

THE BENZIE COUNTY BOARD OF COMMISSIONERS
May 23, 2023

The Benzie County Board of Commissioners met in a regular session on Tuesday, May 23, 2023, 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 Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke
Excused: Commissioner Jeannot

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

Tributes presented by Board Chair:

Chair Roelofs presented a tribute to the Benzie County Emergency Medical Services. Paramedics and Emergency Medical Technicians provide aid after medical emergencies and disasters and ease our suffering in countless ways. The unwavering commitment of Benzie County EMS to public service often comes at the cost of their own physical well-being, mental health, and precious time with loved ones. The Benzie County Board of Commissioners do hereby give this tribute to Benzie County EMS in celebration of Emergency Medical Services Week, May 21 – 27, 2023, and call upon all government officials, parents, teachers, school administrators, caregivers, business leaders, non-profit organizations, and the people of Benzie County to observe this week and thank their Benzie County EMS Personnel for their service to our community.

Agenda:

Motion by Warsecke, seconded by Nye, to approve the agenda as amended, by removing Action Item E, Bomb-Swatting Threat Policy. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke
Nays: None Exc: Jeannot Motion carried.

Minutes:

Motion by Sauer, seconded by Markey, to approve the regular session minutes of May 9, 2023, as presented. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None
Exc: Jeannot Motion carried.

Motion by Sauer, seconded by Nye, to approve the close session minutes of May 9, 2023, as presented. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Public Hearing: Hazard Mitigation Plan:

Stephanie Marchbanks, Networks Northwest, and Rebecca Hubers, Benzie County Emergency Management Coordinator, were present to answer any questions regarding the Hazard Mitigation Plan.

9:08 am Open Public Hearing

Annie Browning, Village of Beulah, questioned what you think the most likely hazard would be from the environment.

Stephanie Marchbanks stated that it would be weather.

Rebecca Hubers stated that another area it could be is flooding, which is addressed in this plan.

Stephanie Marchbanks stated that this plan was available online for the public to review for about a month and Networks Northwest has not received any comments.

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Commissioner Nye stated that some residents had insurance issues because of the flood zones delineation, does this satisfy what they are looking for?

Rebecca Hubers stated that the townships still need to present, adopt and accept the maps of the Hazard Mitigation Plan.

Commissioner Cunningham stated that she has heard from the public quite a bit and will speak on their behalf. On page 10 – “on going enforcement of soil erosion, permitting” and then “permits and inspections based on code.” Is there anyone who will follow through on this?

Rebecca Hubers stated that we do not enforce this, that would be the building department for soil erosion, and it may be different for each Township.

9:19 a.m. Close Public Hearing

Motion by Markey, seconded by Cunningham, to approve the draft Hazard Mitigation Plan for review by the Michigan State Police and FEMA. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried

9:20 a.m. Public Comment

Richard Haan, Honor, stated that they own the Sleeping Bear Riverside Cabins in Honor, and the Laundromat in Frankfort. Requesting \$28,450 of the ARPA funds to replace 3 washing machines in their laundromat with two 40-pound washing machines.

Chris Kitzman, Benzonia Township, has two comments regarding action item B, Strategic Priorities and Goals. First, one relates to your strategy to achieve effective external communication with the community by engaging in positive outreach. She would like to see a synopsis of the approved minutes published in the Record Patriot. The other one fits under enhance county services also and ask that you revisit some form of awareness and coordination of zoning throughout the county.

9:26 a.m. Public Comment closed.

FINANCE

Bills: Motion by Warsecke, seconded by Sauer, to approve payment of the bills from May 6, 2023, through May 18, 2023, in the amount of \$411,179.98, as presented. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS:

Doug Durand, Benzie Senior Resource Director provided a written report and stated that they have started a new footcare clinic at Michigan Shores. Commented that all four nurses are doing electronic charting. The golf outing on behalf of Benzie Senior Resources, will be June 11, 2023.

Nate Loop, Maples Administrator provided a written report and presented it. He stated that he will be providing this report monthly whether he is present at the meeting or not.

CLOSED SESSION: Collective Bargaining Negotiations

9:41 a.m. Motion by Roelofs, seconded by Sauer, in accordance with MCL 15.268 (c), to enter into closed session to discuss strategy in accordance with FOPLC bargaining unit. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

9:54 a.m. back in open session.

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Motion by Nye, seconded by Sauer, to move to ratify the tentative agreement previously ratified by the FOPLC Deputies Bargaining for the 2023 re-opener and authorize the Board Chair to sign the Letter of Agreement to make the agreed upon change as approved as to form by the County's legal counsel. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS (continued):

Rebecca Hubers, Emergency Management, stated that if anyone would like to see the drawing of the lower-level expansion plans, come and see her. We do not want it out there on the public website for security reasons. Same as the upcoming Cyber Incident Response Policy. Also, introduced Jacob Balhorn, he is a summer Criminal Justice Intern for the building.

Brianne Lindsay, Equalization Director provided a written report.

Jesse Zylstra, Solid Waste and Recycling Coordinator provided a written report.

10:00 a.m. PRESENTATION: Terry VanderCook, Networks Northwest, presented 2022 Networks Northwest Annual Report, and went over the services they provided to Benzie County.

ACTION ITEMS

Consider accepting the 2021/2022 audit: Motion by Sauer, seconded by Cunningham, to accept the Audited Financial Statements for Benzie County's Fiscal Year 2021-2022. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Adopt Benzie County Strategic Priorities and Goals: Discussion held. Motion by Warsecke, seconded by Markey, to adopt the Benzie County Strategic Priorities, Goals and Actions dated May 9, 2023. Roll call. Ayes: Markey, Nye, Roelofs, Sauer and Warsecke Nays: Cunningham Exc: Jeannot Motion carried.

Consider adopting the Cyber Incident Policy: Rebecca Hubers was present to answer any questions. Motion by Sauer, seconded by Nye, to adopt the Cyber Incident Response Policy which adopts the Cyber Incident Response Plan. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Consider adopting the Personnel File Policy: Jackie Palfey was present to answer any questions. Motion by Sauer, seconded by Cunningham, to adopt the Personnel File Policy and add it to the staff manual. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Consider adopting the Fraud Policy: Jackie Palfey was present to answer any questions. Motion by Warsecke, seconded by Markey, to adopt the Anti-Fraud Policy to replace the old policy listed in the staff policy manual. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Consider adopting the Tobacco/Smoke Free Policy: Jackie Palfey was present to answer any questions. Motion by Nye, seconded by Cunningham, to adopt the Tobacco/Smoke Free Workplace

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Policy to replace the old policy listed in the staff policy manual. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Consider adopting the Adoption and Administration Policy: Jackie Palfey was present to answer any questions. Motion by Warsecke, seconded by Sauer to adopt the Adoption and Administration Policy to replace the old policy listed in the staff policy manual. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Consider adopting the Disciplinary Action Policy: Jackie Palfey was present to answer any questions. Motion by Cunningham, seconded by Warsecke, to adopt the Disciplinary Action Policy and rescinds all related policies. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Consider adopting the Nepotism Policy: Jackie Palfey was present to answer any questions. Motion by Warsecke, seconded by Nye, to adopt the Nepotism Policy and rescinds all related nepotism policies. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Consider entering into a contract for Equalization Fieldwork services: Brianne Lindsay, Equalization Director, was present to answer any questions. Motion by Nye, seconded by Markey, to approve a one-year contract with Dr. Mark Holley, Complete Appraisal Service, in the total annual amount of \$23,300, such contract subject to approval as to its form by legal counsel and authorizes the Chair to sign. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Approve copy machines and service agreements with Netlink for Sheriff's Office: Motion by Markey, seconded by Sauer, to approve three agreements with Netlink Business Solutions for a period of 36 months for copy machines in Sheriff's Office in the estimate total annual amount of \$1,800. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Approve 2% tribal grant application for full body scanner: Motion by Cunningham, seconded by Markey, to approve the grant application for Tribal Council Allocation of 2% funding for a total body scanner and authorizes the Chair to sign. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

COMMISSIONER REPORTS

Chair Roelofs stated he was invited to and attended the New Covenant Christian Academy first graduation ceremony, Agenda Review meeting, Union Negotiations, and a couple more meetings.

Comm Jeannot provided a written report.

Comm Cunningham provided a written report. She gave updates on the Frankfort City Council meeting and the Crystal Lake Township meeting.

Comm Nye provided a written report. She updated her report to add attendance to the MACC Health and Human Service meeting, and the EDC meeting.

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Comm Markey provided a written report. He updated his report to add attendance to the MACC Judicial and Public Safety Committee meeting.

Comm Warsecke – nothing to report as he had been out of state.

Comm Sauer stated he attended the Weldon Township meeting, Road Commission meeting, Village of Thompsonville meeting, Village of Elberta meeting, and Weldon Township Planning Commission meeting. Ms. Haan needs to be advised to go for a loan through ~~LARA~~ Laura Galbraith, Venture North Funding.

COUNTY ADMINISTRATOR'S REPORT – Katie Zeits stated that she has sent out the bids received for the lower-level expansion to all the Commissioners. This will be brought before the Board at the June 13, 2023, meeting for action. If you have any questions, please contact her or Rebecca Hubers, prior to that meeting. She will be attending the County Administrator Conference at Crystal Mountain for the rest of this week.

STUDY SESSION - None

COMMITTEE APPOINTMENTS- None

UNFINISHED BUSINESS - None

NEW BUSINESS - None

PRESENTATION OF CORRESPONDENCE

- Benzie Leelanau Health Department May 24, 2023, Agenda.
- Osceola County Resolution #2023-0009 – to Oppose all Firearms Control Legislation.
- Lenawee County Resolution -Opposition to Legislation Preempting Local Control.

11:23 a.m. Public Comment

Annie Browning, Village of Beulah, stated that what she is hearing today is the importance of planning commissions and emergency preparedness.

11:24 a.m. Public Comment closed.

Motion by Warsecke, seconded by Markey, to adjourn at 11:25 a.m. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Bob Roelofs, Chair

Tammy Bowers, Benzie County Clerk

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1. Approve the agenda as amended, by removing Action Item E, Bomb-Swatting Threat Policy.
2. Approve the regular session minutes of May 9, 2023, as presented.
3. Approve the close session minutes of May 9, 2023, as presented.
4. Approve the draft Hazard Mitigation Plan for review by the Michigan State Police and FEMA.
5. Approve payment of the bills from May 6, 2023, through May 18, 2023, in the amount of \$411,179.98, as presented.
6. Accordance with MCL15.268 (c) to enter into closed session to discuss strategy in accordance with FOPLC bargaining unit.
7. To move to ratify the tentative agreement previously ratified by the FOPLC Deputies Bargaining for the 2023 re-opener and authorize the Board Chair to sign the Letter of Agreement to make the agreed upon change as approved as to form by the County's legal counsel.
8. To accept the Audited Financial Statements for Benzie County's Fiscal Year 2021-2022.
9. To adopt the Benzie County Strategic Priorities, Goals and Actions dated May 9, 2023.
10. To adopt the Cyber Incident Response Policy which adopts the Cyber Incident Response Plan.
11. To adopt the Personnel File Policy and add it to the staff manual.
12. To adopt the Anti-Fraud Policy to replace the old policy listed in the staff policy manual.
13. To adopt the Tobacco/Smoke Free Workplace Policy to replace the old policy listed in the staff policy manual.
14. To adopt the Adoption and Administration Policy to replace the old policy listed in the staff policy manual.
15. To adopt the Disciplinary Action Policy and rescinds all related policies.
16. To adopt the Nepotism Policy and rescinds all related nepotism policies.
17. To approve a one-year contract with Dr. Mark Holley, Complete Appraisal Service, in the total annual amount of \$23,300, such contract subject to approval as to its form by legal counsel and authorizes the Chair to sign.
18. To approve the grant application for Tribal Council Allocation of 2% funding for a total body scanner and authorizes the Chair to sign.

**Art Jeannot
Commissioner Report
May 23, 2023**

- **5/10 – Northwest MI Community Action Agency (Housing Committee)**
 - The committee is recommending to the full board approval of funding for a housing project in Frankfort. The developer and owner is Homestretch in partnership with the City. The amount recommended is \$40k.
- **5/11 – Platte Township**
 - Business as usual.
- **5/15 – Northern MI Association of Counties**
 - Discussed the need for MSU Extension to provide a training seminar for BOC Chairmen/Chairwomen. Anyone could participate. I would like your feedback.
 - Chet Janik gave an overview of MI Leadership Institute and the services they provide. Services include executive job recruitment. Some of you may remember that Chet was the County Administrator in Leelanau County and he retired in December 2022.
 - We had several legislative updates. Most of these updates are already shared with you via emails from MAC.
 - The June 19th meeting has been cancelled.
- **5/18 – Northwest MI Community Action Agency**
 - Approved \$40k to help fund the Homestretch housing project (12 units) in Frankfort. Another \$50k was approved for a project in Traverse City.
 - The Summer Conference for State Action Agencies will be held at Crystal Mountain July 18-20.
- **5/19 – EDC/BRA**
 - I attended the meeting along with Rhonda. I will rely on Rhonda to give you an update.
- **Other**
 - I met with Paula Eberhart to get updated on the operations of her department. Technology, customer service and staffing are areas we spent the most time on.



May 23

Commissioner Cunningham, District 3

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231.822.4067

Attended/Presented

- 12 May MAC Environment Regulatory Committee, Lansing: planning future topics and speakers then sharing with counties. Received legislature update, future topics: water from natural to tap, biochar- economic/entrepreneur /education.
- 16 May Frankfort City Council/ CLTwp
- 17 May Benzie Chamber/Frankfort Accelerator/Point Betsie

Community

FEAS groundbreaking.

Point Betsie: Open House 6 May, 10am- 4pm.

Kinship Coalition: planning a Benzie meeting in June, purpose to establish a monthly support meeting.

Writing a description for a "liaison".

Veterans Inspiring Veterans Art Show board site visit. Frankfort Public Hearing/Golf cart ordinance. Toured Land Grant housing on "Jay's Place". Planning on Frankfort Business Accelerator Task Force.

Assorted meetings and emails with constituents, as it relates to county information, concerns and strategies.

MI Infrastructure survey. "Seeking resilient input." link:

<https://forms.office.com/pages/responsepage.aspx?id=h3D71Xc3rUKWaoku9HII0URLghCLLTVGs6msvMgvZkRUOVFMMjA5Rkl0SVgzU0Y1R0ZIMUJYOVl2OC4u>

Commissioner Report 05/23/23

Rhonda Nye

District IV

May 9th – Village of Beulah

- Sewer ACO (Administrative Consent Order) not received but expected.
- Sewer upgrade funding option consultation held with Baker Tilly Finance; they will attend the June 13th meeting to share information.
- Price for 10 garbage bags raised to \$33.00 effective June 1st.

May 10th – Benzon Township

- Approved contract with Consumer Energy. Power poles will be relocated along Grace Road for accessibility. Several red pines will be removed, \$1,500.00 accepted for new tree purchase.
- Fire call volume rising, staffing issues may need to be addressed soon.
- Approved grant writer for township. No contract, service will be charges on hourly basis.

May 11th – Centra Wellness Board

- New Executive Committee members selected:
 - Chair – Don Tanner
 - Vice Chair – Terry Piachek
 - Secretary – Rhonda Nye
- End of Covid means return to pre-pandemic Medicaid rules, no clients came off of Medicaid during the pandemic.
- Northern Lakes status discussed.

May 15th – Union negotiations – Deputies and General Unions.

May 17th – Agenda Review

May 19th – EDC

- Update will be given at 05/23 BOC meeting.

May 22nd – MAC Health & Human Services

- Update will be given at 05/23 BOC meeting.

RECEIVED

MAY 18 2023

FAMILY BOWERS
BENZIE COUNTY CLERK
BEULAH, MI 49817

Tim Markey
Commissioner Report
May 23, 2023

May 10th – Homestead Twp Board

- Progress is being made on the new Platte River Park. Hope to have the Kayak launch, fishing piers, and bathroom done before July.
- Looking to add security cameras outside the bathrooms by the ball fields. There has been some damage to the facilities.

May 11th – Centra Wellness Network

- Elected new board officers:
 - Chair – Don Tanner
 - Vice-Chair – Terry Pechacek
 - Secretary – Rhonda Nye
- Northern Lakes Community Mental Health Authority (Leelanau, Grand Traverse, Wexford, Missaukee, Roscommon, & Crawford) will continue. All counties signed a new agreement. They are in the process of hiring a CEO.
- The NMRE (Northern Michigan Regional Entity) has re-structured the SUD (Substance Use Disorder Oversight advisory Committee). With an opinion from their attorney, participation in the SUD can be done remotely as it is only an advisory committee.
- Working with MAC to add rural exception to MAC's platform
- Holding a staff BBQ on June 29th.

May 11th – Dispatch Advisory

- Discussed the fall-out of the lightning strike on Dispatch & the Sheriff's office
- Approved some policies

May 15th – LPT

- Approved the Public Safety Annex of the new EOP (Emergency Operations Plan)
- Discussed the possibility of have a Safety Fair this summer or Fall. Asked that the agencies provide any Public Safety events that their communities are having so that we can coordinate.

May 15th – LEPC

- Approved the Smeltzer Orchards off-site response plan

May 17th – Benzie Senior Resources

- Canceled due to lack of quorum

May 22nd – MAC – Judiciary

- Will provide updates as I see necessary