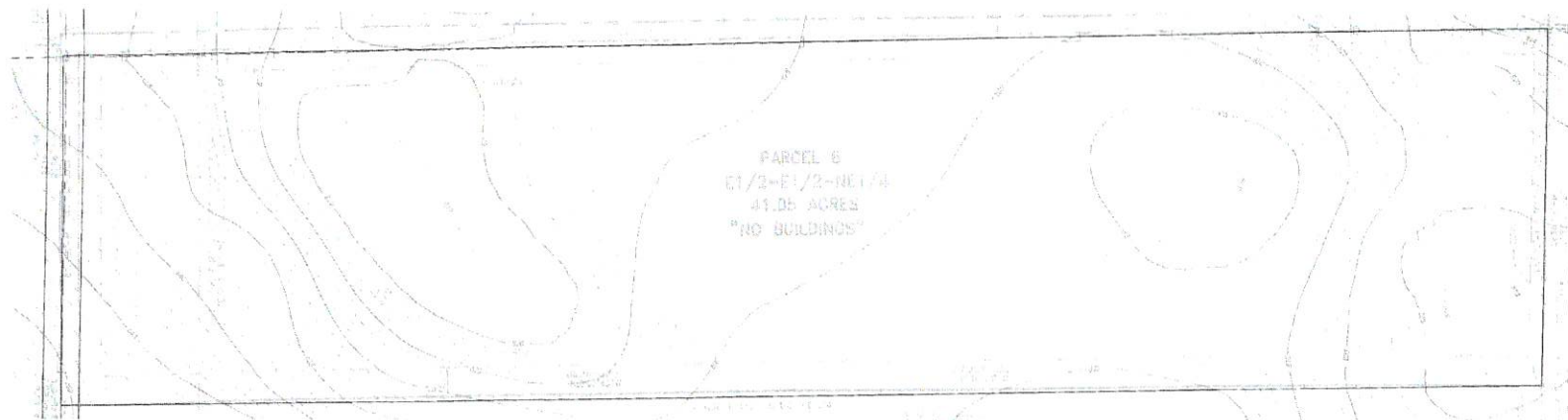
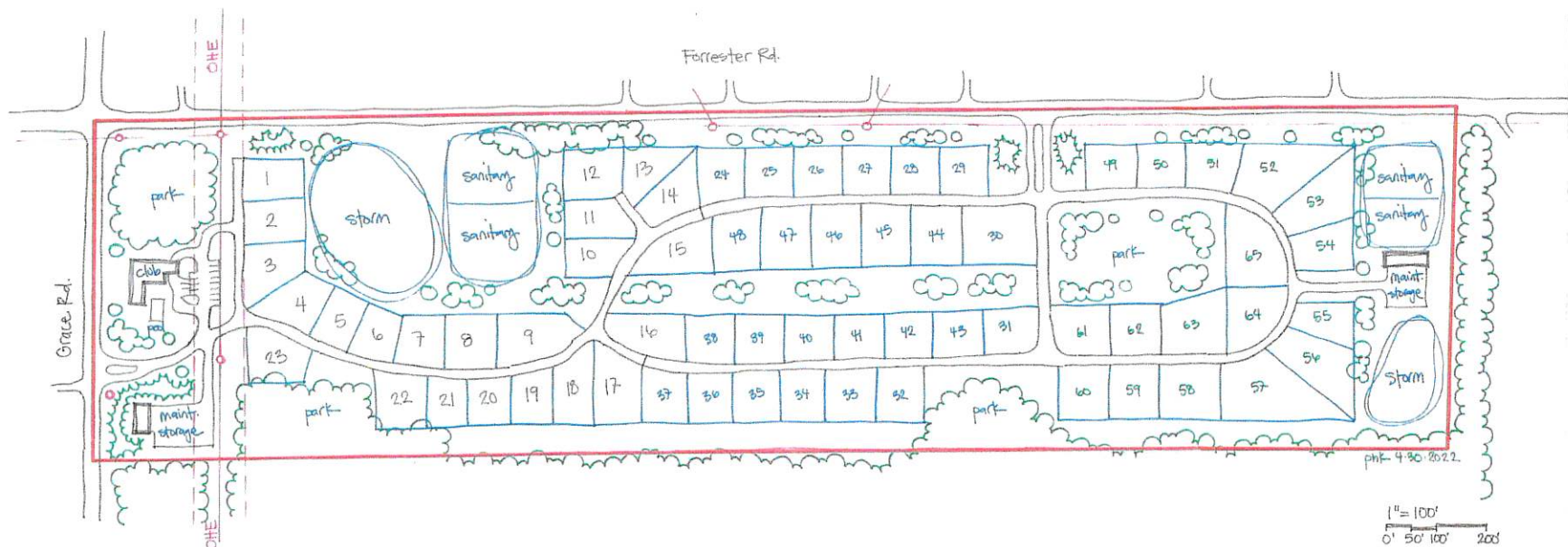
SITE
PLAN

DATE	NOV 22, 2023
BY	GRAND TRAVERSE
CHECKED	GRAND TRAVERSE
APPROVED	GRAND TRAVERSE
SCALE	AS SHOWN

GRACELAND FRUIT
GRACE ROAD PROPERTY
SECTION 5 & 6, T25N, R15W, GILMORE TOWNSHIP
BENZIE COUNTY, MICHIGAN



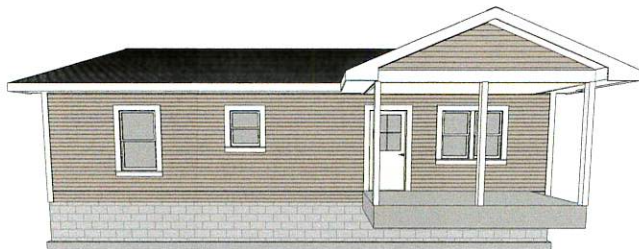
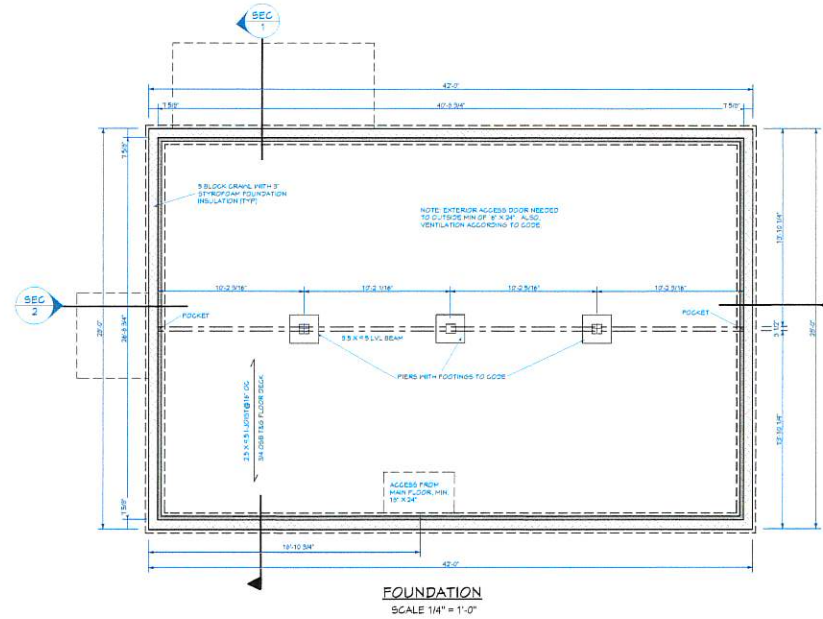
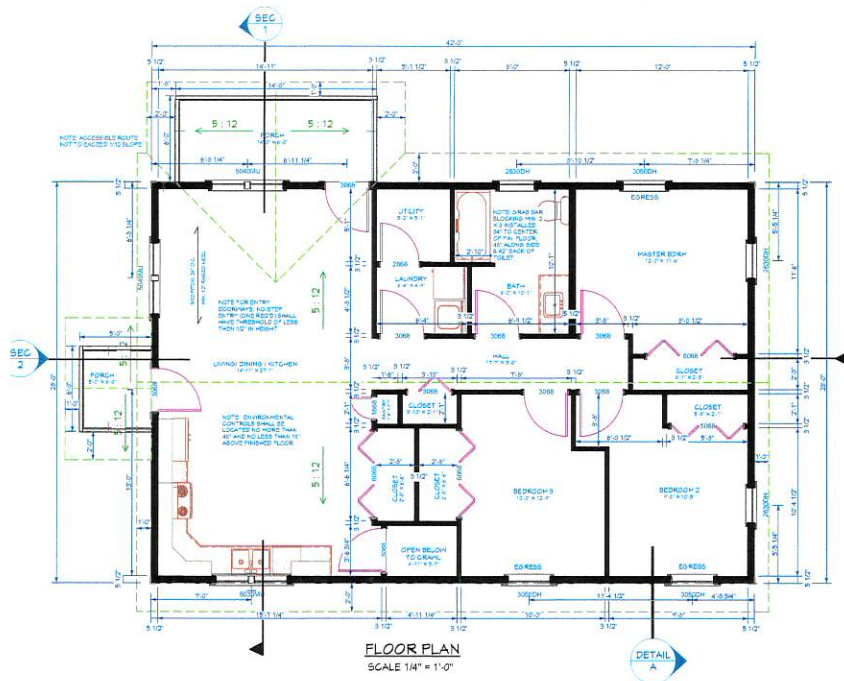
GRAND TRAVERSE ENGINEERING, LLC.
Civil Engineering
Planning
Surveying
Construction Services
PO Box 227
Traverse City, MI 49613-0227
Phone 231-941-4191
Email info@grandtraverseeng.com



Manufactured Home Community Concept
 Phase I -Units 1-23
 Phase II -Units 24-48
 Phase III -Units 49-65

Open Space Areas for Community Amenities
 -Club House
 -Pool
 -Walking Trails
 -Pickle Ball
 -Play Ground
 -Dog Run
 -RV and Boat Storage Area

Community Infrastructure
 -Leasing Office
 -Mail Box Center
 -Maintenance and Storage Garage and Office
 -Paved Roads
 -Community Sanitary Systems
 -Storm Water Management





The Frankfort Area Community Land Trust

Who we are and what we do

Mission: To acquire and create attainable homes for the benefit of our existing and future working community

- Chartered by the Frankfort Housing Commission, however serving all of Benzie
- Focus on “Missing Middle” housing, primarily ownership
- Build or acquire turn-key homes
- Advocate for zoning that enables middle-income housing
 - Minimum height
 - Smaller lot size
 - Setbacks
 - Square Footage
 - Density
- Reserve community property in trust for workforce housing
- Use local services wherever possible
- Promote senior housing and temporary/seasonal workforce housing

Executive Director: Doug Taylor

Board of Directors:

Liz Negrau

Tim Jones

Todd Bruce

Jay White

Doug Rath

Real Estate and Construction Committee:

Rob Rafferty

Rick Taylor

Jay White

Supporting Organizations:

Frankfort Rotary

Advocates for Benzie County

Michigan Faith in Action

Sunrise Rotary

NMCAA

Benzie Area Christian Neighbors

Congregational Summer Assembly Women's Association

info@frankfortlandtrust.org

www.frankfortlandtrust.org

The Frankfort Area Community Land Trust is an IRS-approved 501(c)3 non-profit organization.

PO Box 254 | Frankfort, Michigan | 49635

Projected Need for Benzie Housing

By 2025:

HOW MANY MORE RENTAL UNITS DO WE NEED IN BENZIE COUNTY?



425

RENTALS NEEDED

Household Incomes

Up to \$26,000
\$28,000 - \$40,000
\$42,000 - \$60,000
\$64,000+

Affordable Rents

\$650 and less
\$700 - \$1000
\$1050 - \$1500
\$1600 +

Units

232
167
26
0

% of Potential Demand

55%
39%
6%
0%

Organizations addressing: Frankfort Housing Commission, HomeStretch, Gateway Council

HOW MANY MORE HOMEOWNERSHIP UNITS DO WE NEED IN BENZIE COUNTY?



278 OWNER UNITS

Household Incomes

Up to \$60,000
\$70,000 - \$100,000
\$110,000 - \$150,000
\$160,000

Affordable Home Values

\$150,000 and less
\$175,000 - \$250,000
\$275,000 - \$375,000
\$400,000+

Units

37
212
16
13

% of Potential Demand

17%
76%
6%
5%

Organizations addressing: **FACLT**, Habitat for Humanity

What is Workforce Housing?

Generally speaking, workforce housing means housing our workers can afford – our teachers, restaurant employees, firefighters, electricians, and others making around the County's median income. Nearly all experts agree that a household's housing costs should not exceed 30% of its income. Therefore, workforce housing commonly refers to housing that costs less than 30% of the area's median income.—and that housing is becoming harder and harder for the workforce to find. Current local median income data, and more information on housing terms and definitions is available online at www.homesforourfuture.org.

Community Land Trust Home Ownership Model

- Ideal model for “missing middle”, aka “workforce” family budgets
- FACLT retains land ownership, leased to homeowner
- Homeowner buys at 25% under appraised market value; home mortgaged thru commercial lender, FHLB, or USDA
- Owner able to build playset, garage, etc
- Owner builds home equity
- Land Lease ensures future home sale to new qualified family at below market rate; homeowner recoups home investment to date + 50% of appreciation
- Remaining 50% of appreciation allocated towards new workforce homes
- Land remains under Community ownership ensuring year-round Benzie resident housing

Benzie’s “Missing Middle” are working individuals and families who do not qualify for subsidized housing but are priced out of the current market. Northwest Michigan’s housing needs are rooted in a long-standing housing supply shortage, combined with an imbalance between wages and cost of homes. Economic changes since 2020 have exacerbated that imbalance, while the housing pipeline has stopped – creating a growing backlog of unmet housing demand for local workers.

Examples of CLT Communities

Michigan:

- [Grand Haven Community Land Trust](#)
- [Dwelling Place Grand Rapids](#)
- [Genesee County Land Bank Authority](#)

US:

- [The Champlain Housing Trust \(CHT\) - Vermont](#)
- [Evergreen Land Trust - Washington](#)
- [Dudley Street Neighborhood Initiative - Massachusetts](#)
- [Sawmill Community Land Trust - New Mexico](#)
- [Durham Community Land Trustees - North Carolina](#)

Success Factors

- First homes built in “Housing Ready” community of East Frankfort; zoning variances supported and passed unanimously by The Frankfort Planning Commission, Frankfort Housing Commission, Zoning Board of Appeals, and The City of Frankfort
- Local employers represented on FACLT Board and membership include Graceland Fruit, Papanos Pizza, Stormcloud, Crystal Mountain, and City of Frankfort
- Support from other local housing agencies
- Vetting for homes and homebuyer education, both pre- and post-purchase, provided by HUD-approved [Northern Michigan Community Action Agency](#)
- Commitment from local lenders to hold the paper on CLT mortgages in-house
- Strong support for [Michigan Senate Bills](#) proposed to offer tax relief on CLT properties
- Local subcontractors used for construction
- Bids received that include discounted and/or donated labor and materials include
 - Weaver Barns (Pahl’s County Store, Buckley)
 - AJ’s Excavating
 - Bishop Electric
 - Honor Onekama Building Supply
 - Crystal Mountain (free meeting space)



FAQs



Who will live in your first homes?

A; Our partner NMCAA is compiling and vetting a list of *Benzie residents*. The FACLT is not involved in homebuyer selection.

How is a model like this taxed?

A: Currently, despite our 501(c)(3) status, the land is taxed at a non-homestead rate because it is leased to a private entity (the homeowner). CLTs are legally required to pass these taxes on to the homeowner, who also has any residential improvements they make to the property taxed at their full market value. This makes underwriting CLT mortgages more difficult, as well as disincentivizing property improvements. Fortunately Michigan Senate Bills 1141 and 1142, which will provide relief without reducing local revenues from property taxes, have strong support.

Where are your next projects going to be?

A: We can build or rehab anywhere in Benzie that is housing ready, meaning they have identified, prioritized and simplified the workforce housing build process. Ideal sites will have paved road access, infrastructure like water, sewer, and electric, and have relative proximity to businesses and workplaces.

What are the advantages and disadvantages to homeowners?

A: The primary disadvantage to a homeowner is the inability to recoup 100% of the property's equity at sale. However, this is offset by:

- The reduced purchase price of the home (25% of appraised market value)
- No monthly or originating lease fees due to FACLT

Lastly, while typical CLT models offer homeowners between 20-40% of the home equity upon sale of the home to a new buyer, the FACLT has decided to offer 50%, which better positions the family to compete for a market-rate home in the area.

info@frankfortlandtrust.org

www.frankfortlandtrust.org

The Frankfort Area Community Land Trust is an IRS-approved 501(c)3 non-profit organization.

PO Box 254 | Frankfort, Michigan | 49635

Frankfort Land Trust

28X40 CUSTOM HOME

September 2022

GENERAL NOTES:

ALL CONSTRUCTION PROCEDURES REFERENCED IN THIS PLAN ARE TO MEET OR EXCEED REQUIREMENTS IN THE MICHIGAN RESIDENTIAL BUILDING CODE.

SOIL BEARING DESIGN ASSUMED TO BE MIN. 2,000 PSF AT FOOTING DEPTH.

CONCRETE STRENGTH FOR FOOTERS SHALL BE MINIMUM 3,000 PSF AT 30 DAYS
CONCRETE STRENGTH FOR SLABS SHALL BE MINIMUM 4,000 PSF AT 30 DAYS
WITH 6% AIR ENTRAINMENT.

DESIGN CRITERIA:

BUILDING DESIGN:

GROUND SNOW LOAD: 70 PSF
ROOF SNOW LOAD: 54 PSF
ROOF LIVE LOAD: 25 PSF
FLOOR LIVE LOAD: 40 PSF

STRUCTURE DEAD LOAD:

FLOOR: 15 PSF
CEILING: 10 PSF
ROOF: 10 PSF

FOOTING DEPTH: 48"

MISCELLANEOUS NOTES:

EACH BEDROOM TO HAVE A MINIMUM EGRESS WINDOW OPENING OF 5.7 SQ FT WITH A MINIMUM CLEAR OPENING WIDTH OF 20" AND HEIGHT OF 24".

TEMPERED GLASS REQUIREMENTS TO FOLLOW SECTION R308.4 OF THE MICHIGAN RESIDENTIAL BUILDING CODE.

ALL EXTERIOR WINDOWS ARE TO BE DOUBLE GLAZED AND ALL EXTERIOR DOORS ARE TO BE SOLID CORE WITH WEATHERSTRIPPING. PROVIDE 1/2" DEADBOLT LOCKS ON ALL EXTERIOR DOORS, AND LOCKING DEVICES ON ALL DOORS AND WINDOWS WITHIN 10 FT. (VERTICAL) OF GRADE.

PROVIDE ONE SMOKE DETECTOR IN EACH ROOM AND ONE SMOKE/CO DETECTOR IN EACH CORRIDOR ACCESSING BEDROOMS. CONNECT SMOKE/CO DETECTORS TO HOUSE POWER AND INTER-CONNECT SMOKE/CO DETECTORS TO HOUSE POWER AND INTERCONNECT SO THAT, WHEN ANY IS TRIPPED, THEY ALL WILL SOUND. PROVIDE BATTERY BACKUP FOR ALL UNITS.

TUB AND SHOWER ENCLOSURES ARE TO BE GLAZED WITH SAFETY GLASS.

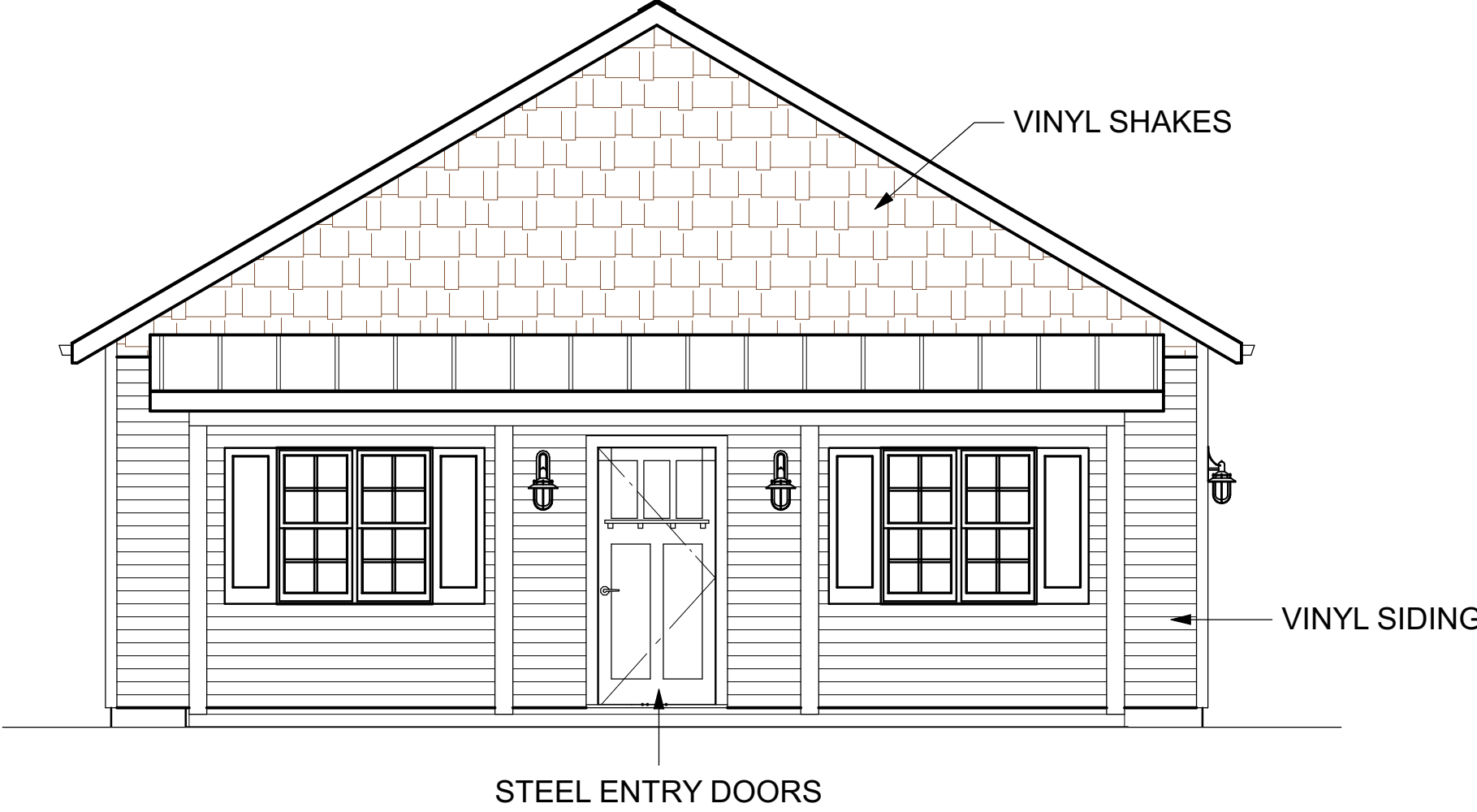
BATHROOMS AND UTILITY ROOMS ARE TO BE VENTED TO THE OUTSIDE WITH A FAN CAPABLE OF PRODUCING A MINIMUM OF 5 AIR EXCHANGES PER HOUR.

ELECTRICAL RECEPTACLES IN BATHROOMS, KITCHENS AND GARAGES SHALL BE GFI OR GFCI PER NATIONAL ELECTRICAL CODE REQUIREMENTS.

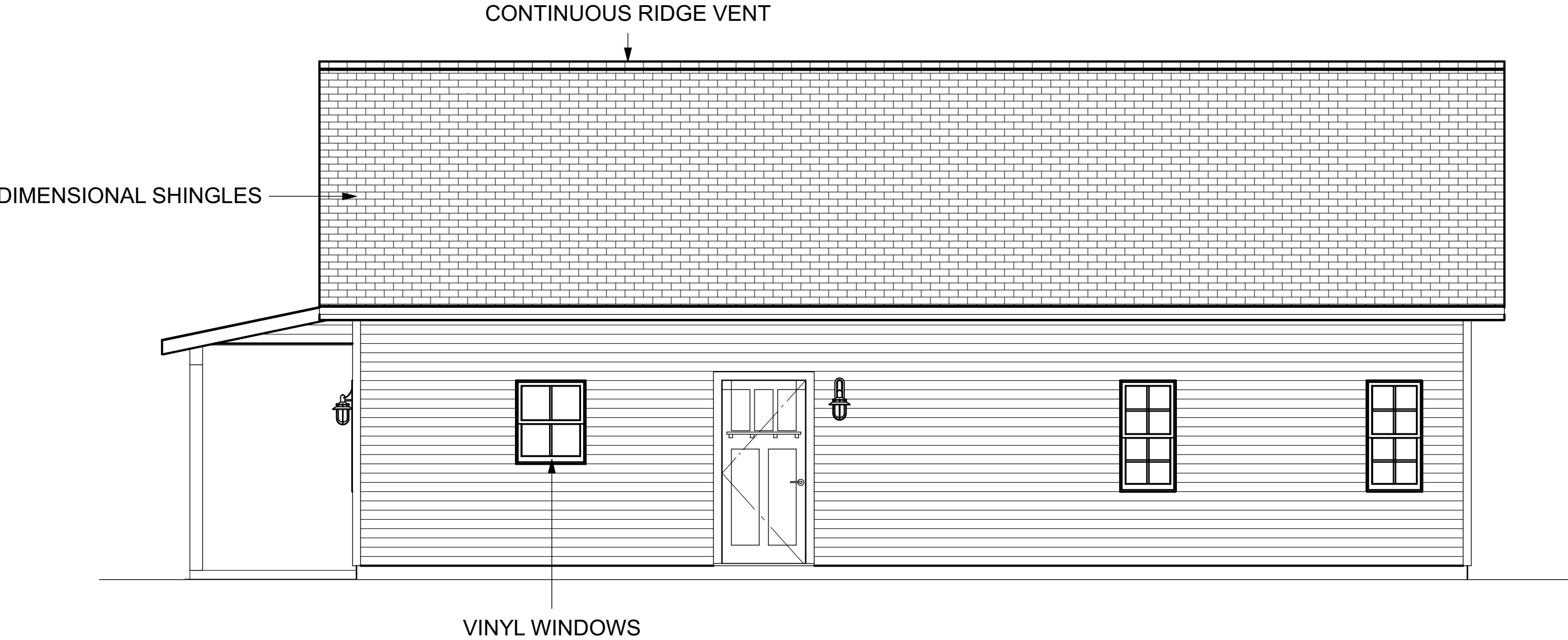
DRAWING INDEX:

A-1 ELEVATIONS
A-2 FOUNDATION
A-3 FIRST FLOOR PLAN
S-1 CROSS SECTIONS
S-2 TRUSSES





FRONT EXTERIOR ELEVATION



RIGHT EXTERIOR ELEVATION

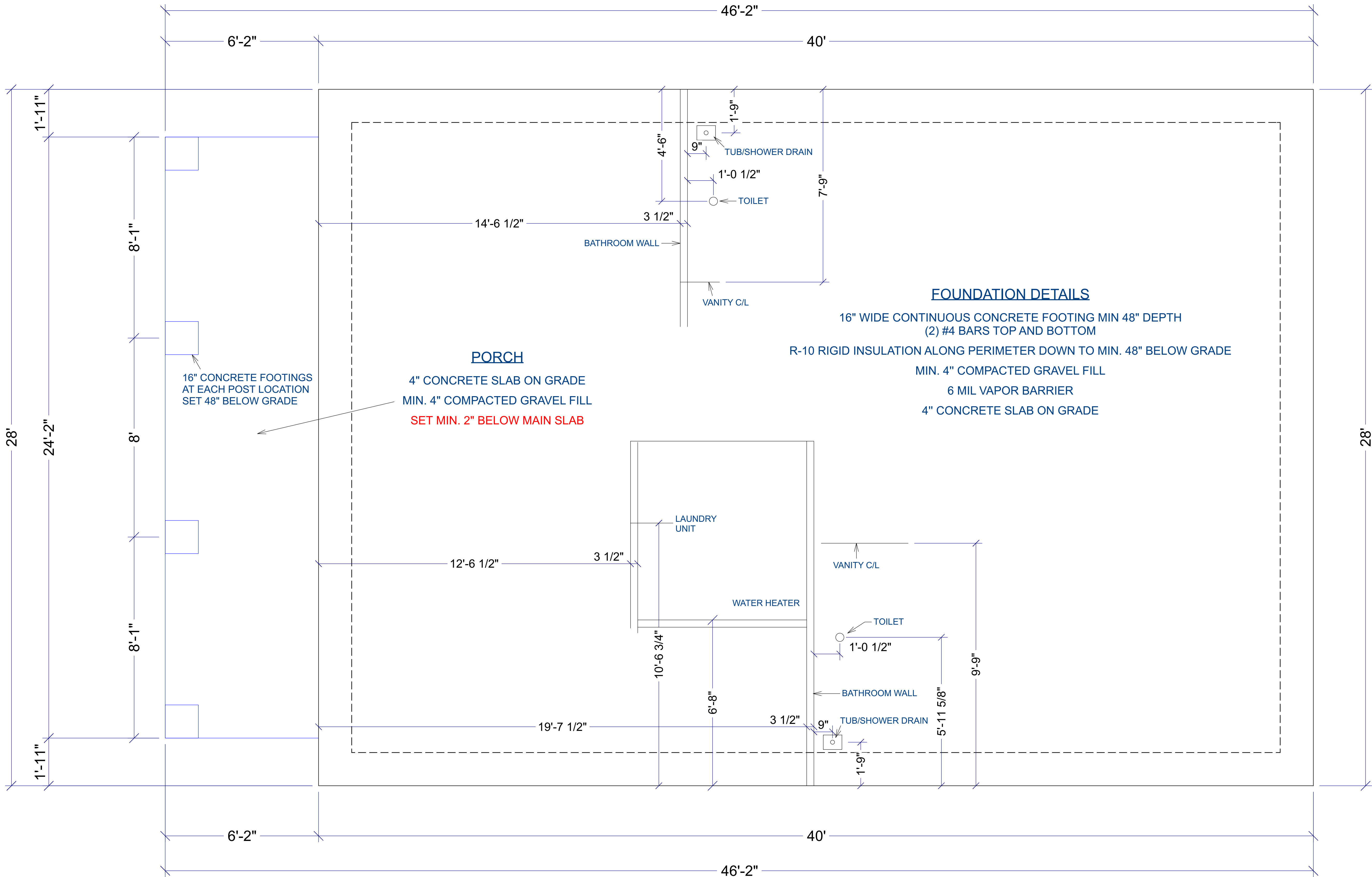


REAR EXTERIOR ELEVATION

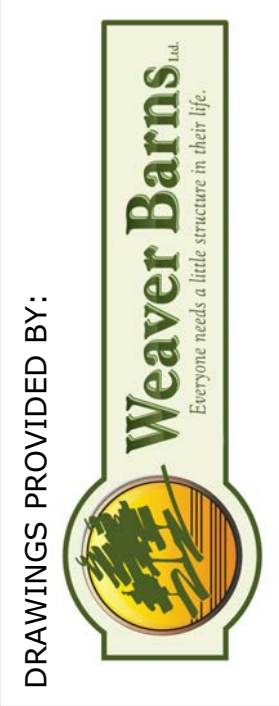


LEFT EXTERIOR ELEVATION

SCALE
1/4" = 1'



SCALE
1/2" = 1'



DRAWINGS PROVIDED BY:

FOUNDATION

Frankfort Land Trust
Frankfort, MI 49635

REVISED:

9/6/2022

DRAWN BY:

RC

SHEET SIZE:

24" X 36"

SHEET:

A-2



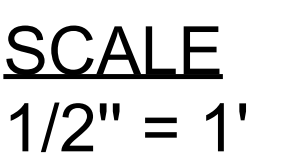
Frankfort Land Trust
Frankfort, MI 49635

9/6/2022

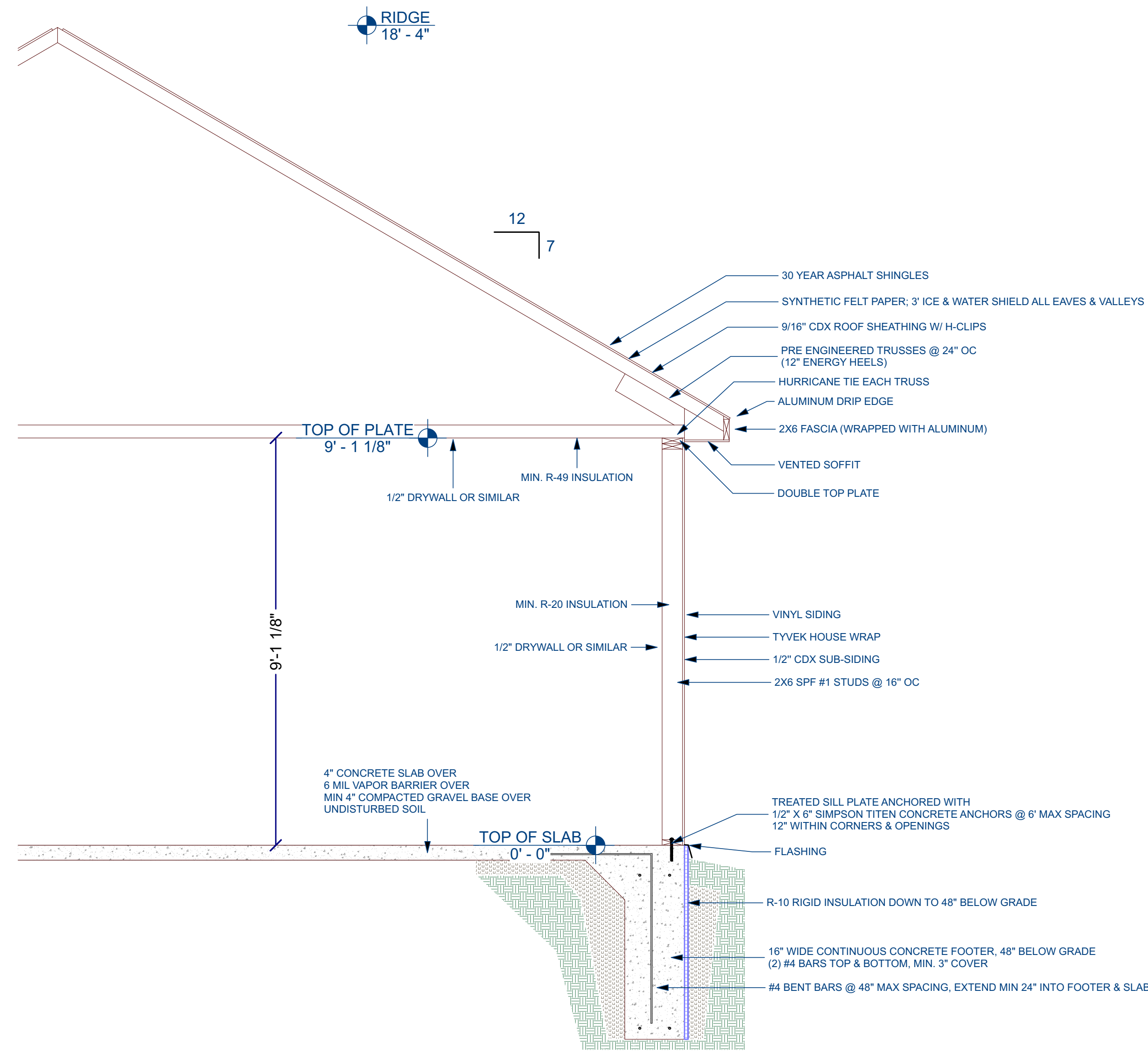
RC

4" X 36"

A-3



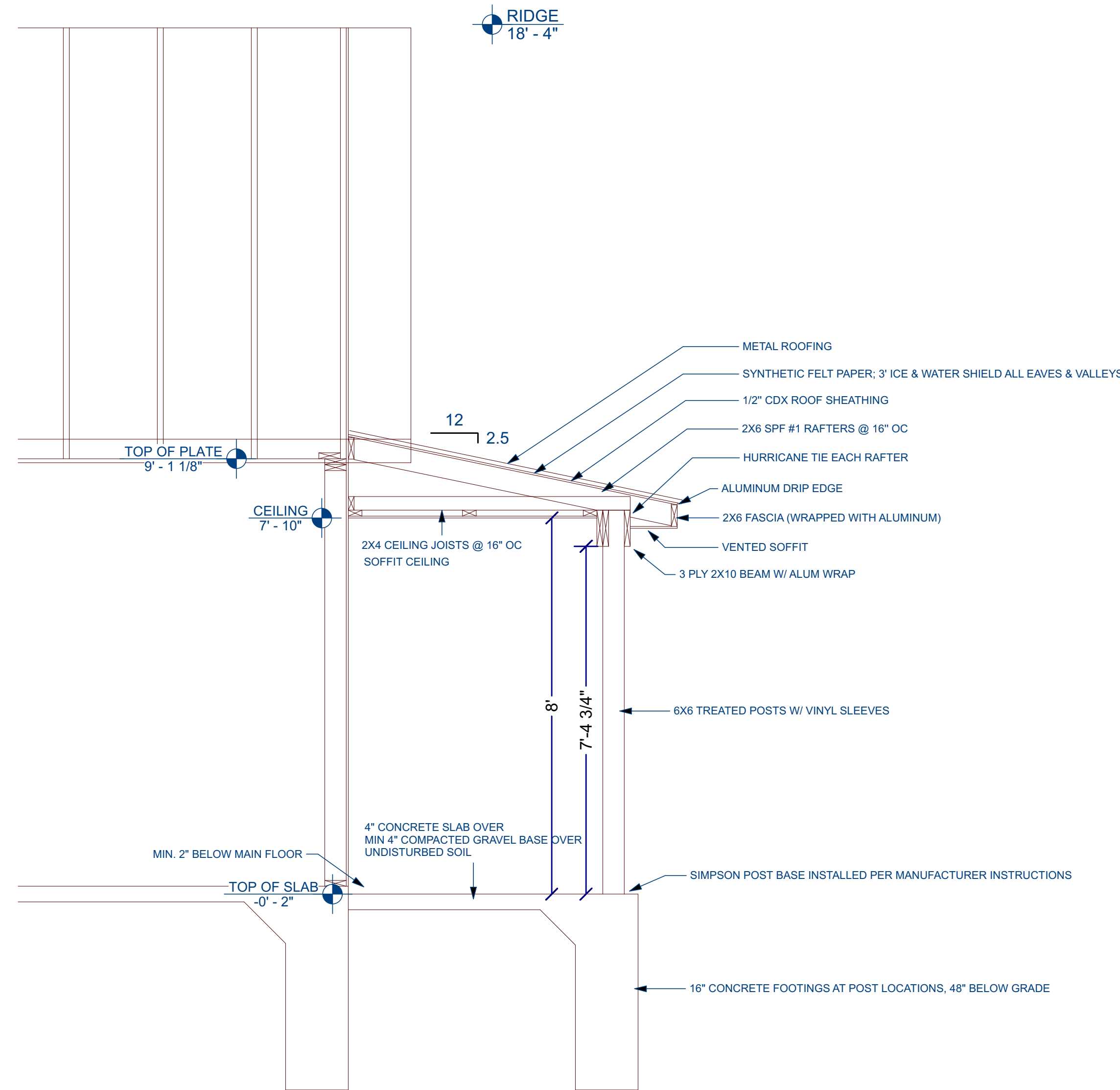
A-3



MAIN FRAMING SECTION

SCALE: 1/2" = 1'

A
S-1



PORCH FRAMING SECTION

SCALE: 1/2" = 1'

B
S-1

DRAWINGS PROVIDED BY:



CROSS SECTIONS

Frankfort Land Trust
Frankfort, MI 49635

REVISED:

9/6/2022

DRAWN BY:

RC

SHEET SIZE:

24" X 36"

SHEET:

S-1



MiTek USA, Inc.
16023 Swingley Ridge Rd
Chesterfield, MO 63017
314-434-1200

Re: 224345
Keim - Frankford Land Trust

The truss drawing(s) referenced below have been prepared by MiTek USA, Inc. under my direct supervision based on the parameters provided by Hostetler's Metal & Truss.

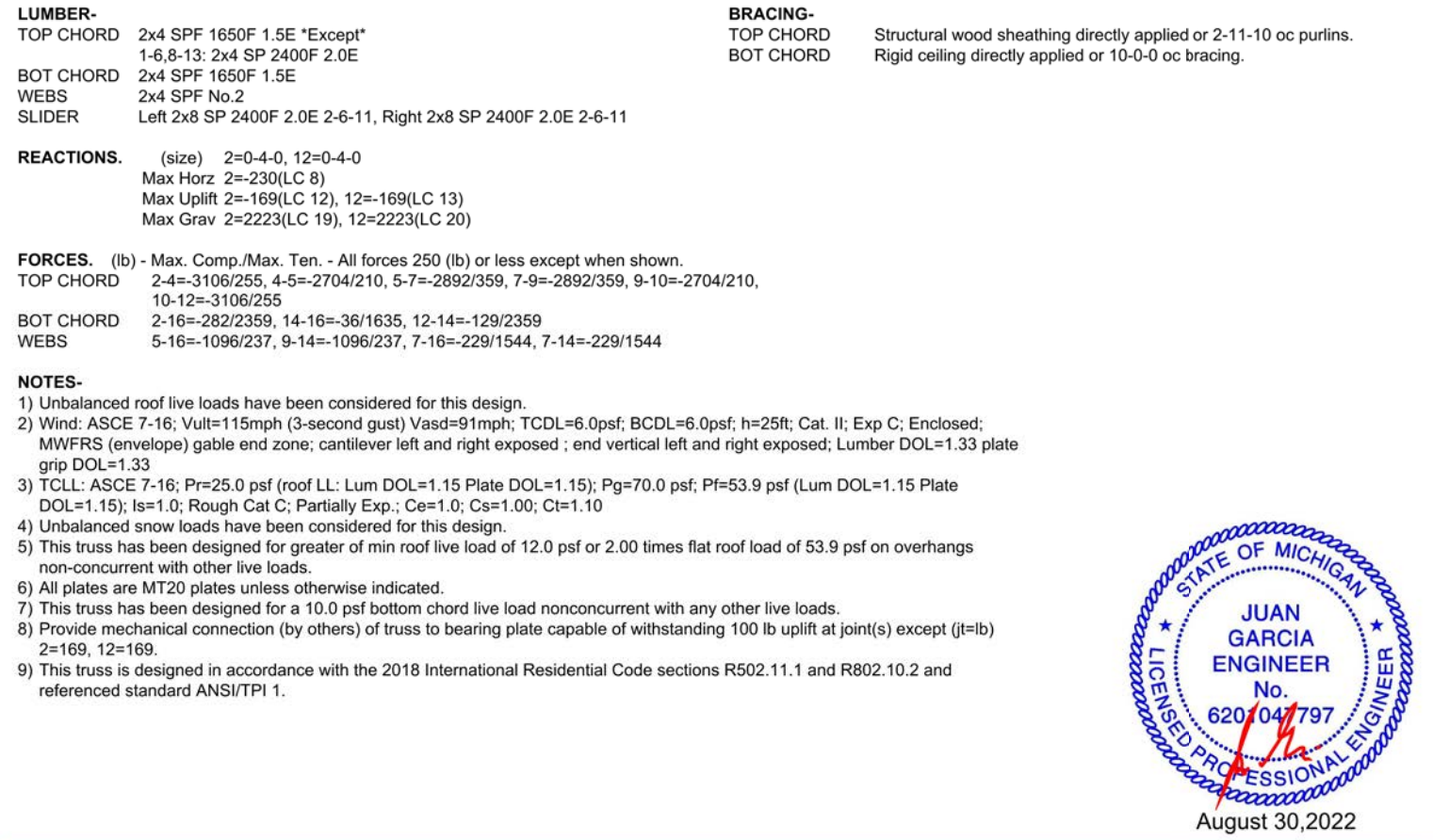
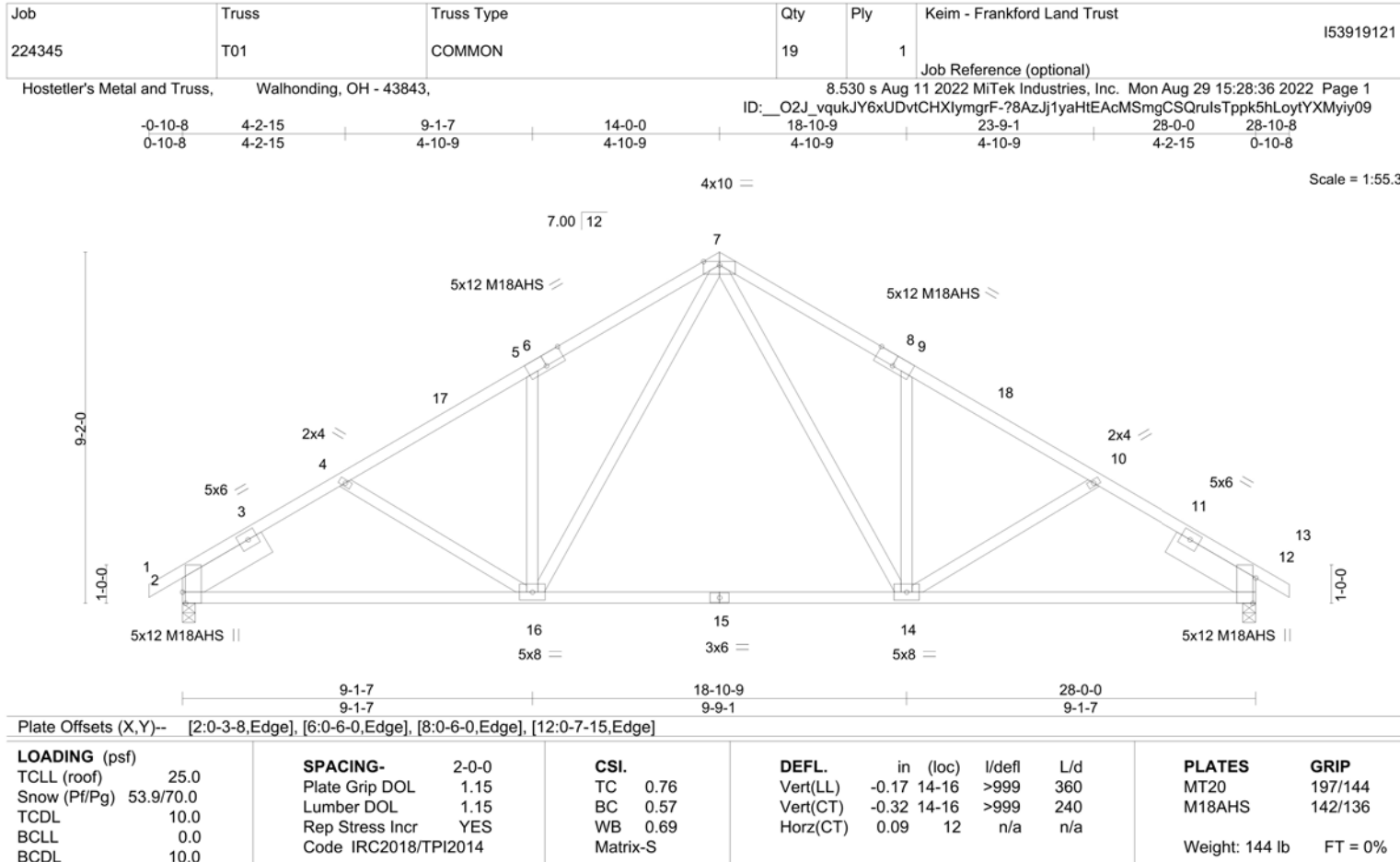
Pages or sheets covered by this seal: I53919121 thru I53919122
My license renewal date for the state of Michigan is May 25, 2024.



Garcia, Juan

August 30, 2022

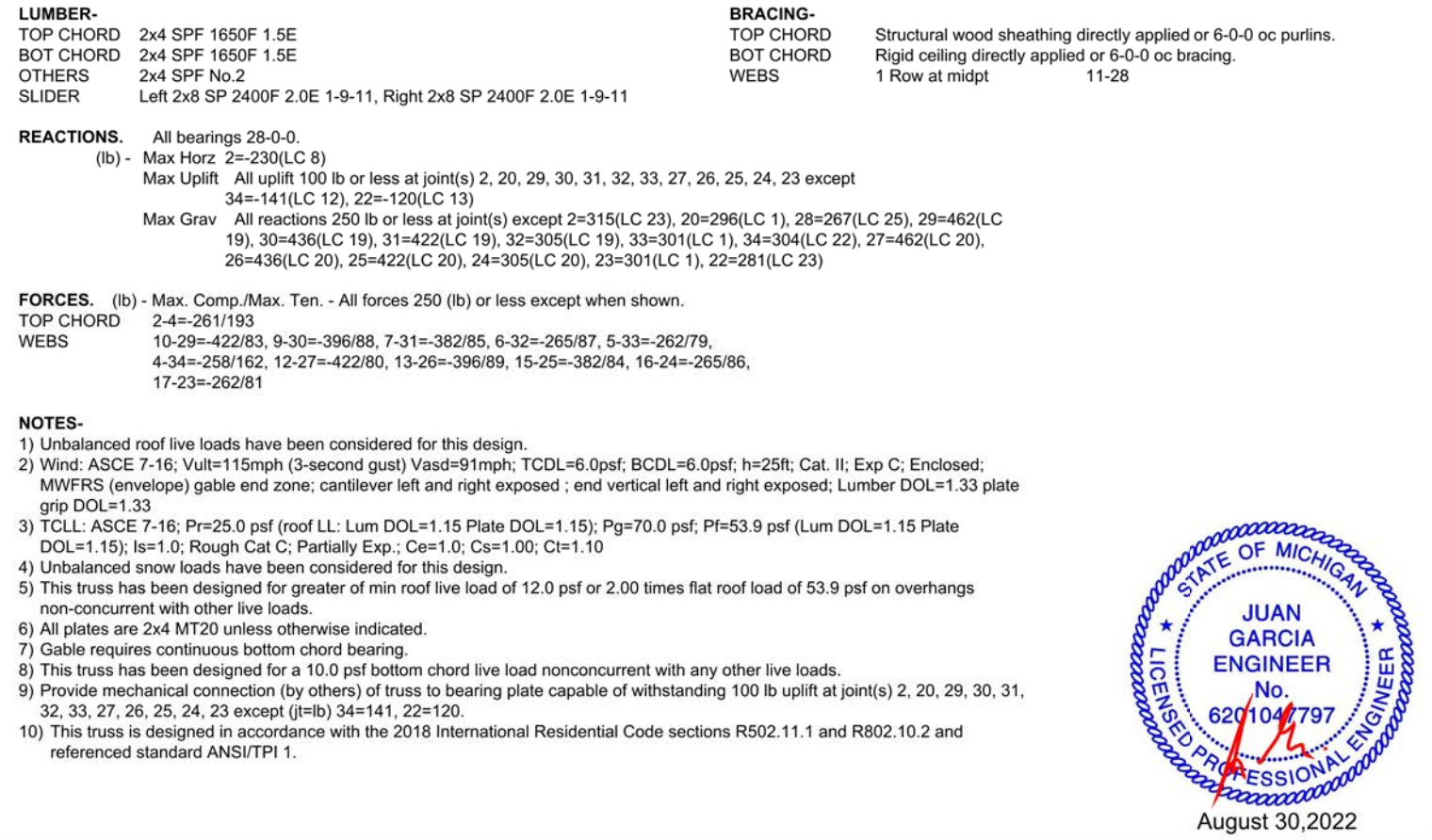
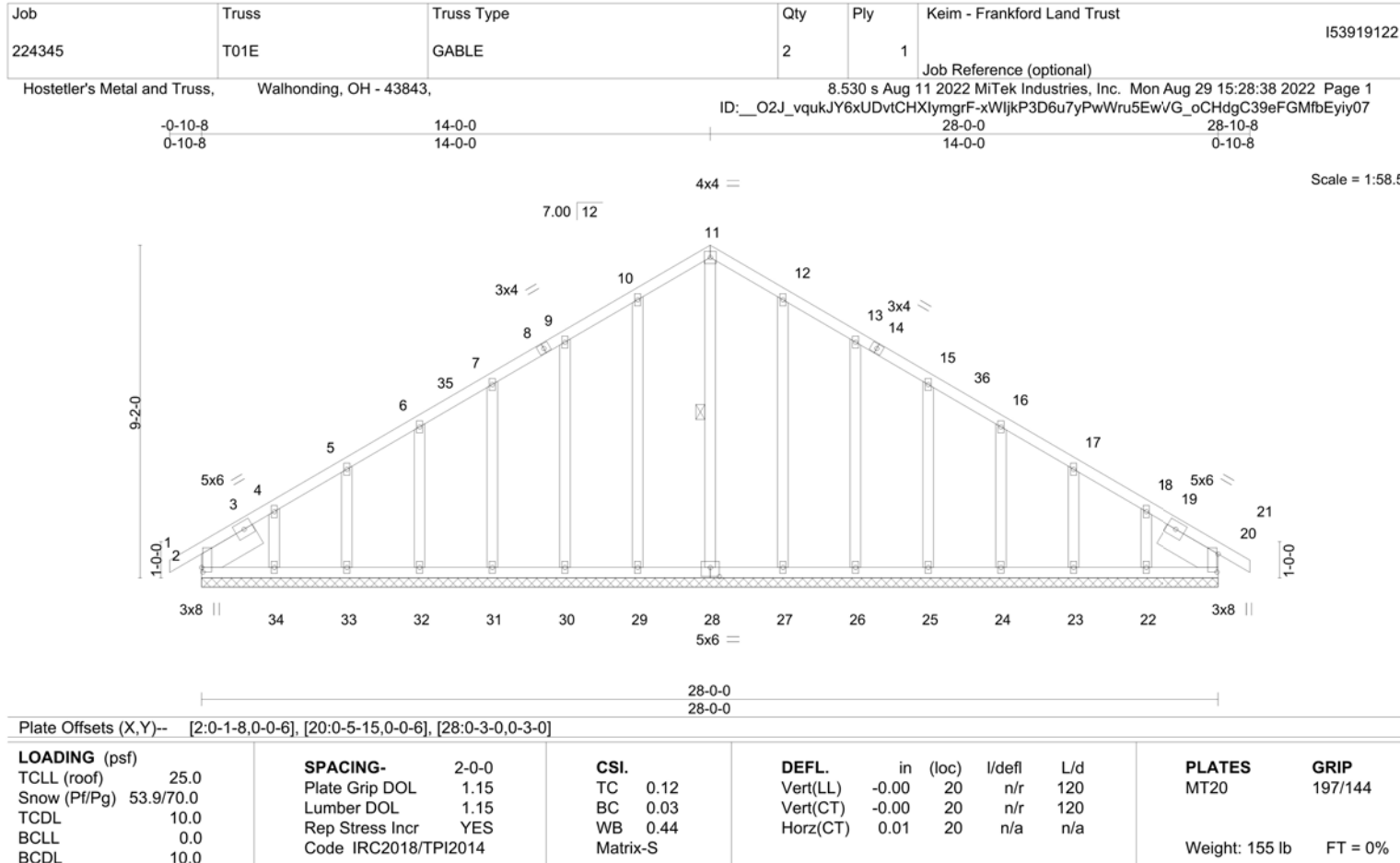
IMPORTANT NOTE: The seal on these truss component designs is a certification that the engineer named is licensed in the jurisdiction(s) identified and that the designs comply with ANSI/TPI 1. These designs are based upon parameters shown (e.g., loads, supports, dimensions, shapes and design codes), which were given to MiTek or TRENCO. Any project specific information included is for MiTek's or TRENCO's customers file reference purpose only, and was not taken into account in the preparation of these designs. MiTek or TRENCO has not independently verified the applicability of the design parameters or the designs for any particular building. Before use, the building designer should verify applicability of design parameters and properly incorporate these designs into the overall building design per ANSI/TPI 1, Chapter 2.



WARNING - Verify design parameters and READ NOTES ON THIS AND INCLUDED MITEK REFERENCE PAGE M8-7473 rev. 9/18/2020 BEFORE USE.
Design valid for use only with MiTek connectors. This design is based only upon parameters shown, and is for an individual building component, not a truss system. Before use, the building designer must verify the applicability of design parameters and properly incorporate this design into the overall building design. Bracing indicated is to prevent buckling of individual truss web and/or chord members only. Additional temporary and permanent bracing is always required for stability and to prevent collapse with possible personal injury and property damage. For general guidance regarding the fabrication, storage, delivery, erection and bracing of trusses and truss systems, see ANSI/TPI Quality Criteria, DSB-89 and BCS Building Component Safety Information, available from Truss Plate Institute, 2670 Crain Highway, Suite 203 Waldorf, MD 20601



August 30, 2022



WARNING - Verify design parameters and READ NOTES ON THIS AND INCLUDED MITEK REFERENCE PAGE M8-7473 rev. 9/18/2020 BEFORE USE.
Design valid for use only with MiTek connectors. This design is based only upon parameters shown, and is for an individual building component, not a truss system. Before use, the building designer must verify the applicability of design parameters and properly incorporate this design into the overall building design. Bracing indicated is to prevent buckling of individual truss web and/or chord members only. Additional temporary and permanent bracing is always required for stability and to prevent collapse with possible personal injury and property damage. For general guidance regarding the fabrication, storage, delivery, erection and bracing of trusses and truss systems, see ANSI/TPI Quality Criteria, DSB-89 and BCS Building Component Safety Information, available from Truss Plate Institute, 2670 Crain Highway, Suite 203 Waldorf, MD 20601



August 30, 2022

DRAWINGS PROVIDED BY:



TRUSSES

Frankford Land Trust
Frankfort, MI 49635

REVISED:

9/6/2022

DRAWN BY:

RC

SHEET SIZE:

24" X 36"

SHEET:

S-2

OF A PART OF LOTS ONE, AND THREE,
OF BLOCK S, SECOND ADDITION TO
FRANKFORT; BENZIE COUNTY MICHIGAN.

In dedication: the proprietors, George A Robinson (single), and Joseph F. Schettler and Clara A. Schettler, his wife, hereby set apart for public use the streets and alleys designated as such. IN TESTIMONY WHEREOF the proprietors thereof have hereunto attached their signatures and seals this twenty-first day of May, A.D. 1902.

George A. Robinson, D.D.
Joseph F. Hoffalter, D.D.
Eliza A. Hoffalter, D.D.

George W. Moore Notary Public

Frank S. Maxwell Surveyor

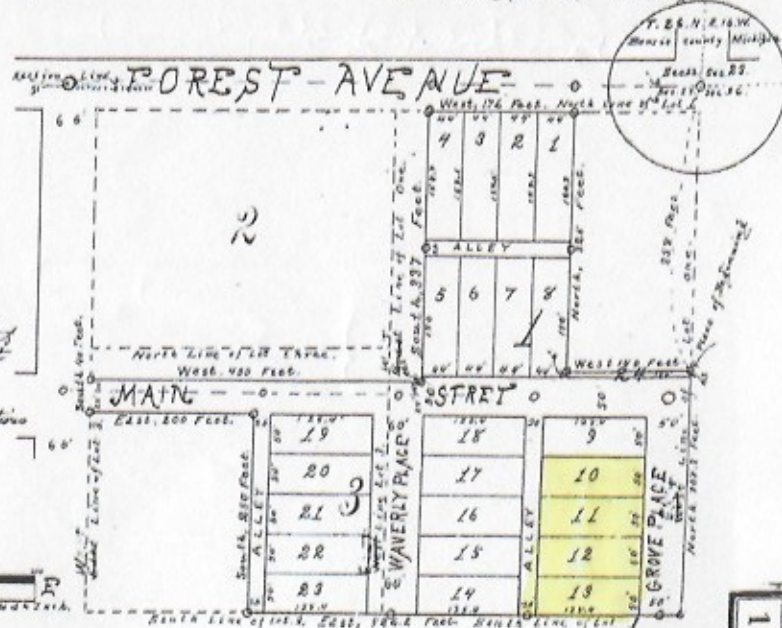
RECEIVED AND FILED.
IN AUDITOR GENERAL'S OFFICE,
Sept. 22 1912
Franklin, Wis.

Frank J. Maxwell
Register of Deeds
Surveyor.

Examined and approved
June 7th 1993
John F. Williams
Deputy Auditor General

18 The said County Register of Deeds and Clerk
has the honor to acknowledge the receipt of the
above mentioned instrument, and to certify that the same
has been duly recorded in the office of said Register
of Deeds and Clerk, and that it is a true and correct
copy of the original instrument, and of the whole of the
record.

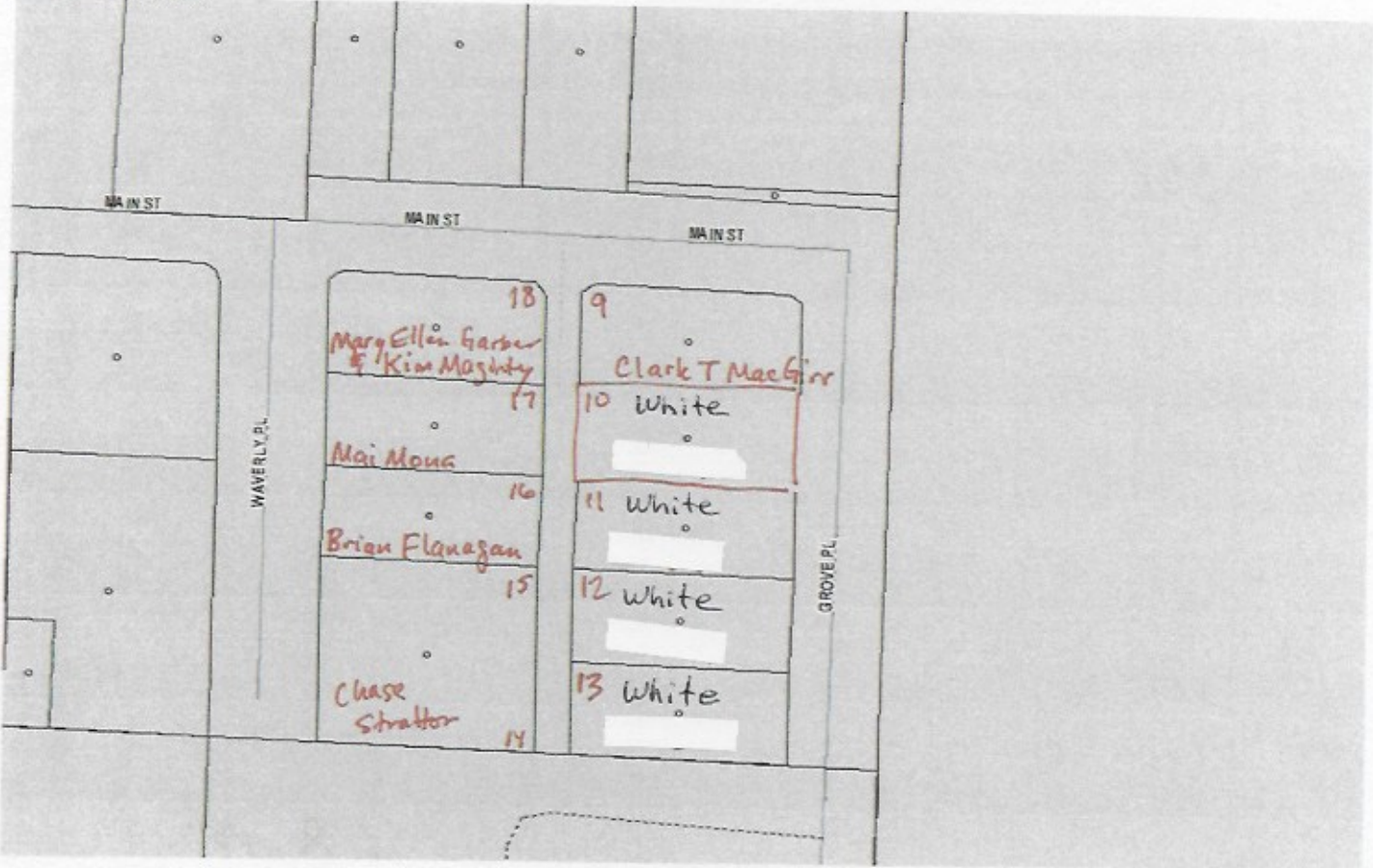
Thos. S. Jasack, Register of Deeds
Surgeon.



14795

County Base Map

Showing Parcel Lines & Labels



County Base Map

This Base Map consists of the Township Roads, Lakes, and Rivers.
One can overlay other information on this Base Map or begin a new map.
NOTE: This information can always be viewed by clicking the title of the map. Information about each LEGEND item is displayed by clicking each legend item.

- 75 US Feet
- Rivers-Lakes
- County Border
- Municipal Name & Border
- Public Roads
- Property Lines

September 23, 2022

From: Benzie County Faith in Action
To: Benzie County Commission
Re: Support for Affordable Housing Efforts

To whom it may concern,

As churches with members representing the wide range of belief and backgrounds present in Benzie County we have come together over the last two years to build community and work together on the issues we agree on, issues directly affecting people who sit in our pews on Sunday morning. *Perhaps the highest priority of these issues is the urgent need for more affordable housing in our community.*

All of us have congregants who have struggled to find a place to live. And we feel deeply called by the gospels to ensure that our neighbors have a roof over their heads and a place to live with dignity. *Therefore we were pleased to see that the county commission recently approved \$500,000 dollars of ARPA funds for Homestretch in support of their construction of affordable housing.* We thank you for this commitment. **Today we write in support of the Frankfort Area Land Trust and their request for an additional \$120,000 for construction of four affordable homes.** We know that this is a drop in the bucket, and it will take much more work to ensure that everyone in our county has a safe and healthy home, but we believe it to be not only a good first step but the type of symbolic commitment and partnership that can encourage further collaboration in this vein.

We further request that the commission continue to do everything in its power to address the housing crisis, including direct investment in housing construction and infrastructure. We stand ready to assist in these efforts in whatever way possible. As we learn from the gospel of Matthew, when we care for the needy, we care for Christ himself, and improve our community for all.

In Faith,

Benzie County Faith in Action

Rev. Chuck Towersey, (Co-Chair), Pastor, Fresh Wind Christian Community, Interlochen
Rev. Ann Hebert, (Co-Chair), Pastor, St. Andrews Presbyterian Church, Beulah
Rev. Dinah Haag, Pastor, First Congregational Church of Frankfort
Rev. Rick Stieve, Pastor, Trinity Lutheran Church, Frankfort
Rev. Tim Jahn, Pastor, Advent Lutheran Church, Lake Ann
Rev. Patty Higgins, Pastor, First Congregational Church of Benzonia UCC
Rev. Collin Towersey, Pastor, Fresh Wind Christian Community
St. Phillips Episcopal Church, Beulah

Contact Luke Allen
Lead Organizer, Michigan Faith in Action
313-870-7654 luke@michfa.org
www.michfa.org



ADVOCATES for BENZIE COUNTY

P.O. Box 1012
Frankfort, MI 49635

A 501(c)3 Tax-Exempt Organization

DATE: September 20, 2022

TO: Benzie County Board of Commissioners

FROM: John E. Harnish, President
Advocates for Benzie County

RE: Support for Frankfort Area Community Land Trust

From its inception 6 years ago, Advocates for Benzie County has been committed to the urgent need for housing in the county. Particularly we have been focusing on the need for housing for the "missing middle" which includes first-career young adults, seniors who are looking to down-size, and workers in our restaurants, schools, and businesses.

Advocates for Benzie County celebrates the commitment the Commissioners have made to Homestretch by designating \$500,000 of the American Rescue funds for their project. In addition to the work of the City of Frankfort and Homestretch, we have been engaged with the leadership of the Frankfort Area Community Land Trust in their plans to build homes which would address the need for workforce housing. We were honored to be the fiduciary for gifts given in memory of Rick Robb and have transferred \$5,000 to the Land Trust in support of their first house, which will be named in his honor.

Therefore, ***we would like to endorse their request for \$120,000 for the building of four new homes on Grove Place.*** The support of the Commissioners will bring this project closer to completion.

We also realize that infrastructure plays a major role in the development of new housing. We encourage the Commissioners to work on issues like the availability of water, sewage and gas, the necessary changes to zoning and tax structures and other factors which either inhibit or encourage housing development in our county.

Thank you for the work you are doing in addressing the housing needs of Benzie County.

Sincerely,


John E. Harnish, President

Board Members: Valarie Gerhart, Janet Howe, Julie Banktson, Matt Olsen, Mike Hammer, David Clasen, Doug Taylor, Bill Ward and Kay Bond, Executive Director

RECEIVED

SEP 20 2022

TAMMY BOWERS
BENZIE COUNTY CLERK
BEULAH, MI 49617