

# BENZIE COUNTY BOARD OF COMMISSIONERS

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448 COURT PLACE – BEULAH, MI 49617 – (231) 882-9671

[www.benzieco.net](http://www.benzieco.net)

## MEETING AGENDA

**January 24, 2023**

**Frank F. Walterhouse Board Room, Governmental Center, Beulah, Michigan**

**Join Meeting**

**Please click the link below to join the webinar:**

[www.youtube.com/@BenzieCounty](https://www.youtube.com/@BenzieCounty)

**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 – 1/10/2023

PUBLIC COMMENT

FINANCE –

A) Approval of Bills

ELECTED OFFICIALS & DEPT HEAD COMMENTS

ACTION ITEMS –

A) Child Care Fund – Approval of Budget Amendment and Amended Grant Agreement

B) Approve Contract with Grand Traverse County for inmate housing

C) Approve Letter of Understanding - Dispatch

D) Discussion re: grant application for DOT funding for Betsie Valley Trail

E) Cole property acquisition – payment of winter tax and Chair to sign closing documents

F) Establish Ad Hoc Committee – EMS Advisory Board

G) Establish Ad Hoc Committee – Parks & Recreation – 5 application, 4 positions

H) Establish Ad Hoc Committee – Benzie Bus – Bryan Halliday

I) Consider Veterans Affairs Coordinator Karen Korolenko for full time position

J) Consider appointing Brianne Lindsay to Equalization Director position

COMMISSIONER REPORTS –

COUNTY ADMINISTRATOR'S REPORT – Katie Zeits

COMMITTEE OF THE WHOLE – 1/10/2023

COMMITTEE APPOINTMENTS – Andy Miller, EDC; Kenneth Laurence, Airport Authority;  
Annie Browning – Betsie Valley Trail

UNFINISHED BUSINESS –

NEW BUSINESS –

PRESENTATION OF CORRESPONDENCE

PUBLIC COMMENT

ADJOURNMENT

**Times Subject to Change**

## 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 comment 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 an “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 N. Reynolds Road, Platte Twp, Lake Twp East of Sutter Rd, and Inland Twp section 1-6, section 7 lying west of Maple City Hwy, north of US-31) .....	231-920-5028
District III –	Karen Cunningham (Crystal Lake, Frankfort and Lake Twp, at Sutter Road going West) .....	231-822-4067
District IV –	Rhonda Nye (Benzonia Twp, except for sections 31, 36 and 35 East of Case Road).....	231-822-4068
District V –	Tim Markey (Homestead and Benzonia Twp sections 31, 36 and 35 West of Case Road).....	231-822-4066
District VI -	Evan Warsecke (Colfax, Inland except sections 1-6, section 7 lying west of Maple City Hwy and North of US-31).....	231-822-4065
District VII -	Gary Sauer (Blaine, Gilmore, Joyfield, Weldon) .....	231-651-0647

January 3, 2023

**THE BENZIE COUNTY BOARD OF COMMISSIONERS**  
**January 10, 2023**

The Benzie County Board of Commissioners met in a regular session on Tuesday, January 10, 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, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke

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

**Agenda:**

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

**Minutes:**

Motion by Sauer, seconded by Nye, to approve the regular session minutes of December 13, 2022, and January 03, 2023, as amended. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

9:03 a.m. Public Comment:

Dan Hawkins, Village of Lake Ann President, was present and provided an update regarding the Village of Lake Ann. They are working on their 2023/24 Preliminary Budget, Goals, Emergency Migration Plan, Short- and Long-Term Rental Ordinance, will have the first community coffee at the Red Door at 7:30 a.m. January 11, 2023, and working on a community family event.

9:06 a.m. Public Comment closed

**FINANCE**

Bills: Motion by Warsecke, seconded by Sauer, to approve payment of the bills from January 04, 2023, through January 10, 2023, in the amount of \$186,145.64, as presented. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Michelle Thompson, County Treasurer, stated that the Winter Tax bills have been sent out. Taxable Value is raised by the rate of inflation or 5%, whichever is less. This has been in place since the tax law changed in 1999. 2023 is the first year that it caps at 5%. Inflation has always been lower than that.

**ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS**

Richard Bare, Frankfort Dow Memorial Airport Manager, provided an update regarding the airport. When he first started 6 years ago, we had a basic license which meant they could not address any fund grant money. Since then, they have removed some trees and received their licenses back. Now they can address grant money that becomes available from the FAA. When he first took over, they did an economic impact study of what the airport contributed to Benzie County. It came back \$1,427,000 a year. Now, three years later, with the increase of hangers and traffic, the economic impact study came back at \$3,567,000 a year. Hangers are leased 100%. Charter operations have increased. Snow Blower is being repaired right now. Meetings are held the fourth Thursday of every month.

## COMMISSIONERS

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January 10, 2023

Rebecca Hubers, Emergency Management, wanted to commend every department in Benzie County that acted proactively with the storm we had over the Christmas Holiday. Everyone did a great job.

Doug Durand presented the Benzie Senior Resources Annual Report and gave updates.

Cory Ellis, 911 Dispatch Director, stated that he is working on updating the policy and procedures, working on the layout of workspaces in his office, activating the Public Safety buttons on the radio devices, and his annual report.

Benzie County Building Department Quarterly Report for October, November, and December 2022 provided.

### ACTION ITEMS

Meeting Streaming: Motion by Markey, seconded by Cunningham, to approve moving forward with recording Board of Commissioners meetings, as well as livestreaming such meetings onto YouTube for public viewing, and further that the recordings will be made available upon request for one-year from the date of recording. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Budget Amendment – Animal Control: Motion by Sauer, seconded by Warsecke, to approve the 2021-22 budget amendment in the amount of \$1,714.47 to increase revenues and expenditures in the Animal Control lines as follows, to pay Nye Plumbing Invoice:

Increase:

247-265-935.00	Building Repairs	\$1,714.47
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Increase:

282-966-999.00	Transfer Out	\$1,714.47
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Roll call. Ayes: Cunningham, Jeannot, Markey, Roelofs, Sauer and Warsecke Nays: None

Abstained: Nye Motion carried.

Ad Hoc Committee for Equalization Director position: Motion by Sauer, seconded by Jeannot, to establish an ad hoc interview committee to interview for the position of Equalization Director and make recommendation to the full Board of Commissioners for appointment, and that the Chair, Vice Chair, Administrator, Human Resources Manager, and Interim Equalization Director sit on such committee. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

EEO Personnel Policy: Motion by Warsecke, seconded by Cunningham, to adopt the Equal Employment Opportunity Policy (EEO) to replace the current EEO policy section in the staff policy manual. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Record Retention Policy: Motion by Markey, seconded by Nye, to adopt the General Records Retention and Disposal Schedule Policy for all offices of Benzie County. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.



## **COMMISSIONERS**

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**January 10, 2023**

FOIA Policy: Motion by Nye, seconded by Markey to adopt the Freedom of Information Act Policy and procedure for Benzie County, as presented. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

10:21 a.m. Break

10:30 a.m. Reconvene

## **COMMISSIONER REPORTS**

Chair Roelofs attended the EMS Advisory Board meeting, Agenda Review meeting, and Veterans Affairs. Looking at Frankfort and Benzie Central football teams for a salute to service industry people game. Have been in conversation with Veterans Affairs and County Administration office to move the Veterans Affairs official to a full-time county employee. That will be coming to the Board of Commissioners within the next few weeks.

Comm Jeannot provided a written report

Comm Cunningham provided a written report. Also, went to Lake Township the day before the township meeting to introduce herself, then attended the township meeting on the 5<sup>th</sup>.

Comm Nye attended Agenda Review meeting, Committee Appointment meeting, Organizational meeting, Village of Beulah meeting, Benzonia Township meeting, EDC meeting, Land Bank meeting, and Benzie School Board meeting.

Comm Markey attended Homestead Township meeting, Centra Wellness meeting, Betsie Valley Trail Interview Committee meeting, Northern Michigan Regional Entity Substance Abuse Disorder Oversight Committee meeting, and Village of Honor meeting.

Comm Warsecke attended Solid Waste Advisory Board meeting, and Inland Township meeting.

Comm Sauer attended Weldon Township meeting, School Safety meeting, Court Security meeting, Road Commission meeting, Maples meeting, Organizational meeting, Joyfield Township meeting, Blaine Township meeting, and Betsie Valley Trail Interview Committee meeting.

## **COUNTY ADMINISTRATOR'S REPORT – Katie Zeits**

They are working on the “Your 2022-23 Budgeted Tax Dollars at Work” information sheet. It is currently at the printers. Picture day for ID cards is tomorrow and next Wednesday. MMRMA annual renewal cost is going up about \$35,000 this year. Equalization Corrective Action plan is going well. Connie Krusniak and Carly Bailey will attend the next Board of Commissioners meeting regarding the social worker position for Benzie County. With the ground renovations at Point Betsie, on lot 11, we have to list the Coast Guard on the county’s insurance. Will be meeting with the Coast Guard regarding this and the renovations. The EMS Advisory Boards’ Fire Chief position is really a position appointed by the Board of Commissioners of a fire person representative.

## **COMMITTEE OF THE WHOLE – None**

## **COMMISSIONERS**

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**January 10, 2023**

### **COMMITTEE APPOINTMENTS**

Motion by Warsecke, seconded by Markey, to re-appoint David Schaffer and Samantha Wolfe to the Solid Waste Advisory Committee for a 2-year term, expiring on 12/31/2024. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Motion by Sauer, seconded by Markey, to appoint Jeff Bowlby to the Betsie Valley Trail Management Committee for a 3-year term, expiring on 4/15/2025. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

**UNFINISHED BUSINESS** - None

**NEW BUSINESS** - None

### **PRESENTATION OF CORRESPONDENCE**

- Crystal Lake Elevation
- Little Platte Lake Elevation
- Alcona County Resolution 2022-18 re: Consumers Energy Dams Impact Study
- Benzie Transportation Authority September 2022 Statement of Activities
- Benzie Transportation Authority October 2022 Statement of Activities
- Benzie Transportation Authority November 2022 Statement of Activities

11:18 a.m. Public Comment - None

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

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Bob Roelofs, Chair

Tammy Bowers, Benzie County Clerk

### **INDEX**

1. Approve the agenda as presented.
2. Approve the regular session minutes of December 13, 2022, and January 02, 2023, as amended.
3. Approve payment of the bills from January 04, 2023, through January 10, 2023, in the amount of \$186,145.64, as presented.
4. Approve moving forward with recording Board of Commissioners meetings, as well as livestreaming such meetings onto YouTube for public viewing, and further that the recordings will be made available upon request for one year from the date of recording.
5. Approve the 2021-22 budget amendment in the amount of \$1,714.47 to increase revenues and expenditures in the Animal Control lines, to pay Nye Plumbing Invoice.
6. Establish an ad hoc interview committee to interview for the position of Equalization Director and make recommendation to the full Board of Commissioners for appointment, and that the Chair, Vice Chair, Administrator, Human Resources Manager, and Interim Equalization Director sit on such committee.

## **COMMISSIONERS**

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**January 10, 2023**

7. Adopt the Equal Employment Opportunity Policy (EEO) to replace the current EEO policy section in the staff policy manual.
8. Adopt the General Records Retention and Disposal Schedule Policy for all offices of Benzie County.
9. Adopt the Freedom of Information Act Policy and procedure for Benzie County, as presented.
10. Re-appoint David Schaffer and Samantha Wolfe to the Solid Waste Advisory Committee for a 2-year term, expiring on 12/31/2024.
11. Appoint Jeff Bowlby to the Betsie Valley Trail Management Committee for a 3-year term, expiring on 4/15/2025.

**Art Jeannot**  
**Commissioner Report**  
**January 10, 2023**

- Participated in 3 meetings on behalf of the County since our December 13<sup>th</sup> meeting.
- **1/3 – Platte Township**
  - The Township has signed contracts for Ironman 2023.
  - Rebecca Hubers made a presentation. Rebecca does a nice job of representing the County.
  - Toby Dunn made a presentation on behalf of Benzie Bus.
- **1/5 – Lake Township**
  - The board will be conducting interviews for a new supervisor on January 26<sup>th</sup>. As of January 1<sup>st</sup>, there has been a change of job responsibilities due to the clerk retiring and the current supervisor transitioning into that role.
  - We discussed the possibility of the Township's ARPA funds being donated to the County to make a greater impact. More discussion to follow.
  - The Township will be working on the updates to the short-term rental ordinance now that the State Legislator has not acted on this.
  - Rebecca Hubers made a presentation.
- **1/9 – Almira Township**
  - I will report any relevant information at our meeting.
- **Other**
  - On December 15<sup>th</sup> I participated in an Executive Committee meeting with Northwest MI Community Action Agency. The discussion centered around audits and board committee structure



Benzie County Commissioners Board

3 Jan 23

Commissioner Cunningham, District 3

As commissioner elect I attended 6 commissioner meetings and presented in public comment on broadband.

Attended the Spectrum Charter presentation at Grow Benzie

Attended Crystal Lake Township meetings. Frankfort City Council.

20 Dec Frankfort City Council, new business will post the short term rental registration form soon.

21 Dec attended Zoom meeting for Kinship Coalition along with Sen. Curt VanderWall

I had introduction meetings with Frankfort Fire Chief Mike Cederholm, Police Chief Rob Lozowski and City Superintendent Joshua Mills.

And reached out to Crystal Lake Township board.

Attended retirement for Sandy Card/Hearst Midwest Media Group and confirmed Downtown Development Authority will include new content for the, "shoulder season", Jan-Mar, targeting day-trippers and weekenders, coordinating with Beulah and Benzonia, promoting the county as a whole.

Completed commission modules and attended Michigan Assoc of Counties (MAC) in Grayling and applied to serve on MAC Environment/Natural Resources, Transportation and Infrastructure, Agriculture and Tourism Committees.

# Finance Report

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

Motion to approve Vouchers in the amount of:

\$ 217,673.88 General Fund (101)

\$ 17,219.87 Jail Fund (213)

\$ 17,151.49 Ambulance Fund & ALS (214)

\$ 9,743.45 Funds 105-238

\$ 1,819.09 ACO Fund (247)

\$ 24,882.57 Building (249)

\$ 2,978.03 Dispatch 911 Fund (261)

\$ 21,273.16 Funds 239-292

\$ 3,136.77 Funds 293-640

\$ 24,016.72 701 Fund

\$ 2,417.91 Trust and Agency Funds & MSU Trust and Agency Fund (702-771)

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\$ 342,312.94



**Payable January 6 to January 19**

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
1/12/2023	\$ 154,255.68	\$ 6,599.57	\$ 12,234.55	\$ 7,608.20	\$ 1,473.86	\$ 24,882.57	\$ 2,063.19	\$ 20,434.25	\$ 121.75	\$ 4,235.93	\$ -	\$ 233,909.55
1/19/2023	\$ 52,306.12	\$ 9,863.99	\$ 4,402.89	\$ 140.50	\$ 331.46	\$ -	\$ 129.97	\$ 838.91	\$ 2,326.91	\$ 19,780.79	\$ 2,417.91	\$ 92,539.45
EFT	\$ 11,112.08	\$ 756.31	\$ 514.05	\$ 1,994.75	\$ 13.77	\$ -	\$ 784.87	\$ 0.00	\$ 688.11	\$ -	\$ -	\$ 15,863.94
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<b>Totals</b>	<b>\$ 217,673.88</b>	<b>\$ 17,219.87</b>	<b>\$ 17,151.49</b>	<b>\$ 9,743.45</b>	<b>\$ 1,819.09</b>	<b>\$ 24,882.57</b>	<b>\$ 2,978.03</b>	<b>\$ 21,273.16</b>	<b>\$ 3,136.77</b>	<b>\$ 24,016.72</b>	<b>\$ 2,417.91</b>	<b>\$ 342,312.94</b>

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

01/19/2023 02:22 PM  
User: Rlynn  
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY  
EXP CHECK RUN DATES 01/06/2023 - 01/19/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 1/12

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 101 BOARD OF COMMISSIONERS							
101-101-727.00	OFFICE SUPPLIES	DA DESIGNS	22/23 BUDGET AT A GLACE DESIGN AND	6117	01/31/23	259.00	88276
101-101-860.00	TRAVEL	NYE, RHONDA	PER DIEM/TRAVEL VOUCHER	DECEMBER 2022	01/31/23	23.75	88307
101-101-900.00	PRINTING & PUBLISHING	THE PIONEER GROUP	COMMEETEE MEETING NOTICES WITH ORGA	43100200	01/15/23	219.45	88322
101-101-955.00	CONVENTIONS & MEETINGS	VISA	VISA COMBINED BILL FOR GOVERNMENT C	0017-12.16.22	01/10/23	839.90	8
Total For Dept 101 BOARD OF COMMISSIONERS						1,342.10	
Dept 131 CIRCUIT COURT							
101-131-702.00	CIR CT JUDGE	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB	NOVEMBER 2022	01/31/23	1,524.13	88297
101-131-702.00	CIR CT JUDGE	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR DECEM	DECEMBER 2022	01/31/23	1,524.13	88297
101-131-702.03	CIR CT ADMIN SAL	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB	NOVEMBER 2022	01/31/23	2,138.20	88297
101-131-702.03	CIR CT ADMIN SAL	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR DECEM	DECEMBER 2022	01/31/23	2,138.20	88297
101-131-704.00	WAGES-COURT REPORTER	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB	NOVEMBER 2022	01/31/23	1,160.25	88297
101-131-704.00	WAGES-COURT REPORTER	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR DECEM	DECEMBER 2022	01/31/23	1,160.25	88297
101-131-704.01	WAGES - ADR CLERK	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB	NOVEMBER 2022	01/31/23	1,502.15	88297
101-131-704.01	WAGES - ADR CLERK	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR DECEM	DECEMBER 2022	01/31/23	1,502.15	88297
101-131-704.02	WAGES-CLERICAL ASSISTANT	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB	NOVEMBER 2022	01/31/23	1,160.25	88297
101-131-704.02	WAGES-CLERICAL ASSISTANT	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR DECEM	DECEMBER 2022	01/31/23	1,160.25	88297
101-131-712.00	WAGES - RESEARCH ATTORNEY	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB	NOVEMBER 2022	01/31/23	1,509.82	88297
101-131-712.00	WAGES - RESEARCH ATTORNEY	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR DECEM	DECEMBER 2022	01/31/23	1,509.82	88297
101-131-725.00	COST OF FRINGE BENEFITS -	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB	NOVEMBER 2022	01/31/23	5,562.82	88297
101-131-725.00	COST OF FRINGE BENEFITS -	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR DECEM	DECEMBER 2022	01/31/23	5,562.82	88297
101-131-727.00	OFFICE SUPPLIES	MANISTEE COUNTY	BENZIE COUNTY REIMBURSTMENT TO MANI	NOVEMBER 2022	01/31/23	181.58	88384
101-131-800.00	CONTRACTED SERV - THINKING	CATHOLIC HUMAN SERVICE	THNINKING MATTERS GRP INVOICE BETWE	12/31/2022	01/31/23	62.50	88355
101-131-802.00	TRANSCRIPTS	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB	NOVEMBER 2022	01/31/23	357.00	88297
101-131-802.00	TRANSCRIPTS	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR DECEM	DECEMBER 2022	01/31/23	338.15	88297
101-131-810.00	LEGAL FEES	SPILLAN, JOHN	COURT APPOINTED ATTY - NA FEES FOR	DECEMBER	01/31/23	1,067.50	88316
101-131-810.00	CT APPT 20-3111-NA	MCDONALD, PATRICK	COURT APPOINTED ATTY FOR VARIOUS NA	DECEMBER	01/31/23	435.00	88386
101-131-810.00	CT APPT 22-3189-NA	NICHOLAS BROWN LAW, PL	COURT APPOINTED ATTY FOR VARIOUS NA	DECEMBER	01/31/23	937.50	88395
101-131-860.00	TRAVEL	MANISTEE COUNTY	BENZIE COUNTY REIMBURSTMENT TO MANI	NOVEMBER 2022	01/31/23	153.89	88384
101-131-955.00	CONVENTIONS & DUES	MANISTEE COUNTY	BENZIE COUNTY REIMBURSTMENT TO MANI	NOVEMBER 2022	01/31/23	70.00	88384
101-131-962.00	JIS RELATED COSTS	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB	NOVEMBER 2022	01/31/23	638.08	88297
101-131-962.00	JIS RELATED COSTS	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR DECEM	DECEMBER 2022	01/31/23	638.08	88297
101-131-967.00	PROJECT EXPENSES - DRUG C	BENZIE COUNTY SHERIFF	10 DRUG TEST	NOVEMBER 2022	01/31/23	40.00	88264
101-131-967.00	PROJECT EXPENSES - DRUG C	BENZIE COUNTY SHERIFF	11 DRUG TESTS	NOVEMBER 2022	01/31/23	44.00	88264
101-131-967.00	PROJECT EXPENSES - DRUG C	BENZIE COUNTY SHERIFF	25 DRUG TESTS	NOVEMBER 2022	01/31/23	100.00	88264
101-131-970.00	EQUIPMENT	MANISTEE COUNTY	BENZIE COUNTY REIMBURSTMENT TO MANI	NOVEMBER 2022	01/31/23	257.97	88384
Total For Dept 131 CIRCUIT COURT						34,436.49	
Dept 136 DISTRICT COURT							
101-136-727.00	OFFICE SUPPLIES	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	281519438001	01/12/23	38.40	88308
101-136-727.00	OFFICE SUPPLIES	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	281516861001	01/12/23	41.97	88309
101-136-727.00	OFFICE SUPPLIES	VISA	VISA COMBINED BILL FOR GOVERNMENT C	0017-12.16.22	01/10/23	15.89	8
101-136-805.10	PROBATE CT APPOINTTED ATT	KISH DYKSTRA & SCOTT	JOHN STONE	33778	01/12/23	337.50	88293
101-136-805.10	PROBATE CT APPOINTTED ATT	KISH DYKSTRA & SCOTT	JASMINE SCHUPBACK	33768	01/12/23	75.00	88294
101-136-805.10	PROBATE CT APPOINTTED ATT	MARIE WALKER, PLLC	JAMES LLOYD HUNT	00906	01/12/23	50.00	88298
101-136-900.00	PRINTING & PUBLISHING	MI BENZIE CO RECORD PA	SUBSCRIPTION RENEWAL	350382048	01/19/23	65.00	88388
101-136-900.00	PRINTING & PUBLISHING	THE PIONEER GROUP	MCKOY JR LEGAL PUBLICATION	00031422	01/19/23	99.65	88413
101-136-955.00	STAFF DEVELOPMENT/CONFERE	VISA	VISA COMBINED BILL FOR GOVERNMENT C	0017-12.16.22	01/10/23	379.48	8
101-136-956.20	EXAMINATIONS-DEV DISABLED	NORTHERN CLINICAL & DI	KELSEY O LAWRENCE	DP23-133	01/19/23	475.00	88396
101-136-962.20	JIS RELATED COSTS	JUDICIAL MANAGMENT SYS	ANNUAL APPLICATION SOFTWARE SUPPORT	01/01/2023	01/12/23	7,366.00	88291
Total For Dept 136 DISTRICT COURT						8,943.89	

Dept 141 FRIEND OF THE COURT

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Fund 101 GENERAL FUND							
Dept 141 FRIEND OF THE COURT							
101-141-964.10	REIMBURSEMENT TO MANISTEE	MANISTEE COUNTY FOC	FOC REIMBURSEMENT FOR NOVEMBER 2022	NOVEMBER 2022	01/31/23	11,968.82	88385
Total For Dept 141 FRIEND OF THE COURT						11,968.82	
Dept 142 JUVENILE DIVISION							
101-142-704.01	SALARY-DIRECTOR OF YOUTH	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB	NOVEMBER 2022	01/31/23	2,007.16	88297
101-142-704.01	SALARY-DIRECTOR OF YOUTH	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR DECEM	DECEMBER 2022	01/31/23	2,007.16	88297
101-142-727.00	OFFICE SUPPLIES	PURE WATER WORKS	HOT & COLD WATER COOLER RENTAL FROM	22-1423	01/31/23	11.66	88311
101-142-727.00	OFFICE SUPPLIES	PURE WATER WORKS	HOT & COLD WATER COOLER RENTAL FROM	22-2225	01/31/23	11.66	88311
101-142-727.00	OFFICE SUPPLIES	PURE WATER WORKS	HOT & COLD WATER COOLER RENTAL FROM	22-2931	01/31/23	11.66	88311
101-142-727.00	OFFICE SUPPLIES	PURE WATER WORKS	HOT & COLD WATER COOLER RENTAL FROM	22-3644	01/31/23	11.66	88311
101-142-727.00	OFFICE SUPPLIES	PURE WATER WORKS	HOT & COLD WATER COOLER RENTAL FROM	22-4331	01/31/23	11.66	88311
101-142-727.00	OFFICE SUPPLIES	PURE WATER WORKS	HOT & COLD WATER COOLER RENTAL FROM	FC 1770	01/31/23	2.44	88311
101-142-727.00	OFFICE SUPPLIES	PURE WATER WORKS	HOT & COLD WATER COOLER RENTAL FROM	22-5048	01/31/23	11.66	88311
101-142-727.00	OFFICE SUPPLIES	PURE WATER WORKS	HOT & COLD WATER COOLER RENTAL FROM	22-5765	01/31/23	11.66	88311
101-142-727.00	OFFICE SUPPLIES	PURE WATER WORKS	HOT & COLD WATER COOLER RENTAL FROM	22-6310	01/31/23	11.66	88311
101-142-727.00	OFFICE SUPPLIES	PURE WATER WORKS	HOT & COLD WATER COOLER RENTAL FROM	22-6922	01/31/23	11.66	88311
101-142-727.00	OFFICE SUPPLIES	PURE WATER WORKS	HOT & COLD WATER COOLER RENTAL FROM	22-7611	01/31/23	11.66	88311
101-142-727.00	OFFICE SUPPLIES	PURE WATER WORKS	HOT & COLD WATER COOLER RENTAL FROM	22-8348	01/31/23	11.66	88311
101-142-727.00	OFFICE SUPPLIES	WELLS FARGO FINANCIAL	603-0236145-000 SHARP COPIER FOR CO	5023325375	01/28/23	79.90	88329
Total For Dept 142 JUVENILE DIVISION						4,224.92	
Dept 172 ADMINISTRATOR							
101-172-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICE	W-2 ENVELOPES WITH DOUBLE WINDOW	1DG7-NRD4-KPGN	01/31/23	50.48	88259
101-172-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICE	GEL PENS, POST IT NOTES, AND DESK O	1HFX-DNJR-CJGH	01/31/23	40.52	88343
101-172-727.00	OFFICE SUPPLIES	QUILL CORPORATION	ACCT#6861375 1099-NEC SET OF 50	29984676	02/05/23	45.88	88402
Total For Dept 172 ADMINISTRATOR						136.88	
Dept 215 COUNTY CLERK							
101-215-727.00	OFFICE SUPPLIES	THE EBCO COMPANY	FOLDERS- LEGAL SIZE	023010	01/31/23	281.00	88321
101-215-727.00	OFFICE SUPPLIES	THE PIONEER GROUP	COMMEETEE MEETING NOTICES WITH ORGA	43100200	01/15/23	74.50	88322
101-215-955.10	DUES & REGISTRATIONS	MACC	QTY MEETING FEB 16&17 2023 TAMMY BO	COUNTY CLERK	01/31/23	100.00	88383
Total For Dept 215 COUNTY CLERK						455.50	
Dept 253 COUNTY TREASURER							
101-253-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CENT	OFFICE SUPPLIES	481632-0	01/19/23	33.95	88378
101-253-727.00	OFFICE SUPPLIES	NETLINK BUSINESS SOLUT	PARTS FOR HP LASERJET P4015N	01122023	01/19/23	149.00	88394
101-253-830.10	SERVICE CONTRACT (AC)	ALL ANIMAL VET CENTER	QTRLY PMNT FOR DOG LICENSE SALES	01112023	01/12/23	11.00	88341
101-253-830.10	SERVICE CONTRACT (AC)	BETSIE RIVER VETERINAR	QTRLY PMNT FOR DOG LICENSE SALES	01112023	01/12/23	73.00	88350
101-253-830.10	SERVICE CONTRACT (AC)	NORTHWOOD ANIMAL HOSPI	QTRLY PMNT FOR DOG LICENSE SALES	01112023	01/12/23	20.00	88397
101-253-830.10	SERVICE CONTRACT (AC)	PLATTE LAKE VETERINARY	QTRLY PMNT FOR DOG LICENSE SALES	01112023	01/12/23	66.00	88399
101-253-860.00	TRAVEL	THOMPSON, MICHELLE	TREAS MILEAGE	12312022	01/12/23	21.50	88414
Total For Dept 253 COUNTY TREASURER						374.45	
Dept 257 EQUALIZATION DEPARTMENT							
101-257-703.00	SALARY-DEPARTMENT HEAD	W.A.S LLC	JANUARY PAYMENT FOR INTERIM EQUALIZ.	JAN 2023	01/22/23	7,500.00	10
101-257-860.00	TRAVEL	VISA	VISA COMBINED BILL FOR GOVERNMENT C	0017-12.16.22	01/10/23	184.03	8
101-257-860.00	TRAVEL	LINDSAY, BRIANNE	MILEAGE FOR MAED MEETING	01/09/2023	01/12/23	110.63	88382
101-257-955.10	DUES & REGISTRATIONS	MICHIGAN ASSESSORS ASS	MEMBERSHIP APPLICATION- TRISH PLONT	0	01/12/23	95.00	88390
101-257-961.00	TRAINING & SCHOOLS	VISA	VISA COMBINED BILL FOR GOVERNMENT C	0017-12.16.22	01/10/23	205.00	8
Total For Dept 257 EQUALIZATION DEPARTMENT						8,094.66	
Dept 261 MSU EXTENSION							
101-261-703.04	WAGES-PART TIME SECRETARY	MSU EXTENSION BUSINESS	DOBIS PAY	TOINV06-23	01/31/23	1,498.49	88393

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Fund 101 GENERAL FUND							
Dept 261 MSU EXTENSION							
Total For Dept 261 MSU EXTENSION						1,498.49	
Dept 262 ELECTIONS							
101-262-727.00	OFFICE SUPPLIES - BALLOTS	VISA	VISA COMBINED BILL FOR GOVERNMENT C	0017-12.16.22	01/10/23	95.20	8
101-262-930.00	EQUIPMENT REPAIR	ELECTION SOURCE	ANNUAL MAINTENANCE CONTRACT	22-8411	01/31/23	10,615.00	88371
Total For Dept 262 ELECTIONS						10,710.20	
Dept 265 BUILDING & GROUNDS							
101-265-748.00	GAS, OIL & GREASE-OIL CHAN	BALLARD, JOHN	REPLACE STEERING SHAFT AND OIL CHAN	277405	01/31/23	236.61	88347
101-265-749.00	VEHICLE REPAIRS	NAPA AUTO PARTS	BRAKE LIGHT BULB FOR 09 DODGE	5366-495101	01/31/23	1.39	88304
101-265-749.00	VEHICLE REPAIRS-DRIVE SHA	BALLARD, JOHN	REPLACE STEERING SHAFT AND OIL CHAN	277405	01/31/23	446.94	88347
101-265-750.00	MAINTENANCE SUPPLIES	HURST MECHANICAL	BELTS AND FILTERS FOR PM	12469305	01/31/23	530.97	88287
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	SUPER GLUE	199946	01/31/23	13.98	88306
101-265-750.00	MAINTENANCE SUPPLIES	KSS	CLEANING SUPPLIES KLEENEX, TOWLS, T	1447739	02/10/23	333.30	88380
101-265-750.00	MAINTENANCE SUPPLIES	KSS	KITCHEN TOWL, TOILT PAPER, DISINFEC	1449111	02/12/23	162.54	88380
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	FILTERS FOR HUMIDIFIERS X 2	200123	01/31/23	59.98	88398
101-265-821.00	GARBAGE DISPOSAL	GFL ENVIRONMENTAL	WASTE MANAGEMENT FOR SHERIFFS OFFIC	0059049923	01/30/23	41.66	88282
101-265-821.00	GARBAGE DISPOSAL	GFL ENVIRONMENTAL	WASTE MANAGEMENT FOR MAIN BUILDING	0059048408	01/30/23	277.44	88284
101-265-850.00	TELEPHONE	CENTURYLINK	LOCKBOX & USAGE-CHARGE ACCOUNT #303	624307669	01/31/23	44.79	88270
101-265-922.00	WATER & SEWER	VILLAGE OF BEULAH	WATER & SEWER 4TH QUARTER	S-094	02/15/23	695.57	88418
101-265-922.00	WATER & SEWER	VILLAGE OF BEULAH	WATER DATES READ FROM 10/05/22-01/1	S-095	01/31/23	911.13	88419
101-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	JANUARY GAS SERVICE DATES 12/13/22-	910020931200	01/03/23	1,161.47	88366
101-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	JAIL ELECTRIC ACCT#9100 209 2920 4	910020929204	01/31/23	497.38	88370
101-265-924.00	ELECTRIC	CONSUMERS ENERGY	MAIN BUILDING ELECTRIC ACCT#1000 00	207058393595	01/31/23	7,258.01	88361
101-265-924.00	ELECTRIC	CONSUMERS ENERGY	JANUARY ENERGY BILL FOR SERVICE DAT	100000514313	01/31/23	936.03	88362
101-265-924.00	ELECTRIC	CONSUMERS ENERGY	JANUARY ENERGY SERVICE DATES 12/12/	201452697361	02/02/23	190.81	88364
101-265-935.00	BUILDING REPAIRS	JOHNSON CONTROLS FIRE	ANNUAL FIRE ALARM AND WET SPRINKLER	23325382	01/31/23	283.90	88289
101-265-935.00	BUILDING REPAIRS	TKS SECURITY	HALL CAMERA REPLACEMENT IN GOVERNME	21369	02/17/23	475.00	88416
Total For Dept 265 BUILDING & GROUNDS						14,558.90	
Dept 266 LEGAL & CONTRACTED SERVICES							
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY,	PROFESSIONAL SERVICES RENDERED FROM	JAN 2023	01/31/23	4,338.14	88273
101-266-815.20	ADMINISTRATION FEES - MANI	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB	NOVEMBER 2022	01/31/23	1,166.67	88297
101-266-815.20	ADMINISTRATION FEES - MANI	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR DECEM	DECEMBER 2022	01/31/23	1,166.67	88297
Total For Dept 266 LEGAL & CONTRACTED SERVICES						6,671.48	
Dept 267 PROSECUTING ATTORNEY							
101-267-703.03	WAGES - SUMMER INTERN	PROSECUTING ATTY ASSO	PACC/PAAM SUMMER INTERN PROGRAM 202	1000	02/03/23	9,600.00	88400
101-267-727.00	OFFICE SUPPLIES	VISA	VISA COMBINED BILL FOR GOVERNMENT C	0017-12.16.22	01/10/23	45.63	8
101-267-901.00	RESOURCE MATERIALS	REXL INC. DBA LEXISNEX	PAO DECEMBER 2022	3094265477	01/05/23	174.00	88403
101-267-955.00	CONVENTIONS & MEETINGS	PROSECUTING ATTY ASSO	SWANSON - MID WINTER CONFERENCE 202	152499	01/19/23	390.00	88401
Total For Dept 267 PROSECUTING ATTORNEY						10,209.63	
Dept 275 DRAIN COMMISSION							
101-275-860.00	TRAVEL	DIXON, CRAIG	OCTOBER 2022 CRYSTAL 6X PLATTE 7X	OCTOBER 2022	01/31/23	125.00	88277
101-275-860.00	TRAVEL	DIXON, CRAIG	NOVEMBER 2022 CRYSTAL 5X PLATTE 4X	NOVEMBER 2022	01/31/23	81.25	88277
101-275-860.00	TRAVEL	DIXON, CRAIG	DECEMBER 2022 CRYSTAL 4X PLATTE 4X	DECEMBER 22	01/31/23	75.00	88277
Total For Dept 275 DRAIN COMMISSION						281.25	
Dept 285 CENTRAL SERVICES							
101-285-727.10	PAPER SUPPLIES	JACKPINE BUSINESS CENT	20 CASES OF PAPER	481359-0	01/31/23	959.40	88288
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	CUSTOMER #40023293 CONTRACT #400232	00087278	01/24/23	122.00	88320
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	CUSTOMER #40033811 CONTRACT#4003381	00087145	01/31/23	79.19	88320
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	CUSTOMER #40027957 CONTRACT #400279	00087430	01/26/23	120.97	88320

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Fund 101 GENERAL FUND							
Dept 285 CENTRAL SERVICES							
101-285-940.20	EQUIPMENT LEASE	APPLIED INNOVATION	SUM OF EQUIP BASE CHARGES	2117025	01/12/23	29.40	88344
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	CUSTOMER #40032368 CONTRACT #400323	00087620	02/01/23	375.75	88410
Total For Dept 285 CENTRAL SERVICES						1,686.71	
Dept 301 SHERIFF							
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICE	OFFICE SUPPLIES ROAD/JAIL	1KVG-M1Y7-FGCL	01/12/23	22.17	88259
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICE	OFFICE SUPPLIES	1KP1-PKPC-GPM1	01/19/23	25.82	88343
101-301-727.00	OFFICE SUPPLIES	VISA	BCSO COMBINED VISA DEC 2022	6262 12-30-22	01/24/23	163.63	9
101-301-748.00	GAS, OIL & GREASE	WATSON BENZIE LLC	20-2 OC/TR CONTRACT X3	381654 OC CONTRA	01/19/23	245.00	88420
101-301-749.00	VEHICLE REPAIRS	WATSON BENZIE LLC	21-1 STABILIZER BUSHING R&R	174178	01/12/23	316.40	88328
101-301-749.00	VEHICLE REPAIRS	BAYSHORE TIRE & AUTO	20-2 TIRE R&R 265/60 R18 1 TIRE	43201	01/19/23	208.80	88348
101-301-749.00	VEHICLE REPAIRS	HEIGES PERFORMANCE, IN	21-1 BRAKES ALL AROUND - 52473 MILE	015123	01/19/23	193.00	88376
101-301-749.00	VEHICLE REPAIRS	WATSON BENZIE LLC	21-1 L FRT STRUT R&R	174269 526023	01/19/23	112.70	88420
101-301-751.00	UNIFORMS	EMBROID ME OF TRAVERSE 2	ROAD BI , 4 JAIL AM/TD	E21177	01/12/23	50.00	88278
101-301-751.00	UNIFORMS	GALL'S, LLC	ACCT #5431813 BOOTS - MILLER	023066555	01/12/23	243.39	88281
101-301-751.00	UNIFORMS	VISA	BCSO COMBINED VISA DEC 2022	6262 12-30-22	01/24/23	39.99	9
101-301-955.00	CONVENTIONS & DUES	EMMET COUNTY SHERIFF'S	TEAMROOM TRAINING PAYMENT BCSO	NMMA - TRNG	01/12/23	375.00	88279
101-301-955.00	CONVENTIONS & DUES	LERMA, INC	LCOLE.LNEMETH LERMA DUES - BCSO	01062023	01/12/23	30.00	88295
101-301-961.00	TRAINING & SCHOOLS	BENZIE COUNTY SHERIFF	PETTY CASH - 12012022 TO 01102023	01102023 PC	01/12/23	25.00	88265
101-301-961.00	TRAINING & SCHOOLS	VISA	VISA COMBINED BILL FOR GOVERNMENT C	0017-12.16.22	01/10/23	232.46	8
101-301-961.00	TRAINING & SCHOOLS	VISA	BCSO COMBINED VISA DEC 2022	6262 12-30-22	01/24/23	1,130.48	9
101-301-970.00	EQUIPMENT	VISA	BCSO COMBINED VISA DEC 2022	6262 12-30-22	01/24/23	245.39	9
101-301-970.06	EQUIPMENT - COMPUTERS	AMAZON CAPITAL SERVICE	HARD DRIVE - 1TB	1RXH-1LV4-9FF9	01/12/23	41.99	88259
Total For Dept 301 SHERIFF						3,701.22	
Dept 333 SECONDARY ROAD PATROL							
101-333-961.00	TRAINING & SCHOOLS	VISA	BCSO COMBINED VISA DEC 2022	6262 12-30-22	01/24/23	35.00	9
Total For Dept 333 SECONDARY ROAD PATROL						35.00	
Dept 426 EMERGENCY MANAGEMENT							
101-426-850.00	TELEPHONE	VERIZON WIRELESS	ACCT#786787479-00001 FOR DISPATCH, :	9924301525	01/24/23	43.55	88326
Total For Dept 426 EMERGENCY MANAGEMENT						43.55	
Dept 648 MEDICAL EXAMINER							
101-648-800.00	CONTRACTED SERVICES	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB	NOVEMBER 2022	01/31/23	2,127.94	88297
101-648-800.00	CONTRACTED SERVICES	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR DECEM	DECEMBER 2022	01/31/23	2,127.94	88297
101-648-861.00	BURIAL TRANSITS	JOWETT FAMILY FUNERAL	TRANSPORT OF DECEDENTS AND MEDICOLE	DECEMBER 2022	01/31/23	900.00	88290
101-648-970.00	EQUIPMENT- MEDICAL EXAMINE	TRINITY FLUIDS	SUPPLIES-DISASTER BODY BAG	10436	01/17/23	482.00	88324
Total For Dept 648 MEDICAL EXAMINER						5,637.88	
Dept 649 MENTAL HEALTH							
101-649-836.00	APPROPRIATIONS	CENTRA WELLNESS NETWORK	MONTHLY APPROPRIATION FOR JANUARY 2	IN001348	01/31/23	9,534.59	88269
Total For Dept 649 MENTAL HEALTH						9,534.59	
Dept 728 INTERGOVERNMENTAL							
101-728-883.00	NETWORKS NORTHWEST	NETWORKS NORTHWEST	2023 APPROPRIATION FOR THE NORTHWES'	JAN 2023	01/31/23	3,125.00	88305
Total For Dept 728 INTERGOVERNMENTAL						3,125.00	
Dept 851 INSURANCE & BONDS							
101-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	BLDG & LIABILITY POLICY PERIOD 01/0	M0001121	01/31/23	73,248.41	88301
101-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	STOP LOSS COVERAGE	R0001121	01/31/23	3,950.00	88302
Total For Dept 851 INSURANCE & BONDS						77,198.41	
Dept 852 MEDICAL INSURANCE							

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Fund 101 GENERAL FUND							
Dept 852 MEDICAL INSURANCE							
101-852-717.01	MEDICAL INSURANCE TO MANISTEE COUNTY - ADM	MANISTEE COURT COST REIMB	NOVEMBER 2022	01/31/23	1,401.93	88297	
101-852-717.01	MEDICAL INSURANCE TO MANISTEE COUNTY - ADM	MANISTEE COURT COST REIMB FOR DECEM	DECEMBER 2022	01/31/23	1,401.93	88297	
Total For Dept 852 MEDICAL INSURANCE						2,803.86	
Total For Fund 101 GENERAL FUND						217,673.88	
Fund 205 TNT OFFICER MILLAGE FUND							
Dept 000							
205-000-840.00	INTELL/INVESTIGATIONS	VISA	VISA COMBINED BILL FOR GOVERNMENT C	0017-12.16.22	01/10/23	137.41	8
205-000-840.00	INTELL/INVESTIGATIONS	VISA	BCSO COMBINED VISA DEC 2022	6262 12-30-22	01/24/23	66.12	9
Total For Dept 000						203.53	
Dept 851 INSURANCE & BONDS							
205-851-828.10	LIABILITY & BUILDING INS-	MICHIGAN MUNICIPAL RIS BLDG & LIABILITY POLICY PERIOD 01/0	M0001121	01/31/23	2,781.59	88301	
205-851-828.10	LIABILITY & BUILDING INS-	MICHIGAN MUNICIPAL RIS STOP LOSS COVERAGE	R0001121	01/31/23	150.00	88302	
Total For Dept 851 INSURANCE & BONDS						2,931.59	
Total For Fund 205 TNT OFFICER MILLAGE FUND						3,135.12	
Fund 206 SHERIFF'S K-9 FUND							
Dept 000							
206-000-967.00	PROJECT EXPENSES	VISA	BCSO COMBINED VISA DEC 2022	6262 12-30-22	01/24/23	56.99	9
Total For Dept 000						56.99	
Total For Fund 206 SHERIFF'S K-9 FUND						56.99	
Fund 209 SCHOOL RESOURCE OFFICER							
Dept 000							
209-000-961.00	TRAINING & SCHOOLS	MACNLOW ASSOCIATES	T&S SRO - MM	2012	01/12/23	150.00	88296
209-000-961.00	TRAINING & SCHOOLS	VISA	VISA COMBINED BILL FOR GOVERNMENT C	0017-12.16.22	01/10/23	149.00	8
209-000-970.00	EQUIPMENT	CMP DISTRIBUTORS	SRO EQUIPMENT - MM	73797	01/19/23	140.50	88358
209-000-970.00	EQUIPMENT	VISA	BCSO COMBINED VISA DEC 2022	6262 12-30-22	01/24/23	1,585.23	9
Total For Dept 000						2,024.73	
Dept 851 INSURANCE & BONDS							
209-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS BLDG & LIABILITY POLICY PERIOD 01/0	M0001121	01/31/23	2,874.30	88301	
209-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS STOP LOSS COVERAGE	R0001121	01/31/23	155.00	88302	
Total For Dept 851 INSURANCE & BONDS						3,029.30	
Total For Fund 209 SCHOOL RESOURCE OFFICER						5,054.03	
Fund 213 JAIL OPERATIONS FUND							
Dept 265 BUILDING & GROUNDS							
213-265-783.00	EQUIP. SERVICES & SUPPLIES	AMAZON CAPITAL SERVICE	JAIL MAINT SUPP/JAIL OFF SUPP	1TL1-4W93-4TD3	01/12/23	70.03	88259
213-265-783.00	EQUIP. SERVICES & SUPPLIES	KSS	KITCHEN TOWL, TOILT PAPER, DISINFEC	1449111	02/12/23	397.91	88380
213-265-784.00	GARBAGE PICK-UP	GFL ENVIRONMENTAL	WASTE MANAGEMENT FOR SHERIFFS OFFIC	0059049923	01/30/23	101.99	88282
213-265-922.00	WATER & SEWER	VILLAGE OF BEULAH	WATER & SEWER 4TH QUARTER	S-094	02/15/23	1,702.79	88418
213-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	JAIL ELECTRIC ACCT#9100 209 2920 4	910020929204	01/31/23	1,217.60	88370
213-265-924.00	ELECTRIC	CONSUMERS ENERGY	JANUARY ENERGY BILL FOR SERVICE DAT	100000514313	01/31/23	2,291.66	88362
213-265-935.00	JAIL REPAIRS	JOHNSON CONTROLS FIRE	ANNUAL FIRE ALARM AND WET SPRINKLER	23325382	01/31/23	695.00	88289
213-265-935.00	JAIL REPAIRS	SPARTAN STORES, INC.	JAIL REPAIRS - 019158	019158 01012023	01/12/23	37.28	88315
213-265-935.00	JAIL REPAIRS	SUMMITT COMPANIES	KITCHEN FIRE SUPRESSION MAINT	121021655	01/12/23	284.10	88319
213-265-935.00	JAIL REPAIRS	VISA	VISA COMBINED BILL FOR GOVERNMENT C	0017-12.16.22	01/10/23	9.97	8

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Fund 213 JAIL OPERATIONS FUND							
Dept 265 BUILDING & GROUNDS							
Total For Dept 265 BUILDING & GROUNDS						6,808.33	
Dept 351 JAIL - CORRECTIONS							
213-351-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICE	JAIL MAINT SUPP/JAIL OFF SUPP	1TL1-4W93-4TD3	01/12/23	29.15	88259
213-351-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICE	OFFICE SUPPLIES ROAD/JAIL	1KVG-M1Y7-FGCL	01/12/23	27.95	88259
213-351-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICE	OFFICE SUPPLIES	1KP1-PKPC-GPM1	01/19/23	25.82	88343
213-351-727.00	OFFICE SUPPLIES	VISA	BCSO COMBINED VISA DEC 2022	6262 12-30-22	01/24/23	12.19	9
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPPLIES 01/01/2023 TO 01/07/2	122559	01/19/23	1,894.23	88354
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPPLIES 01082023 TO 01142023	122745	01/19/23	2,333.98	88354
213-351-742.00	KITCHEN SUPPLIES	VISA	VISA COMBINED BILL FOR GOVERNMENT C	0017-12.16.22	01/10/23	23.73	8
213-351-751.00	UNIFORMS	EMBROID ME OF TRAVERSE	2 ROAD BI , 4 JAIL AM/TD	E21177	01/12/23	100.00	88278
213-351-751.00	UNIFORMS	VISA	BCSO COMBINED VISA DEC 2022	6262 12-30-22	01/24/23	90.15	9
213-351-865.00	PRISONER TRANSFER	BENZIE COUNTY SHERIFF	PETTY CASH - 12012022 TO 01102023	01102023 PC	01/12/23	25.00	88265
213-351-955.10	DUES & REGISTRATIONS	LERMA, INC	LCOLE.LNEMETH LERMA DUES - BCSO	01062023	01/12/23	30.00	88295
213-351-961.00	TRAINING & SCHOOLS	VISA	BCSO COMBINED VISA DEC 2022	6262 12-30-22	01/24/23	620.27	9
213-351-963.00	COMPUTER EQUIPMENT	VC3 INC	DISPATCH COMPUTER & DOCKING STATION	97065	01/30/23	313.09	88256
Total For Dept 351 JAIL - CORRECTIONS						5,525.56	
Dept 851 INSURANCE & BONDS							
213-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	BLDG & LIABILITY POLICY PERIOD 01/0	M0001121	01/31/23	4,635.98	88301
213-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	STOP LOSS COVERAGE	R0001121	01/31/23	250.00	88302
Total For Dept 851 INSURANCE & BONDS						4,885.98	
Total For Fund 213 JAIL OPERATIONS FUND						17,219.87	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 265 BUILDING & GROUNDS							
214-265-750.00	MAINTENANCE SUPPLIES	FRANKFORT HARDWARE	052292, 053404, 053608, ST 3 SUPPLI	053236	01/12/23	149.70	88280
214-265-750.00	MAINTENANCE SUPPLIES	GFL ENVIRONMENTAL	WASTE MANAGEMENT FOR EMS ACCT#00211	0059048824	01/30/23	130.71	88283
214-265-750.00	MAINTENANCE SUPPLIES	KSS	STATION SUPPLIES	1447782	01/19/23	298.94	88380
214-265-750.00	MAINTENANCE SUPPLIES	MI PEST	ST 3 PEST CONTROL	45502	01/19/23	61.00	88389
214-265-850.01	INTERNET SERVICE	CHARTER COMMUNICATIONS	ST 3 INTERNET, PHONE, CABLE	0016011010123	01/12/23	289.09	88271
214-265-850.01	INTERNET SERVICE	DIRECT TV	ST 2 CABLE	005211534X230111	01/19/23	125.98	88365
214-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT#786787479-00001 FOR DISPATCH,	9924301525	01/24/23	44.38	88326
214-265-922.00	WATER & SEWER	MCCARDEL WATER CONDITI	ST 3 WATER	T26726	01/05/23	59.50	88300
214-265-922.00	WATER & SEWER	CITY OF FRANKFORT	STA 3 SEWER AND WATER	1-27-23	01/19/23	74.17	88356
214-265-923.00	FUEL - PROPANE GAS	DTE ENERGY	JANUARY GAS SERVICE DATES 12/14/22-	920005954614	02/03/23	451.21	88367
214-265-923.00	FUEL - PROPANE GAS	DTE ENERGY	JANUARY GAS SERVICE DATES 12/13/22-	9100 209 2902 2	02/03/23	193.89	88368
214-265-923.00	FUEL - PROPANE GAS	DTE ENERGY	JANUARY GAS SERVICE DATES 12/13/22-	910020931077	02/03/23	290.83	88369
214-265-924.00	ELECTRIC	CHERRYLAND ELECTRIC	ST. 2 ELECTRIC ACCT#4129601 FROM 11	4129601	01/28/23	187.51	88272
214-265-924.00	ELECTRIC	CONSUMERS ENERGY	ST. 3 ELECTRIC FOR ACCT# 1000 1354	100013543556	01/30/23	145.04	88359
214-265-924.00	ELECTRIC	CONSUMERS ENERGY	ST. 3 GARAGE FOR ACCT# 1000 1354 39	1000 1354 3937	01/31/23	89.10	88360
Total For Dept 265 BUILDING & GROUNDS						2,591.05	
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LL	MED SUPPLIES	84812946	01/05/23	1,007.97	88267
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LL	MED SUPPLIES	84828045	01/19/23	402.64	88352
214-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	OXYGEN	9993520309	01/30/23	67.35	88339
214-655-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD COM	DECEMBER 2022 FUEL FOR EMS	1638	01/31/23	2,642.60	88263
214-655-748.00	GAS, OIL & GREASE	WEX BANK	SHELL FUEL	85760914	01/05/23	158.41	88330
214-655-749.00	VEHICLE REPAIRS	JUST TRUCKS INC	A31 ENGINE MISSFIRE ASSESMENT--TAX	38487	01/12/23	624.31	88292
214-655-751.00	UNIFORMS	TELE-RAD, INC.	909074, 2 OUTSTANDING INVOICES AND	909111	01/19/23	247.80	88411
214-655-800.01	CONTRACTED SERVICES - BILI	ALMIRA TOWNSHIP TREASU	LONG LAKE INTERCEPT FEE-BENZIE CREW	LONG LAKE FEE	01/19/23	525.00	88342
214-655-800.01	CONTRACTED SERVICES - BILI	FIRE RECOVERY EMS	BILLING INVOICE	15515	01/19/23	1,429.94	88374



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Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
214-655-961.00	TRAINING & SCHOOLS	CALVIN DENNIS	CPR FOR LENNY, BROOKE, ROSE	003	01/12/23	75.00	88268
214-655-961.00	TRAINING & SCHOOLS	MATTHEW DELZIO	PARAMEDIC LICENSE RENEWAL	EMS LICENSE REN	01/05/23	25.00	88299
214-655-961.00	TRAINING & SCHOOLS	VISA	VISA COMBINED BILL FOR GOVERNMENT C	0017-12.16.22	01/10/23	514.05	8
Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)						7,720.07	
Dept 851 INSURANCE & BONDS							
214-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	BLDG & LIABILITY POLICY PERIOD 01/0	M0001121	01/31/23	6,490.37	88301
214-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	STOP LOSS COVERAGE	R0001121	01/31/23	350.00	88302
Total For Dept 851 INSURANCE & BONDS						6,840.37	
Total For Fund 214 EMERGENCY MEDICAL SERVICES (EM:						17,151.49	
Fund 228 SOLID WASTE/RECYCLING FUND							
Dept 000							
228-000-721.00	PER DIEM	ANNIE BROWNING	SWAC PER DIEM	01112023	01/12/23	40.00	88260
228-000-721.00	PER DIEM	WARREN, TODD	SWAC PER DIEM	01112023	01/12/23	40.00	88327
228-000-721.00	PER DIEM	WOOD, MARLENE	SWAC PER DIEM	01112023	01/12/23	40.00	88331
228-000-860.00	TRAVEL	WARREN, TODD	SWAC MILEAGE	0112023	01/12/23	8.05	88327
228-000-900.00	PUBLIC RELATIONS-PRINTG/P	BENZIE TRANSPORTATION	BUS ADVERTISING	2950	01/12/23	187.50	88266
Total For Dept 000						315.55	
Dept 851 INSURANCE & BONDS							
228-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	BLDG & LIABILITY POLICY PERIOD 01/0	M0001121	01/31/23	741.76	88301
228-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	STOP LOSS COVERAGE	R0001121	01/31/23	40.00	88302
Total For Dept 851 INSURANCE & BONDS						781.76	
Total For Fund 228 SOLID WASTE/RECYCLING FUND						1,097.31	
Fund 231 SOIL EROSION (SESSC) FUND							
Dept 723 SOIL EROSION CONTROL							
231-723-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT	PERMIT FEES FOR DECEMBER 2022	2663	01/16/23	400.00	88262
Total For Dept 723 SOIL EROSION CONTROL						400.00	
Total For Fund 231 SOIL EROSION (SESSC) FUND						400.00	
Fund 247 ANIMAL CONTROL FUND							
Dept 265 BUILDING & GROUNDS							
247-265-924.00	ELECTRIC & HEATING	CONSUMERS ENERGY	JANUARY ENERGY SERVICE DATES 12/12/	202075646507	02/02/23	247.71	88363
Total For Dept 265 BUILDING & GROUNDS						247.71	
Dept 430 ANIMAL CONTROL							
247-430-727.00	OFFICE SUPPLIES	VISA	VISA COMBINED BILL FOR GOVERNMENT C	0017-12.16.22	01/10/23	13.77	8
247-430-748.00	GAS, OIL & GREASE	KYLE MAURER	REIMBURSEMENT FOR ACO COUNTY OPERATI	ACO3	01/31/23	83.75	88381
247-430-749.00	VEHICLE REPAIRS	NUGENT ACE HARDWARE	TOOLS TO REMOVE VINYL DECALS FROM T	199034	01/12/23	54.95	88306
247-430-835.20	VET & DRUG FEES	COMMUNITY CATS OF BENZ	NEUTER OF TWO TABBY/WHITE KITTENS	DEC28, 2022	01/12/23	90.00	88274
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINARY	MIBC-A-275 SPAY AND VACC	324251	01/12/23	322.42	88310
247-430-835.20	VET & DRUG FEES	SPARTAN STORES, INC.	PUMPKIN FOR DOG "DIGGY"	0025925451	01/12/23	26.52	88314
247-430-945.20	DISPOSALS & BURIALS	GFL ENVIRONMENTAL	WASTE MANAGEMENT	0059050036	01/12/23	2.77	88285
Total For Dept 430 ANIMAL CONTROL						594.18	
Dept 851 INSURANCE & BONDS							
247-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	BLDG & LIABILITY POLICY PERIOD 01/0	M0001121	01/31/23	927.20	88301
247-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	STOP LOSS COVERAGE	R0001121	01/31/23	50.00	88302

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Fund 247 ANIMAL CONTROL FUND							
Dept 851 INSURANCE & BONDS							
			Total For Dept 851 INSURANCE & BONDS			977.20	
			Total For Fund 247 ANIMAL CONTROL FUND			1,819.09	
Fund 249 BUILDING DEPARTMENT FUND							
Dept 371 BUILDING INSPECTOR							
249-371-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT	PERMIT FEES FOR DECEMBER 2022	2663	01/16/23	9,308.00	88262
			Total For Dept 371 BUILDING INSPECTOR			9,308.00	
Dept 372 PLUMBING INSPECTOR							
249-372-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT	PERMIT FEES FOR DECEMBER 2022	2663	01/16/23	2,493.00	88262
			Total For Dept 372 PLUMBING INSPECTOR			2,493.00	
Dept 373 MECHANICAL INSPECTOR							
249-373-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT	PERMIT FEES FOR DECEMBER 2022	2663	01/16/23	6,725.00	88262
			Total For Dept 373 MECHANICAL INSPECTOR			6,725.00	
Dept 375 ELECTRICAL INSPECTOR							
249-375-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT	PERMIT FEES FOR DECEMBER 2022	2663	01/16/23	5,868.00	88262
			Total For Dept 375 ELECTRICAL INSPECTOR			5,868.00	
Dept 851 INSURANCE & BONDS							
249-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	BLDG & LIABILITY POLICY PERIOD 01/0	M0001121	01/31/23	463.57	88301
249-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	STOP LOSS COVERAGE	R0001121	01/31/23	25.00	88302
			Total For Dept 851 INSURANCE & BONDS			488.57	
			Total For Fund 249 BUILDING DEPARTMENT FUND			24,882.57	
Fund 260 CPL CLERK TECHNOLOGY FUND							
Dept 000							
260-000-727.00	OFFICE SUPPLIES	IDENTISYS INC.	COLOR RIBBON	602860	01/31/23	402.04	88377
			Total For Dept 000			402.04	
			Total For Fund 260 CPL CLERK TECHNOLOGY FUND			402.04	
Fund 261 911 EMERGENCY SERVICE FUND							
Dept 325 DISPATCH/COMMUNICATION							
261-325-727.00	OFFICE SUPPLIES	VISA	VISA COMBINED BILL FOR GOVERNMENT C	0017-12.16.22	01/10/23	23.88	8
261-325-830.00	911 MAINTENANCE CONTRACT	VISA	VISA COMBINED BILL FOR GOVERNMENT C	0017-12.16.22	01/10/23	399.99	8
261-325-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT#38675522-00001 FOR SUMMARY DEC	9924227083	01/24/23	41.74	88325
261-325-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT#786787479-00001 FOR DISPATCH,	9924301525	01/24/23	87.10	88326
261-325-954.10	RENT	GFL ENVIRONMENTAL	WASTE MANAGEMENT FOR SHERIFFS OFFIC	0059049923	01/30/23	2.36	88282
261-325-954.10	RENT	JOHNSON CONTROLS FIRE	ANNUAL FIRE ALARM AND WET SPRINKLER	23325382	01/31/23	16.10	88289
261-325-954.10	RENT	CONSUMERS ENERGY	JANUARY ENERGY BILL FOR SERVICE DAT	100000514313	01/31/23	53.14	88362
261-325-954.10	RENT	DTE ENERGY	JAIL ELECTRIC ACCT#9100 209 2920 4	910020929204	01/31/23	28.19	88370
261-325-954.10	RENT	KSS	KITCHEN TOWL, TOILT PAPER, DISINFEC	1449111	02/12/23	9.22	88380
261-325-954.10	RENT	VILLAGE OF BEULAH	WATER & SEWER 4TH QUARTER	S-094	02/15/23	39.42	88418
261-325-955.10	DUES & REGISTRATIONS	VISA	VISA COMBINED BILL FOR GOVERNMENT C	0017-12.16.22	01/10/23	361.00	8
261-325-970.00	EQUIPMENT	VC3 INC	DISPATCH COMPUTER & DOCKING STATION	97065	01/30/23	1,329.57	88256
			Total For Dept 325 DISPATCH/COMMUNICATION			2,391.71	
Dept 851 INSURANCE & BONDS							
261-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	BLDG & LIABILITY POLICY PERIOD 01/0	M0001121	01/31/23	556.32	88301
261-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	STOP LOSS COVERAGE	R0001121	01/31/23	30.00	88302

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Fund 261 911 EMERGENCY SERVICE FUND							
Dept 851 INSURANCE & BONDS							
Total For Dept 851 INSURANCE & BONDS						586.32	
Total For Fund 261 911 EMERGENCY SERVICE FUND						2,978.03	
Fund 269 LAW LIBRARY FUND							
Dept 000							
269-000-901.00	RESOURCE MATERIALS	THOMSON REUTERS - WEST	WEST LAW DATABASE	847586092	01/31/23	248.94	88323
269-000-901.00	RESOURCE MATERIALS	THOMSON REUTERS - WEST	JANUARY 2023 WEST COMPLETE LIBRARY	847688250	01/31/23	1,008.85	88323
269-000-901.00	RESOURCE MATERIALS	MANISTEE COUNTY	BENZIE COUNTY REIMBURSTMENT TO MANI	NOVEMBER 2022	01/31/23	126.87	88384
Total For Dept 000						1,384.66	
Total For Fund 269 LAW LIBRARY FUND						1,384.66	
Fund 276 COMMISSION ON AGING MILLAGE FUND							
Dept 000							
276-000-955.10	DUES & REGISTRATIONS	AREA AGENCY ON AGING O	2023 LOCAL SUPPORT	01/04/2023	01/31/23	3,614.00	88261
Total For Dept 000						3,614.00	
Total For Fund 276 COMMISSION ON AGING MILLAGE FUND						3,614.00	
Fund 292 CHILD CARE FUND							
Dept 000							
292-000-704.02	SALARY - CASEWORKER	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB	NOVEMBER 2022	01/31/23	4,405.31	88297
292-000-704.02	SALARY - CASEWORKER	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR DECEM	DECEMBER 2022	01/31/23	4,705.31	88297
292-000-725.00	FRINGE BENEFITS - JUVENILE	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB	NOVEMBER 2022	01/31/23	429.01	88297
292-000-725.00	FRINGE BENEFITS - JUVENILE	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR DECEM	DECEMBER 2022	01/31/23	429.01	88297
292-000-725.06	FRINGE BENEFITS - CASEWORK	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB	NOVEMBER 2022	01/31/23	2,533.25	88297
292-000-725.06	FRINGE BENEFITS - CASEWORK	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR DECEM	DECEMBER 2022	01/31/23	2,533.25	88297
292-000-840.95	IN HOME CARE MISC.	SMART TRACKING SERVICE	12/1/22-12/31/23 SMART TAG TETHER	1012023TB	01/31/23	310.00	88406
292-000-850.00	TELEPHONE	ROBINSON, KELLIE	TRAVEL EXPENSE STATEMENT FOR FAMILY	DECEMBER 2022	01/31/23	50.00	88313
292-000-860.00	TRAVEL/GAS CARDS	ROBINSON, KELLIE	TRAVEL EXPENSE STATEMENT FOR FAMILY	DECEMBER 2022	01/31/23	230.62	88313
292-000-862.01	INCENTIVES	ROBINSON, KELLIE	TRAVEL EXPENSE STATEMENT FOR FAMILY	DECEMBER 2022	01/31/23	246.70	88313
Total For Dept 000						15,872.46	
Total For Fund 292 CHILD CARE FUND						15,872.46	
Fund 293 VETERAN'S RELIEF FUND							
Dept 000							
293-000-721.00	PER DIEM	BAILEY, LAWRENCE	VA PERDIEM	12312022	01/12/23	40.00	88346
293-000-721.00	PER DIEM	BURCH, TYSON	VA PER DIEM	12312022	01/12/23	40.00	88353
293-000-721.00	PER DIEM	FENDER, GARY	VA PER DIEM	12312022	01/12/23	40.00	88372
293-000-721.00	PER DIEM	GIDDIS, KIRT	VA PER DIEM	12312022	01/12/23	40.00	88375
293-000-721.00	PER DIEM	KOWALSKI, ED	VA PER DIEM	12312022	01/12/23	40.00	88379
293-000-721.00	PER DIEM	ROELOFS, ROBERT	VA PER DIEM	12312022	01/12/23	35.00	88404
293-000-721.00	PER DIEM-VA PER DIEM	SCHAFFER, DONALD E.	VA PER DIEM	12312022	01/12/23	40.00	88405
293-000-748.00	GAS, OIL & GREASE	VISA	VISA COMBINED BILL FOR GOVERNMENT C	0017-12.16.22	01/10/23	240.82	8
293-000-749.00	VEHICLE REPAIRS	VISA	VISA COMBINED BILL FOR GOVERNMENT C	0017-12.16.22	01/10/23	113.83	8
293-000-839.10	VETERANS FINANCIAL AID	FERRELLGAS	VA ASSIS FOR RICK GIGUERE ACCT 2337	233758520	01/19/23	542.15	88373
293-000-839.10	VETERANS FINANCIAL AID	STAPLETONS	VA GAS CARD VOUCHERS	01182023	01/19/23	300.00	88407
293-000-860.00	TRAVEL	BAILEY, LAWRENCE	VA MILEAGE	12312022	01/12/23	2.30	88346
293-000-860.00	TRAVEL	BURCH, TYSON	VA TRAVEL	12312022	01/12/23	21.13	88353
293-000-860.00	TRAVEL	FENDER, GARY	VA MILEAGE	12312022	01/12/23	7.50	88372
293-000-860.00	TRAVEL	GIDDIS, KIRT	VA MILEAGE	12312022	01/12/23	19.88	88375
293-000-860.00	TRAVEL	KOWALSKI, ED	VA TRAVEL	12312022	01/12/23	3.75	88379

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INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY  
EXP CHECK RUN DATES 01/06/2023 - 01/19/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

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GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 293 VETERAN'S RELIEF FUND							
Dept 000							
293-000-860.00	TRAVEL	ROELOFS, ROBERT	VA MILEAGE	12312022	01/12/23	26.25	88404
293-000-860.00	TRAVEL-VA MILEAGE	SCHAFER, DONALD E.	VA TRAVEL	12312022	01/12/23	2.75	88405
293-000-900.00	PRINTING & PUBLISHING	THE PIONEER GROUP	VA ADVERTISING	43100328	01/19/23	110.00	88412
Total For Dept 000						1,665.36	
Total For Fund 293 VETERAN'S RELIEF FUND						1,665.36	
Fund 425 EQUIPMENT REPLACEMENT FUND							
Dept 426 EMERGENCY MANAGEMENT							
425-426-967.02	PROJECT EXPENSES - CERT	VISA	VISA COMBINED BILL FOR GOVERNMENT C	0017-12.16.22	01/10/23	333.46	8
Total For Dept 426 EMERGENCY MANAGEMENT						333.46	
Total For Fund 425 EQUIPMENT REPLACEMENT FUND						333.46	
Fund 532 TAX FORECLOSURE FUND							
Dept 253 COUNTY TREASURER							
532-253-801.00	CONTRACTED SERVICES	TITLE CHECK LLC	PARCEL ADMIN FEES	2301-12	01/19/23	625.33	88415
532-253-900.00	PRINTING & PUBLISHING	THE PIONEER GROUP	BENZIE TAX FORECLOSURE INSERTS	302374063,64,65	01/19/23	390.87	88412
Total For Dept 253 COUNTY TREASURER						1,016.20	
Total For Fund 532 TAX FORECLOSURE FUND						1,016.20	
Fund 535 CDBG HOUSING GRANT FUND							
Dept 000							
535-000-815.30	ADMINISTRATION FEES	THE PIONEER GROUP	COMMEETEE MEETING NOTICES WITH ORGA	43100200	01/15/23	121.75	88322
Total For Dept 000						121.75	
Total For Fund 535 CDBG HOUSING GRANT FUND						121.75	
Fund 701 GENERAL AGENCY FUND							
Dept 136 DISTRICT COURT							
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED/COSTS	DP23-129	01/12/23	500.00	88257
701-136-265.00	CASH BONDS PAYABLE	CURRY, ARMANI	BOND RETURN: CHRISTOPHER K HAMMOND	16-183-SM	01/12/23	300.00	88275
701-136-265.00	CASH BONDS PAYABLE	19TH CIRCUIT COURT - B	BOND TRANSFER: TAYANNA RENEE JOHNSO	22-379-FY	01/19/23	1,000.00	88334
701-136-265.00	CASH BONDS PAYABLE	19TH CIRCUIT COURT - B	BOND TRANSFER: JONAH AARON KOCHIS	22-362-FY	01/19/23	1,000.00	88335
701-136-265.00	CASH BONDS PAYABLE	19TH CIRCUIT COURT - B	BOND TRANSFER: ANDREW BENJAMIN BRAG	22-336-FY	01/19/23	500.00	88336
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND FORFEITED	DP23-139	01/19/23	300.00	88338
701-136-271.00	RESTITUTIONS PAYABLE	STATE FARM INSURANCE	RESTITUTION PYMT FROM WILLIAM FORTI	11-089-FD	01/12/23	20.00	88317
701-136-271.00	RESTITUTIONS PAYABLE	AUTO-OWNERS INSURANCE	RESTITUTION PYMT FROM STEVEN PELL	CLAIM #9-732-18	01/19/23	37.50	88345
701-136-271.00	RESTITUTIONS PAYABLE	STOLTMAN, THOMAS	RESTITUTION PYMT FROM STEVEN PELL	18-336-SM	01/19/23	37.50	88409
701-136-275.00	REFUNDS	8TH DISTRICT COURT	DAN WAYNE SIVLEY JR: SOBRIETY COURT	21-258-FD	01/12/23	200.00	88258
701-136-275.00	REFUNDS	WOOLSEY, BONNIE JO	REFUND FROM OVERPAYMENT	21-276-SD	01/12/23	2.00	88332
Total For Dept 136 DISTRICT COURT						3,897.00	
Dept 215 COUNTY CLERK							
701-215-228.05	DUE STATE - NOTARY FEES	MICHIGAN DEPARTMENT OF	TRANSMITTAL FOR MIHCIGAN NOTARY EDU	DECEMBER 2022	01/31/23	6.00	88391
701-215-228.16	DUE STATE - PISTOL PERMIT	STATE OF MICHIGAN (#38	CONCEALED PISTOL LICENSE UNIT	551-609001	01/31/23	992.00	88318
701-215-228.37	DUE STATE - CRIME VICTIM F	STATE OF MICHIGAN	FEE TRANSMITTAL FOR CIRCUIT COURT F	DECEMBER 2022	01/31/23	115.20	88408
701-215-228.42	DUE STATE - STATE COURT -	STATE OF MICHIGAN	FEE TRANSMITTAL FOR CIRCUIT COURT F	DECEMBER 2022	01/31/23	90.00	88408
701-215-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	FEE TRANSMITTAL FOR CIRCUIT COURT F	DECEMBER 2022	01/31/23	350.00	88408
701-215-228.57	DUE STATE - STATE JURY F	STATE OF MICHIGAN	FEE TRANSMITTAL FOR CIRCUIT COURT F	DECEMBER 2022	01/31/23	50.00	88408
701-215-228.58	DUE STATE - CIVIL FILING I	STATE OF MICHIGAN	FEE TRANSMITTAL FOR CIRCUIT COURT F	DECEMBER 2022	01/31/23	1,666.00	88408
701-215-228.59	DUE STATE - JUSTICE SYSTEM	STATE OF MICHIGAN	FEE TRANSMITTAL FOR CIRCUIT COURT F	DECEMBER 2022	01/31/23	236.50	88408
701-215-271.00	RESTITUTIONS PAYABLE	HARTFORD CENTRAL RECOV	RESTITUTION-CIRCUIT FROM JONATHAN D	82	01/31/23	700.00	88286

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GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 701 GENERAL AGENCY FUND							
Dept 215 COUNTY CLERK							
701-215-271.00	RESTITUTIONS PAYABLE	ALAN GRAY	RESITTUION FROM BRNDON PIPER 17-253	83	01/31/23	25.00	88340
701-215-271.10	FAMILY DIVISION RESTITUTI	(MCRCSIP DET #77943	RESTITUTION 06-1320-DL JON ULLOM	1249	01/31/23	200.00	88387
Total For Dept 215 COUNTY CLERK						4,430.70	
Dept 253 COUNTY TREASURER							
701-253-274.19	APPEALS/CHARGEBACKS/REFUN	ROBERT AND RACHELE BOY	PRE ADJ FOR 2021 07-020-007-40	01102023	01/12/23	1,405.43	88312
701-253-274.19	APPEALS/CHARGEBACKS/REFUN	BENZIE COUNTY TREASURE	TV VILLAGE ONLY CHG FOR 07-506-018-	01182023	01/19/23	474.66	88349
701-253-274.19	APPEALS/CHARGEBACKS/REFUN	BENZIE COUNTY TREASURE	PRE ADJ FOR 2019,20,21 02-036-006-0	01182023	01/19/23	1,817.43	88349
701-253-274.19	APPEALS/CHARGEBACKS/REFUN	CLAYTON SCHLOTTERBECK	PRE ADJ FOR 2020 AND 2021 04-501-03	01172023	01/19/23	630.37	88357
701-253-274.19	APPEALS/CHARGEBACKS/REFUN	MILO AND WILMA KARHU	PRE ADJ FOR 2018-2021 01-507-021-00	01122023	01/19/23	10,824.09	88392
701-253-275.00	TAX OVERPAYMENTS/REFUNDS	VILLAGE OF BENZONIA	WATER OVERPAYMENT	01092023	01/12/23	70.54	88417
Total For Dept 253 COUNTY TREASURER						15,222.52	
Dept 261 MSU EXTENSION							
701-261-235.00	DUE TO MSU	4-H LEADERS ASSOCIATIO	10 PLAT BOOKS SOLD	01182023	01/19/23	350.00	88337
Total For Dept 261 MSU EXTENSION						350.00	
Dept 301 SHERIFF							
701-301-228.16	DUE STATE - FINGER PRINT	MICHIGAN STATE POLICE	LIVE SCAN DEC 2022	551-609223	01/12/23	86.50	88303
701-301-228.63	DUE STATE - SEX OFFENDER'S	MICHIGAN STATE POLICE	SEX OFF DEC 2022	551-609037	01/12/23	30.00	88303
Total For Dept 301 SHERIFF						116.50	
Total For Fund 701 GENERAL AGENCY FUND						24,016.72	
Fund 704 PAYROLL CLEARING FUND							
Dept 000							
704-000-231.11	INSURANCE CO-PAY	BLUE CROSS BLUE SHIELD	GROUP 007016437710 DIVSION 0005 CO	FEB 2023	01/28/23	2,417.91	88351
Total For Dept 000						2,417.91	
Total For Fund 704 PAYROLL CLEARING FUND						2,417.91	

DB: Benzie County

## BOTH OPEN AND PAID

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GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
			Fund Totals:				
			Fund 101 GENERAL FUND			217,673.88	
			Fund 205 TNT OFFICER MILLAGE FUND			3,135.12	
			Fund 206 SHERIFF'S K-9 FUND			56.99	
			Fund 209 SCHOOL RESOURCE OFFICER			5,054.03	
			Fund 213 JAIL OPERATIONS FUND			17,219.87	
			Fund 214 EMERGENCY MEDICAL SERVICES (			17,151.49	
			Fund 228 SOLID WASTE/RECYCLING FUND			1,097.31	
			Fund 231 SOIL EROSION (SESSC) FUND			400.00	
			Fund 247 ANIMAL CONTROL FUND			1,819.09	
			Fund 249 BUILDING DEPARTMENT FUND			24,882.57	
			Fund 260 CPL CLERK TECHNOLOGY FUND			402.04	
			Fund 261 911 EMERGENCY SERVICE FUND			2,978.03	
			Fund 269 LAW LIBRARY FUND			1,384.66	
			Fund 276 COMMISSION ON AGING MILLAGE			3,614.00	
			Fund 292 CHILD CARE FUND			15,872.46	
			Fund 293 VETERAN'S RELIEF FUND			1,665.36	
			Fund 425 EQUIPMENT REPLACEMENT FUND			333.46	
			Fund 532 TAX FORECLOSURE FUND			1,016.20	
			Fund 535 CDBG HOUSING GRANT FUND			121.75	
			Fund 701 GENERAL AGENCY FUND			24,016.72	
			Fund 704 PAYROLL CLEARING FUND			2,417.91	
			Total For All Funds:			342,312.94	

# Elected Officials And Department Heads

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## **EMS Department head Update**

### **Old/New Business**

Fleet Report

21, Honor: Good

23 Honor: Good, Has damage to upper corner of ambulance needing paint work. (backed into home or garage by firefighter)

31, Frankfort: having engine work done, misfire

32, Backup: running good

33, Day Car: running good

### **Covid-19 Preparedness**

Nothing significant

### **911/EMS Expansion**

#### ***Frankfort property acquisition/new ambulance station***

Noting new to report at this time

### **Education**

EMS and Fire association is planning an EMT class soon being that the previous class was cancelled. Munson Education no-longer exists. Kalkaska is working on starting an education program, and MMR will be assuming the TC education soon, Medical Control considering working with Kalkaska on their education system to provide opportunities in GTC.

### **Ambulance purchase**

A new ambulance will arrive fall of 2023, currently working with Advisory committee on getting a delivery scheduled for the next ambulance for spring/summer of 2025.

Monthly EMS Stats												
	22-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec
Total EMS runs	187	166	177	131	172	213	221	256	207		165	187
Total 911 Calls	146	125	144	95	132	161	165	188	161		120	147
Transfers	27	25	26	29	27	37	34	46	30		32	20
Intercepts	5	13	5	4	5	10	14	14	9		7	10
Total BCEMS Transports	126	115	119	97	127	141	134	179	132		110	115
Total Non-Transports	56	38	27	30	40	62	73	63	75		48	62
Destination												
Cadillac	0	0	1	0	1	0	0	7	3		1	1
Grand Rapids	0	0	0	0	0	0	0	1	1		0	0
Grayling	0	0	0	0	0	2	0	1	0		0	1
Hospice House	0	0	0	1	0	0	0	0	0		0	0
Manistee	1	5	3	1	2	2	1	7	4		1	1
Maples	0	0	0	0	0	1	0	0	1		0	0
Munson	108	100	104	89	112	122	117	143	108		100	103
Other	2	3	1	0	3	4	5	4	7		1	2
POH	20	19	16	14	18	16	21	27	8		9	17
POH LTC	0	0	0	0	0	0	0	1			1	0
Assisted Living in GT	0	0	0	0	0	0	0	0			0	0
Chief Complaint												
Cardiac	5	14	17	16	13	16	13	26	17		15	7
Deaths	6	3	2	5	1	1	3	5	7		7	5
Stroke	3	5	2	6	9	7	10	13	7		8	7
Substance abuse	3	4	1	3	8	6	5	7	9		6	4
Peds				7	5	8	14	11			4	13
Psych	9	10	8	6	5	6	6	11	4		3	6
Calls per County												
Benzie	176	156	172	121	166	201	212	239	197		148	171
Grand Traverse	10	7	4	8	6	11	7	12	7		10	13
Manistee	0	2	1	1	0	1	1	5	3		5	1
Leelanau	0	0	0	1	0	0	1	0	0		1	2
na	0	0	0	0	0	0	0	0	0		0	0
Wexford	1	1	0	0	0	0	0	0	0		1	0
Calls per day of week												
Sunday	33	20	26	12	25	28	31	41	21		24	24
Monday	27	22	17	19	26	29	27	40	19		14	25
Tuesday	23	30	31	14	31	31	26	40	24		31	17
Wednesday	27	23	35	16	12	39	30	41	30		28	31
Thursday	24	23	25	19	23	35	29	28	46		25	26
Friday	23	22	21	28	27	29	40	33	41		16	33
Saturday	30	26	22	23	28	22	38	33	26		27	31



**BENZIE**

SENIOR RESOURCES

Be connected. Be supported. Be home.

**BENZIE SENIOR RESOURCES  
BOARD OF DIRECTORS MEETING  
JANUARY 18, 2023**

**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 January 18, 2023 Agenda

Approval of Minutes from the previous meeting of December 21, 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. Director's /Assistant Director's Report
- F. Program/Services Report – November 2022
- G. Board of Commissioners Update

**Action Items**

- 1. Finance Committee Report on the December 2022 and First Quarterly Financials with Board Approval of the December 2022 and First Quarterly Financials
- 2. Review and sign the Annual Code of Ethics Declaration

**New Business**

- 1. Hand out the Draft of FY'2021 Financial Audit for a 30-day review Fiscal Year 2022 Annual Report
- 2. Department of Labor Wage & Hour Division-Wage and Hour Compliance Review

**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 – February 15, 2023 @ 4:30 pm**

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

Benzie Senior Resources  
**Board of Directors Meeting**  
December 21<sup>st</sup>, 2022 Meeting Minutes  
**The Gathering Place Senior Center and Conference Call-in**

**Call to Order:** Nancy Mullen Call called the meeting to order at 4:38 pm

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

**Roll Call:**

In Person: Nancy Mullen Call, Victor Dinsmoore, Pam Howe-Perry, Leo Hughes, Linda Ringleka, Deb Rogers, Rosemary Russell, Ingrid Turner & Paul Turner

Via Conference Call: Dinah Haag

Also, In-Person: Doug Durand

Excused: Dawn Bousamra, Sabra Boyle, and Tim Markey

**Welcome New Board Member, Dinah Haag** – Nancy Mullen Call welcomed Dinah via conference call and asked her to tell us a little about herself at our Board meeting next month.

**Approval of the December 21, 2022 Agenda** – A motion to approve the agenda as amended to add a second action item was made by Pam Howe-Perry and seconded by Paul Turner. All in-person board members said Aye. Motion approved.

**Approval of Minutes from the previous meeting – November 16, 2022** – A motion to accept the minutes as presented was made by Ingrid Turner and 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 December 14<sup>th</sup> Leadership Committee Meeting which included: Annual appeal update; Status on staffing; We may want to consider revisiting the Strategic Plan based on some of our findings during the recent site visits; BOD meeting agenda items.
- B. Fund Development Committee Report** – Ingrid Turner summarized the content of the latest Fund Development Committee meeting which included: The Year End Appeal has raised \$34,000 from 107 donors as of a week ago; The “Share the Love” event is moving forward and Fund Development is working on the required postings; Giving Tuesday has been difficult to track which gifts are from that day so they plan to evaluate the process for future events; The Family Fare event raised \$600 in cash plus all the donated items; Just under 250 bags Christmas bags being distributed; Christmas cards are in process of going out; Linda Ringleka has been leading the effort to explore internship program opportunities from local colleges and is working with Doug Durand and Dawn Bousamra; They are looking at a Vehicle Fund raiser for 2023. Dawn Bousamra was not in attendance so there is no report out on PR and Media communications.
- C. Governance Committee Report** – Leo Hughes summarized the content of the November 28<sup>th</sup> Governance Committee meeting which included: Focused on our Facility Benchmarking efforts, finalizing the locations, dates, times and travel schedules as well as confirming our list of proposed questions for each facility Director; Discussed the New Board Member Orientation package and Doug Durand is finalizing the manual and process for use with our newest Board Member, Dinah Haag. We also reviewed the Governance Committee’s 2023 Meeting Calendar.
- D. Program/Personnel Committee Report** – Doug Durand summarized the content of their latest Program/Personnel Committee meeting which included: Discussion and updates to the Paid Time Off (PTO) policy; Discussion and review of potential future policies based on ever changing public health policies.

- E. Directors/Assistant Director's Report** – Doug Durand summarized the key elements of his report which included: Congress is working on and may pass \$100m in increase for nutrition nationwide; Record Patriot ran two very positive articles about BSR last week and they are working on another article regarding Nancy Reed's efforts on school children making Senior Christmas cards; Benzie Community Chest grant is signed and will be submitted; The BSR Annual Report is almost complete and Doug will present it to the County Commissioners at the January 10<sup>th</sup>, 2023 Commissioner's meeting; Staffing update that the Director of Home Health Care is resigning and Doug has an interview scheduled for a potential replacement; Benzie Bus hired a new Mobility Manager and he is looking at expanding the Senior Healthrides program.
- F. Program/Services Report – October 2022** – Doug Durand general comments are included above in the Director's report summary. Doug also advised that TGP will be holding two upcoming evening programs. The first program is a New Year's Eve type program being held next Thursday, December 29<sup>th</sup>. They have 40 individuals signed up, but Doug anticipates they will probably have 80 people show up for the event. Doug Durand and Dawn Bousamra are also drafting a white paper to solicit Family Fare and Meijer for the Fresh Produce program.
- G. Board of Commissioners Update** – Tim Markey, County Commissioner was unable to attend, but he provided Doug Durand the following details regarding the County: They have a new commissioner for Frankfort; They are working on providing 24/7 County road patrol; They hired Cory Ellis as the Central Dispatch Director.

#### **Action Items:**

- 1. Bad debt write-off** – Victor Dinsmoore briefly summarized the need to write-off \$16 in bad dept. Pam Howe-Perry made a motion to approve the bad debt write-off and Deb Rogers seconded the motion. Roll Call: Victor Dinsmoore – Yes; Pam Howe-Perry – Yes; Leo Hughes – Yes; Linda Ringleka – Yes; Deb Rogers – Yes; Rosemary Russell – Yes; Ingrid Turner – Yes; Paul Turner – Yes; and Nancy Mullen Call – Yes.
- 2. Finance Committee Report on the November 2022 Financials with Board Approval of the November 2022 Financials** – Victor Dinsmoore outlined the financial position as discussed during the Finance Committee meeting prior to the Board meeting and the Committee recommends Board approval of the financials. A motion to approve the November 2022 Financials was made by Rosemary Russell and seconded by Ingrid Turner. Roll Call: Victor Dinsmoore – Yes; Pam Howe-Perry – Yes; Leo Hughes – Yes; Linda Ringleka – Yes; Deb Rogers – Yes; Rosemary Russell – Yes; Ingrid Turner – Yes; Paul Turner – Yes; and Nancy Mullen Call – Yes.

#### **New Business:**

- 1. None**

#### **Old Business:**

- 1. Committee Chairs to provide a written quarterly report for the January 18<sup>th</sup>, 2023 Board Meeting** – Nancy Mullen Call reminded all Committee Chairpersons that they should come with a quarterly update on the actions taken for the last quarter and what the focus will be in the current quarter.

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

**Adjournment:** There being no further business to discuss all agreed to adjourn. Meeting adjourned at 5:19pm.

Respectfully submitted:

Leo Hughes

Secretary, Benzie Senior Resources Board

**NEXT MEETING:** Wednesday, January 18<sup>th</sup>, 2023 at 4:30 p.m.

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

Benzie Senior Resources  
Executive Directors Report  
December 2022 – January 2023

**Items of Information**

- Income Tax season is set to begin shortly. Working with Northwest Michigan Community Action Agency to provide the volunteers with support staff for setting mailing out packets, making copies, and scheduling if needed meeting room space to the volunteers. We will primarily be a drop off service site just like we have been doing for the last 2 years.
- Benzie County Community Chest Grant completed and turned in.
- Current projects in progress, New Home Healthcare Client Handbook, Updating Employee Handbook, New Home Health Care Assistant Guide and updating policies and procedures.
- Working on potential business and agency partners for our fresh produce program.

**Staffing Updates**

- Still in need of a homemaker contractor position. Recently hired the open position for the Director of Home Healthcare Services.

**Volunteer Report**

- There were no new volunteer applications submitted in December 2022.

**Legislative News**

**Federal** – Passage of the FY 2023 budget will add an additional \$100 Million to the nutrition budget or a 10% increase. This increase is the largest ever for the OAA Nutritional Programs. Most of the increase will be in the Home Delivered Meals and a much smaller increase for the Congregate Meals.

**Program Report for December 2022**

**Nutritional Programs**

**Home Delivered Meals**

A total of 6,949 meals were provided to 194 clients in December 2022. The number of meals delivered also includes 1,176 shelf stable meals. **This is a decrease of 4.7% as compared to December 2021.**

**Congregate Meals**

In December 2022, we provided 1,183 congregate and takeout meals. **This is an increase of 14.2% as compared to December 2021.**

***Year to date we have provided/delivered 23,039 meals. Overall, we are up by 127 additional meals as compared to the same period a year ago.***

**Other Programs**

**Homemaker Program** – In December 2022, we provided 270 service hours to 88 clients. Currently we have a waiting list of 17 clients.

**Guardian Medical Monitoring** – Currently we are paying for thirty-six clients. The waiting list has four clients.

**Snow Removal** – Contractors turned in 265 vouchers for reimbursement for snow plowing. We have signed up 167 individuals and this is the largest number ever for the program participation.

**Benzie Bus Senior Rides** – In December 2022, we paid for 1,556 regular senior rides in Benzie County; paid for 177 for regular in county medical appointments; 24 rides for the Healthrides for non-emergency appointments out of county and 20 rides into Traverse City. This is a 56% increase as compared to December 2021. Ten new riders signed up.

**Information & Assistance** - The agency handled 937 calls in December 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 December 2022.

**Senior Oral Healthcare Program** We did not receive any invoices from Dental Clinics North or Northwest Michigan Health Services for dental care.

**Medicare/MMAP's** – Our certified MMAP's counselor assisted 16 clients in December 2022 with their Medicare/Medicaid services at no cost to them.

**Foot Care** – Three clients received in-home foot care and fifty-three clients attended the foot care clinic in December 2022.

**Hearing Clinic** – We are pleased to bring back this service after being without for the last several years. Higgins Hearing & Audiology saw 2 individuals at the Administrative Office in December.

**Estate Planning** – Eight individuals received services in December 2022 at no cost to them.

**Emergency Senior Essential Needs Fund** – BSR assisted two clients in Financial in December 2022. Financial support provided for a utility bill and space heater.

**The Gathering Place Senior Center** – The Gathering Place Senior Center offered 17 core activities that 525-cumulative number of individuals participated in December 2022. **This is a 105% increase over December 2021 and the highest December total for the past 10 years!**

**In-Home Care Services for December 2022** – Compared to December 2021, we had increase of 6 clients.

#### **Number of Home Health Care Clients**

Month	Medicaid Waiver Care Management PACENorth	Sliding Scale Fee	Private Pay	Total Clients
October 2022	26	61	3	90
November 2022	27	66	3	96
December 2022	25	70	3	98
January 2023				
February 2023				
March 2023				
April 2023				
May 2023				
June 2023				
July 2023				
August 2023				
September 2023				



**Client Total Hours**

Month	Medicaid Waiver Care Management PACENorth	Sliding Scale Fee	Private Pay	Assessments And Wound Care	Total Hours
October 2022	409	459.5	9.25	61	938.75
November 2022	410.25	472.25	20	49	951.5
December 2022	367.25	525.5	11.25	25	929
January 2023					
February 2023					
March 2023					
April 2023					
May 2023					
June 2023					
July 2023					
August 2023					
September 2023					
<b>TOTALS</b>	<b>1186.50</b>	<b>1457.25</b>	<b>40.5</b>	<b>135</b>	<b>2819.25</b>

**Client Total Visits**

	RN Assessments	RN Med Management	Personal Care	Respite	Homemaking	In home Foot Care/ Wound care	Totals
October 2022	61	50	366	13	27	12	529
November 2022	49	51	368	7	37	8	520
December 2022	25	55	365	3	43	3	494
January 2023							
February 2023							
March 2023							
April 2023							
May 2023							
June 2023							
July 2023							
August 2023							
September 2023							
<b>Totals</b>	<b>135</b>	<b>156</b>	<b>1099</b>	<b>23</b>	<b>107</b>	<b>23</b>	<b>1543</b>

**BENZIE SENIOR RESOURCES**  
**Statement of Financial Position**  
**As of December 31, 2023**

	<b>Dec 31, 22</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
001 · STATE SAVINGS BANK CHECKING	164,911.55
003 · STATE SAVINGS BANK HRA	1,195.99
011 · AMERICAN DEPOSIT MANAGEMENT	200,373.88
011.3 · BOARD DESIGNATED OP RESERV FUND	470,350.00
<b>Total Checking/Savings</b>	836,831.42
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	7,985.26
<b>Total Accounts Receivable</b>	7,985.26
<b>Other Current Assets</b>	
109 · INVENTORY	14,453.99
1499 · Undeposited Funds	1,116.00
<b>Total Other Current Assets</b>	15,569.99
<b>Total Current Assets</b>	860,386.67
<b>Fixed Assets</b>	
150 · BUILDING	480,375.70
151 · VEHICLES	173,363.00
152 · EQUIPMENT	152,634.03
157 · LAND IMPROVEMENTS	1,800.00
160 · ACCUMULATED DEPRECIATION	(446,621.69)
<b>Total Fixed Assets</b>	361,551.04
<b>TOTAL ASSETS</b>	<b>1,221,937.71</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	32,753.43
<b>Total Accounts Payable</b>	32,753.43
<b>Other Current Liabilities</b>	
GARNISHMENT PAYABLE	62.05
205 · PREPAID TRIP/INSURANCE	1,723.00
2100 · Payroll Liabilities	13,885.80
223 · JOHN HANCOCK PAYABLE	3,879.76
232 · AFLAC PAYABLE	1,633.77
<b>Total Other Current Liabilities</b>	21,184.38
<b>Total Current Liabilities</b>	53,937.81
<b>Long Term Liabilities</b>	
250 · MORTGAGE PAYABLE	100,418.71
253 · LEASE PAYABLE	5,339.74
260 · NET PENSION LIABILITY	503,007.00
<b>Total Long Term Liabilities</b>	608,765.45
<b>Total Liabilities</b>	662,703.26
<b>Equity</b>	
3900 · FUND BALANCE	491,471.91
Net Income	67,762.54
<b>Total Equity</b>	559,234.45
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,221,937.71</b>

**BENZIE SENIOR RESOURCES**  
**Statement of Financial Income & Expense**  
**December 2022**

	<b>Dec 2023</b>	<b>Budget</b>	<b>\$ Change</b>
<b>ORDINARY INCOME/EXPENSE</b>			
<b>INCOME</b>			
519.03 · TITLE III C2 INCOME	9,774.00	9,774.00	0.00
519.05 MIPPA (MMAP)	1,200.00	800.00	400.00
540 · GRANTS	0.00	9,585.00	(9,585.00)
561 - HDM WAIVER	2,203.50	1,773.00	430.50
642 · CHARGES FOR SERVICES/CONT	151.50	409.00	(257.50)
642.01 · FEE FOR SERVICE/CHORE	(366.00)	0.00	(366.00)
642.02 · FEE FOR SERVICE/HOMEMAKER	2,311.00	2,500.00	(189.00)
642.03 - FEE FOR SERV/SNOW REMOVAL	2,279.00	5,000.00	(2,721.00)
642.06 - BENZIE BUS HEALTH RIDE	105.00	150.00	(45.00)
642.1 - FEE FOR SLIDING SCALE CLIENTS	7,630.63	6,665.00	965.63
642.05 - FEE FOR PRIVATE PAY & INS	674.00	180.00	494.00
670 - CLIENT INCOME	11,431.71	10,365.00	1,066.71
671 - PACE NORTH Client Income	377.00	420.00	(43.00)
673 · NEWSLETTER SUB	20.00	30.00	(10.00)
675 · DONATIONS	7,792.00	13,205.00	(5,413.00)
676 · MILLAGE	102,577.17	102,577.00	0.17
677 · FUNDRAISING INCOME	35,257.35	38,670.00	(3,412.65)
680 · VOLUNTEER WAGES (IN-KIND).	7,047.88	7,350.00	(302.12)
<b>TOTAL INCOME</b>	<b>190,465.74</b>	<b>209,453.00</b>	<b>(18,987.26)</b>
<b>GROSS PROFIT</b>	<b>190,465.74</b>	<b>209,453.00</b>	<b>(18,987.26)</b>
<b>EXPENSE</b>			
700 - ACCOUNTING FEES	8,000.00	7,600.00	400.00
705 · SALARY AND WAGES	122,349.38	121,695.00	654.38
705.1 TRAVEL TIME	2,138.24	2,161.00	(22.76)
708 · PAYROLL TAX EXPENSE	9,486.29	9,000.00	486.29
708.1 UNEMPLOYMENT INSURANCE AGENCY	101.16	750.00	(648.84)
709 · EDUCATION/TRAINING	95.00	315.00	(220.00)
710 · EVENTS	65.55	300.00	(234.45)
711 · TGPSC ACTIVITIES	185.33	350.00	(164.67)
717 · DUES/SUBSCRIPTIONS	1,080.00	400.00	680.00
720 - BAD DEBT	16.00	0.00	16.00
721 · COMPUTER EXPENSES	5,825.75	2,850.00	2,975.75
725 · FRINGE BENEFITS	13,469.98	17,425.00	(3,955.02)
726 - FUNDRAISING/MARKETING EXP	221.47	400.00	(178.53)
727 · SUPPLIES	3,742.41	3,330.00	412.41
727.2 · OFFICE EXP	2,478.65	1,185.00	1,293.65
727.3 - POSTAGE	232.73	390.00	(157.27)
727.4 - ADVERTISING	905.50	550.00	355.50
740 · FOOD	19,400.30	19,665.00	(264.70)
819 · CONTRACTUAL	24,126.45	18,065.00	6,061.45
820 · VOLUNTEER WAGES (IN-KIND)	7,047.88	7,350.00	(302.12)

**BENZIE SENIOR RESOURCES**  
**Statement of Financial Income & Expense**  
**December 2022**

	<b>Dec 2023</b>	<b>Budget</b>	<b>\$ Change</b>
<b>825 · VOLUNTEER EXPENSES</b>	2,462.86	2,845.00	(382.14)
<b>850 · TELEPHONE</b>	377.92	520.00	(142.08)
<b>861 · TRAVEL/MILEAGE/GAS</b>	4,494.78	4,640.00	(145.22)
<b>900 · INTEREST EXPENSE</b>	247.13	265.00	(17.87)
<b>910 · INSURANCE</b>	4,144.80	4,100.00	44.80
<b>915 · PROJECTS</b>	2,658.29	2,235.00	423.29
<b>920 · UTILITIES</b>	2,702.78	2,865.00	(162.22)
<b>940 · DEPRECIATION EXPENSE</b>	3,398.88	3,550.00	(151.12)
<b>980 · EQUIPMENT/REPAIRS</b>	1,527.16	2,100.00	(572.84)
<b>980.1 - OUTDOOR MAINTENANCE</b>	21.99	1,700.00	(1,678.01)
<b>980.2 - INDOOR MAINTENANCE</b>	40.74	150.00	(109.26)
<b>981-HDM FLEET MAINTENANCE/GAS</b>	8,056.76	1,720.00	6,336.76
<b>TOTAL EXPENSE</b>	<b>251,102.16</b>	<b>240,471.00</b>	<b>10,631.16</b>
<b>NET ORDINARY INCOME</b>	<b>(60,636.42)</b>	<b>(31,018.00)</b>	<b>(29,618.42)</b>
<b>OTHER INCOME/EXPENSES</b>			
<b>OTHER INCOME</b>			
<b>990 · INTEREST/DIVIDEND INCOME</b>	1,364.72	375.00	989.72
<b>999 - OTHER INCOME</b>	357.57	350.00	7.57
<b>TOTAL OTHER INCOME</b>	<b>1,722.29</b>	<b>725.00</b>	<b>997.29</b>
<b>OTHER EXPENSE</b>			
<b>999.1 · OTHER EXPENSE</b>	0.00	80.00	(80.00)
<b>99999 - LEGAL EXPENSE</b>	0.00	170.00	(170.00)
<b>TOTAL OTHER EXPENSE</b>	<b>0.00</b>	<b>250.00</b>	<b>(250.00)</b>
<b>NET OTHER INCOME</b>	<b>1,722.29</b>	<b>475.00</b>	<b>1,247.29</b>
<b>NET INCOME</b>	<b>(58,914.13)</b>	<b>(30,543.00)</b>	<b>(28,371.13)</b>

**BENZIE SENIOR RESOURCES**  
**Statement of Financial Income & Expense**  
**October - December 2022**

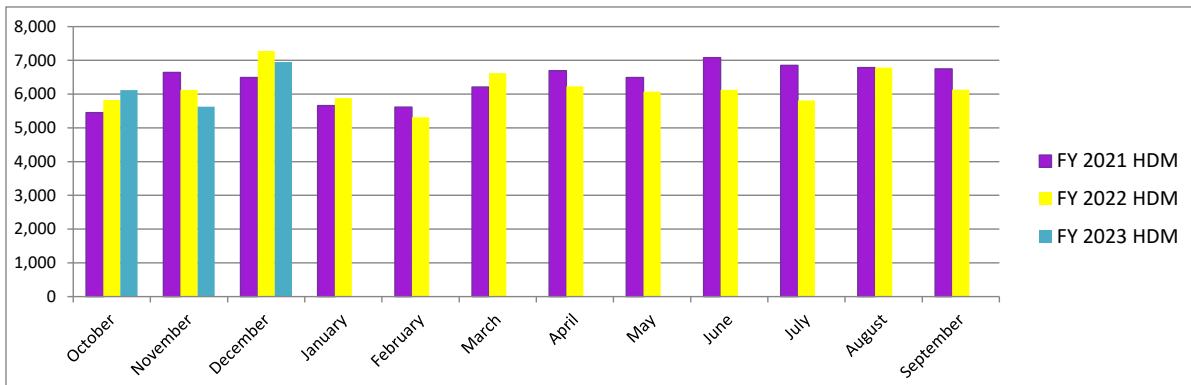
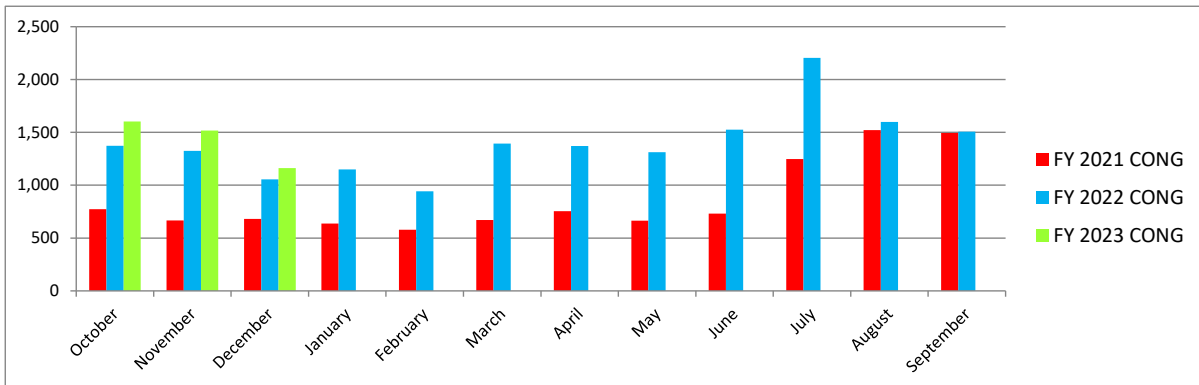
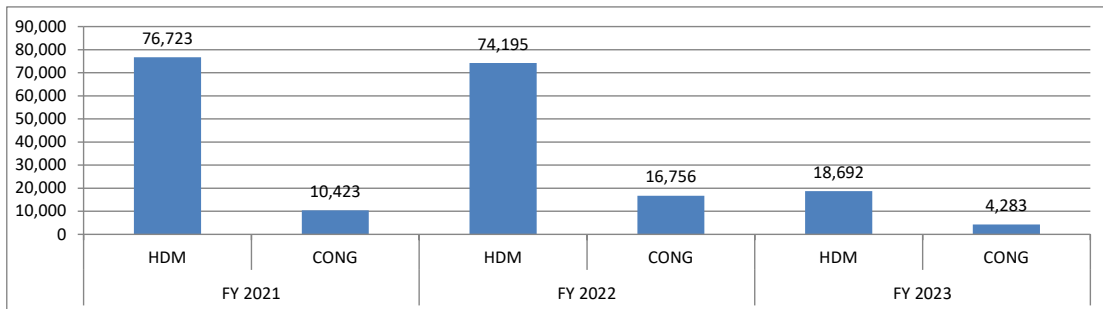
	<b>Oct-Dec 2022</b>	<b>Budget</b>	<b>\$ Change</b>	<b>Percent Received or Expended</b>
<b>ORDINARY INCOME/EXPENSE</b>				
<b>INCOME</b>				
519.03 · TITLE III C2 INCOME	29,322.00	29,322.00	0.00	25%
519.05 MIPPA (MMAP)	1,200.00	950.00	250.00	100%
519.06 Waiver Snow Removal	0.00	90.00	(90.00)	
540 · GRANTS	50,300.00	28,755.00	21,545.00	43.7%
561 - HDM WAIVER	4,517.50	3,545.00	972.50	23.2%
642 · CHARGES FOR SERVICES/CONT	701.00	1,227.00	(526.00)	14.2%
642.01 · FEE FOR SERVICE/CHORE	(232.00)	1,000.00	(1,232.00)	
642.02 · FEE FOR SERVICE/HOMEMAKER	8,529.00	7,300.00	1,229.00	20.1%
642.03 - FEE FOR SERV/SNOW REMOVAL	18,000.00	15,500.00	2,500.00	77%
642.06 - BENZIE BUS HEALTH RIDE	310.00	450.00	(140.00)	17.2%
642.1 - FEE FOR SLIDING SCALE CLIENTS	14,734.89	13,330.00	1,404.89	18.4%
642.05 - FEE FOR PRIVATE PAY & INS	923.75	360.00	563.75	42%
670 - CLIENT INCOME	23,372.44	21,515.00	1,857.44	19%
671 - PACE NORTH Client Income	1,053.00	840.00	213.00	17.6%
673 · NEWSLETTER SUB	150.00	90.00	60.00	38%
675 · DONATIONS	35,551.52	40,915.00	(5,363.48)	21.4%
676 · MILLAGE	307,731.51	307,731.00	0.51	25%
677 · FUNDRAISING INCOME	50,709.43	46,870.00	3,839.43	52.2%
680 · VOLUNTEER WAGES (IN-KIND).	20,582.58	22,050.00	(1,467.42)	23.4%
<b>TOTAL INCOME</b>	<b>567,456.62</b>	<b>541,840.00</b>	<b>25,616.62</b>	<b>24.7%</b>
<b>GROSS PROFIT</b>	<b>567,456.62</b>	<b>541,840.00</b>	<b>25,616.62</b>	
<b>EXPENSE</b>				
700 - ACCOUNTING FEES	8,000.00	6,100.00	1,900.00	95.2%
705 · SALARY AND WAGES	242,858.31	246,287.00	(3,428.69)	23.3%
705.1 TRAVEL TIME	4,685.07	4,777.00	(91.93)	27.0%
708 · PAYROLL TAX EXPENSE	13,841.95	19,460.00	(5,618.05)	19.7%
708.1 UNEMPLOYMENT INSURANCE AGEN	223.70	1,750.00	(1,526.30)	3.6%
709 · EDUCATION/TRAINING	744.90	945.00	(200.10)	19.7%
710 · EVENTS	451.88	900.00	(448.12)	12.6%
711 · TGPSC ACTIVITIES	541.75	1,050.00	(508.25)	13.0%
717 · DUES/SUBSCRIPTIONS	4,579.00	3,700.00	879.00	85.0%
720 - BAD DEBT	61.00	0.00	61.00	
721 · COMPUTER EXPENSES	9,239.96	8,550.00	689.96	27.0%
725 · FRINGE BENEFITS	(14,626.66)	(4,085.00)	(10,541.66)	
726 - FUNDRAISING/MARKETING EXP	2,544.20	1,200.00	1,344.20	53.0%
727 · SUPPLIES	10,482.87	9,990.00	492.87	26.2%
727.2 · OFFICE EXP	4,016.93	3,555.00	461.93	28.2%
727.3 - POSTAGE	1,389.11	1,170.00	219.11	30.0%

**BENZIE SENIOR RESOURCES**  
**Statement of Financial Income & Expense**  
**October - December 2022**

	<b>Oct-Dec 2022</b>	<b>Budget</b>	<b>\$ Change</b>	<b>Percent Received or Expended</b>
<b>727.4 - ADVERTISING</b>	1,744.56	1,650.00	94.56	26.5%
<b>740 - FOOD</b>	62,203.51	58,995.00	3,208.51	26.4%
<b>819 - CONTRACTUAL</b>	50,395.95	52,185.00	(1,789.05)	18.5%
<b>820 - VOLUNTEER WAGES (IN-KIND)</b>	20,582.58	22,050.00	(1,467.42)	23.3%
<b>825 - VOLUNTEER EXPENSES</b>	3,336.91	3,735.00	(398.09)	26.3%
<b>850 - TELEPHONE</b>	1,593.45	1,560.00	33.45	25.5%
<b>861 - TRAVEL/MILEAGE/GAS</b>	11,536.48	12,065.00	(528.52)	27.2%
<b>900 - INTEREST EXPENSE</b>	755.53	795.00	(39.47)	23.8%
<b>910 - INSURANCE</b>	15,787.72	17,300.00	(1,512.28)	28.0%
<b>915 - PROJECTS</b>	5,715.38	9,295.00	(3,579.62)	34.0%
<b>920 - UTILITIES</b>	8,929.41	8,595.00	334.41	26.0%
<b>940 - DEPRECIATION EXPENSE</b>	10,196.64	10,650.00	(453.36)	24.0%
<b>980 - EQUIPMENT/REPAIRS</b>	7,104.01	6,300.00	804.01	28.2%
<b>980.1 - OUTDOOR MAINTENANCE</b>	89.97	1,880.00	(1,790.03)	1.2%
<b>980.2 - INDOOR MAINTENANCE</b>	207.03	450.00	(242.97)	11.5%
<b>981-HDM FLEET MAINTENANCE/GAS</b>	13,894.14	5,160.00	8,734.14	67.0%
<b>TOTAL EXPENSE</b>	<b>503,107.24</b>	<b>518,014.00</b>	<b>(14,906.76)</b>	<b>21.8%</b>
<b>NET ORDINARY INCOME</b>	<b>64,349.38</b>	<b>23,826.00</b>	<b>40,523.38</b>	
<b>OTHER INCOME/EXPENSES</b>				
<b>OTHER INCOME</b>				
<b>990 - INTEREST/DIVIDEND INCOME</b>	2,989.39	750.00	2,239.39	66.4%
<b>999 - OTHER INCOME</b>	423.77	700.00	(276.23)	10.0%
<b>TOTAL OTHER INCOME</b>	<b>3,413.16</b>	<b>1,450.00</b>	<b>1,963.16</b>	<b>40.0%</b>
<b>OTHER EXPENSE</b>				
<b>999.1 - OTHER EXPENSE</b>	0.00	245.00	(245.00)	
<b>99999 - LEGAL EXPENSE</b>	0.00	505.00	(505.00)	
<b>TOTAL OTHER EXPENSE</b>	<b>0.00</b>	<b>750.00</b>	<b>(750.00)</b>	
<b>NET OTHER INCOME</b>	<b>3,413.16</b>	<b>700.00</b>	<b>2,713.16</b>	
<b>NET INCOME</b>	<b>67,762.54</b>	<b>24,526.00</b>	<b>43,236.54</b>	

Benzie Senior Resources  
HDM/Cong comparison  
Units Served 2021-2022-2023

	FY 2021		FY 2022		FY 2023	
	HDM	CONG	HDM	CONG	HDM	CONG
October	5,451	774	5,827	1,374	6,116	1,603
November	6,644	666	6,124	1,324	5,627	1,518
December	6,490	682	7,274	1,055	6,949	1,162
January	5,658	638	5,881	1,149		
February	5,616	579	5,314	942		
March	6,212	671	6,622	1,394		
April	6,695	754	6,230	1,370		
May	6,495	664	6,073	1,313		
June	7,079	731	6,123	1,526		
July	6,853	1,247	5,810	2,204		
August	6,786	1,522	6,786	1,599		
September	6,744	1,495	6,131	1,506		
<b>total meals</b>	<b>76,723</b>	<b>10,423</b>	<b>74,195</b>	<b>16,756</b>	<b>18,692</b>	<b>4,283</b>



## December 2022 Journal Entry Summary

- 1042. JE to write off bad debt – board approved
- 1043. JE to record monthly depreciation expense (non-cash transaction) \*
- 860. JE to record inventory at month end \*
- 861. JE to record 401K payroll deferrals across all programs - original payroll entry posts to one class \*
- 862. JE to reclass payroll health insurance deductions from “uncategorized” to appropriate class, i.e. Home Health and Admin \*
- 863. JE to record payroll wages/taxes across all programs – original payroll entry posts to one class \*
- 864. JE to reclass payroll mileage reimbursements from “uncategorized” to appropriate class, i.e. Home Health and Admin \*
- 865. JE to record volunteer hours in-kind wages \*

\* **Monthly recurring Journal Entries.**



## December 2022

[illegible]

# BENZIE SENIOR RESOURCES

## Monthly Journal Entries

December 2022

Trans #	Type	Date	Num	Memo	Debit	Credit
					4,494.78	4,494.78
130705	General Journal	12/31/2022	865	TO RECORD INKIND WAGES	6,884.50	6,884.50
				TO RECORD INKIND WAGES	163.38	163.38
				TO RECORD INKIND WAGES		
				TO RECORD INKIND WAGES		
					7,047.88	7,047.88
<b>TOTAL</b>					<b>87,180.13</b>	<b>87,180.13</b>

# ACTION ITEMS

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# Memorandum

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To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: January 20, 2023

Subject: **Agreement with Grand Traverse County for inmate housing**

Benzie County is currently housing inmates for Grand Traverse County. Benzie, having the space available can assist our neighbors in need. I have our legal counsel reviewing a contract between our two agencies for this arrangement. In short, Benzie County will house Grand Traverse County's inmate for a set rate, to cover housing and food costs. Grand Traverse County will retain its obligation to cover medical expenses above and beyond routine physical assessment required for incarceration as well as transportation to and from court.

Undersheriff Hubers will be in attendance on Tuesday to answer questions related to Benzie County housing neighboring County's inmates.

## **Suggested Motions:**

That the Board of Commissioners approves the agreement with Grand Traverse County for housing Grand Traverse County inmates, agreement subject to approval as to its form by legal counsel, and authorizes the Chair to sign.

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# Memorandum

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To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: January 20, 2023

Subject: **Memorandum of Understanding – Central Dispatch**

In effort to improve Central Dispatch's tracking of devices and equipment purchase by our agency for other agencies, such as radios and pagers, Director Cory Ellis has requested that each partner agencies sign a memorandum of understanding. This document would memorialize the responsibility of our neighboring agency and give Benzie County added protection.

The memorandum of understanding has been reviewed by legal and he too agrees that this document is appropriate.

To streamline this process, I request that the Board approve the memorandum of understanding as to form and give Cory Ellis, Director of Central Dispatch the authority to sign.

**Recommended Motion:**

That the Board of Commissioners approves the Memorandum of Understanding – Equipment Loaned for equipment purchased by Central Dispatch and loaned to neighboring agencies as to form and authorizes Director Cory Ellis to sign such documents.



## Benzie County Central Dispatch

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

### Memorandum of Understanding – Equipment Loaned

Benzie County Central Dispatch (BCCD) purchases portable radios, pagers, mobile data terminals (MDT) and similar equipment, with the intent to allow local public safety agencies the ability to borrow the equipment for their departmental needs. *The equipment is owned by Benzie County Central Dispatch and is being loaned to the receiving agency.*

#### Receiving Agency responsibilities:

- Shall not change the operational functions of the equipment.
- No writing or etching on any of the equipment
  - Temporary, removable labels that don't cause damage are OK
- The equipment programming shall not be changed, without written permission from BCCD Director, or their designee.
- All of the loaned equipment shall be returned to the Director of Benzie County Central Dispatch when it is not being used by the receiving agency or is being exchanged for new equipment.
- The receiving agency shall not loan the equipment to another agency.
- Notify the BCCD Director of lost or damaged equipment, immediately.
- Any equipment that is damaged, defective, broken, or otherwise requiring repair shall be returned to BCCD and associated costs may be the responsibility of the receiving agency and billed accordingly.
  - Costs associated with complete replacement of equipment that is not repairable, may also be the responsibility of the receiving agency and billed accordingly.
- The 911 Director may, at any time, recall any loaned equipment.

Item	Model	Serial #	Radio ID	Battery #	Asset ID #	Charger?
MDT	EXAMPLE	123456	N/A	478194590	MDT333	Y
Docking Station	EXAMPLE	858548	N/A	N/A	DOCK333	Y
Portable Radio	EXAMPLE	1032884180483	9393939	10384108238	PRAD333	Desktop
Pager	EXAMPLE	19791479417	N/A	19749717419	PAGR333	Desktop

Receiving Agency:

Agency Department Head:



## *Benzie County Central Dispatch*

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

By signing this, you agree to the conditions as explained, including possible financial responsibility. Additionally, you acknowledge you have the legal right and responsibility to enter this agreement, on behalf of your agency.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Distributed by: Cory Ellis, 911 Director

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT

## Tammy Bowers

---

**From:** Katelyn Zeits  
**Sent:** Thursday, January 19, 2023 4:53 PM  
**To:** Tammy Bowers; Kimberly Childs  
**Cc:** Jackie Palfey; Rosalie Roelofs; Katelyn Zeits  
**Subject:** Agenda Item - help with US DOT RAISE Grant application for BVT  
**Attachments:** 2023 Overview - Betsie Valley Trail Paving Project.pdf; 2023-1-19\_draft\_Resolution\_RAISE\_county.docx; 2023-1-19\_draft MOU\_FBVT-BenzieCounty.docx

Hi Tammy,

Please see attached and below related to the packet next week. I ask that you also include this email string in the packet with the attachments.

In follow-up to what Ms. Spears as outlined below for the Board, it's important for the Board to note that this is a REIMBURSEMENT grant, and the County will be required to front all funds and request reimbursement from the Department of Transportation. The other item to note is the administration of this grant, which includes extensive reporting.

The following question is from the Grant programs FAQ webpage -

Are RAISE Grants a lump-sum cash disbursement at the time of award, or are they reimbursement grants? How do reimbursement grants work?

RAISE is a reimbursable program. RAISE grant recipients will not receive a lump-sum cash disbursement at the time of award announcement or obligation of funds. Instead, the recipient must pay project costs as they are incurred and submit to DOT requests for reimbursement. This means that the recipient must have access to sufficient non-RAISE funding sources to manage cash flow associated with the project.

I look forward to the Board's discussion.

Thank you,



**Katelyn Zeits, MPA**  
County Administrator | Benzie County  
448 Court Place, Beulah, MI 49617  
P: (231) 882-0035 F: (231) 882-7072  
E: [kzeits@benzieco.net](mailto:kzeits@benzieco.net) W: [www.benzieco.net](http://www.benzieco.net)

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**From:** Lara Treemore Spears <[treemorespears@gmail.com](mailto:treemorespears@gmail.com)>  
**Sent:** Wednesday, January 18, 2023 11:48 PM



**To:** Katelyn Zeits <kzeits@Benzieco.net>

**Cc:** George Maker <jedmaker@gmail.com>; Jim Gribble <jim@jimgribble.com>

**Subject:** Re: FW: help with US DOT RAISE Grant application for BVT

Hi Katie,

Thanks for your time earlier this week to discuss the County's potential interest in applying for federal funding to pave the Betsie Valley Trail from Beulah to Thompsonville. As we discussed, the main reasons for the County to apply for the USDOT RAISE grant at this time are: (1) this is a multi-jurisdictional project with positive impacts throughout Benzie County, (2) the County's planning documents all mention the importance of the trail and its far-reaching benefits, (3) the Friends of the Betsie Valley Trail have mobilized donations and consultants that will reduce the administrative burden on the County during grant implementation, (4) no matching funds are required, lowering the administrative burden even further, (5) 50% of this new federal funding source must be spent in rural communities, making funding more likely than with urban-centric transportation grants, (6) several attempts are often required before highly-competitive grants are awarded to a project (this is the first of 4 rounds of \$1.5 billion available under this grant program), and (7) this is a re-packaging of the previous unsuccessful application to the Michigan Natural Resources Trust Fund, which had broad regional support (including previous resolutions of support from the County and all other units of government through which the trail passes).

I'm attaching a 2-page project overview, draft Resolution and draft MOU for the County to consider. I will plan on attending the Board meeting at 9 a.m. on Tuesday January 24th to speak briefly about this grant opportunity and answer any questions about the project. Please let me know if you require any additional information between now and then.

Thanks!

Lara Treemore-Spears

734-223-1224

[treemorespears@gmail.com](mailto:treemorespears@gmail.com)

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**From:** Katelyn Zeits <kzeits@Benzieco.net>

**Sent:** Monday, January 16, 2023 12:08 PM

**To:** [jim@jimgribble.com](mailto:jim@jimgribble.com)

**Subject:** Re: help with US DOT RAISE Grant application for BVT

Hey Jim,

I would be happy to chat through a few things with you. I think starting with the Road Commission is a good idea because like you said it's a DOT grant. However, if their commitment load is high for 2023, we will happily work through the application with you.

I would reach out to Matt Skeels at the Road Commission. He can be reached at [brcmanager@benzieroad.net](mailto:brcmanager@benzieroad.net).

Benzie County does not have a Planning Commission, but the locals do. We also work with Networks Northwest quite often as they're the regional planning entity for our area. Terry Vandercook is their Director and he is a wealth of knowledge and help. He can be reached at [terry.vandercook@networksnorthwest.org](mailto:terry.vandercook@networksnorthwest.org).

I have some time tomorrow morning if you'd like to chat more. Please call 231-882-0035 and Rose can get you back to me.

Thank you,



**Katelyn Zeits, MPA**

County Administrator | Benzie County

448 Court Place, Beulah, MI 49617

P: (231) 882-0035 F: (231) 882-7072

E: [kzeits@benzieco.net](mailto:kzeits@benzieco.net) W: [www.benzieco.net](http://www.benzieco.net)

**CONFIDENTIALITY NOTICE:**

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**From:** Jim Gribble <[admin@jimgribble.com](mailto:admin@jimgribble.com)>

**Sent:** Thursday, January 12, 2023 4:29 PM

**To:** 'kzeits@Benzieco.net' <[kzeits@Benzieco.net](mailto:kzeits@Benzieco.net)>

**Subject:** help with US DOT RAISE Grant application for BVT

Dear Katie,

I hope all is well with you. The Friends of the Betsie Valley Trail are embarking on a new grant application process for our paving project from Beulah to Thompsonville and I'm looking for some valuable guidance from you and certainly some types of support from the County.

This opportunity is a RAISE grant through the US DOT. The application is due on Feb 28<sup>th</sup>, we can ask for the entire cost of the project (\$3+ million) i.e. no matching funds needed -- pretty attractive. This will be the first time we apply for a federal DOT grant and of course we want to make our case as best we can. There are several issues/items I'd like to discuss with you and I hope we can have a call at your convenience. Here's my attempt at discussion points:

1. We need to partner with a unit of government. We can work with Benzonia again, but we are thinking it might be better for us to look for a government partner higher up the food chain. Either the County as we did with our DNR Recreational Passport grant in 2017-18 or possibly the Benzie Road Commission, considering this a DOT grant. We are also thinking that since this is a reimbursement grant, it would be best to work with a partner that has more financial resources.
2. Even if we don't work with the Road Commission, this grant needs a lot of evidence that it will accomplish as many of these 8 goals as possible and we are looking for help making our case for increased safety. Who should we talk with at the Road Commission?
  - Safety
  - Environmental Sustainability
  - Quality of Life
  - Mobility and Community Connectivity
  - Economic Competitiveness and Opportunity
  - State of Good Repair
  - Partnership and Collaboration
  - Innovation



3. Is there a Benzie County Planning Commission? I've been tasked with working with such an entity or entities (maybe at the township level – I see Beulah has a Planning Commission) to gather potential input in the following areas:

- \_\_\_ reduce transportation and summer parking burdens in the Village,
- \_\_\_ integrate land uses, address gaps in service, improve transportation connections between affordable housing and jobs (specifically where, and why that's important to the community),
- \_\_\_ improve public mobility (what existing goals or programs would be enhanced, what physical barriers would be removed)
- \_\_\_ contribute to a more livable community (in what ways, what existing efforts would be enhanced)
- \_\_\_ facilitate tourism (in what ways, what existing efforts would be enhanced)
- \_\_\_ improve economic development, build community wealth, create jobs, promote public and private investments in land use productivity and revitalization, support equitable commercial and mixed-income residential development
- \_\_\_ contribute to community-based efforts to coordinate economic development near sustainable nonmotorized trails and other public assets such as broadband, electric infrastructure, public transportation, and mixed-use commercial/residential development
- ... add specific goals of the PC and how this project would address those goals

So, again, looking for and would be most appreciative of your guidance here. I hope you understand that navigating our local government entities is not something I have much experience with. I also want you to know that we are working now with an awesome grant person and she is doing a great job guiding this process. I'm starting to run down the list of things she's asked me to work on. Lara may want to get involved at any point.

On the resolution and support letter side, we have a resolution from the Board of Commissioners from last year that Lara feels will work fine. However, I guess there would at least be a need for the Board to vote on being our applicant if we go that route. What will surely be needed are letters of support that again will focus on the one or more of the eight scoring areas above.

I hope you're willing to help us and to have a call. Please give me some days and times you'd be free to talk.

Thanks in advance,

Jim Gribble [jim@jimgribble.com](mailto:jim@jimgribble.com)  
Friends of the Betsie Valley Trail  
p (231) 227-1164



## Proposal to Pave 12 Miles of the Betsie Valley Trail, Benzie County's Alternative Transportation / Recreation Connector

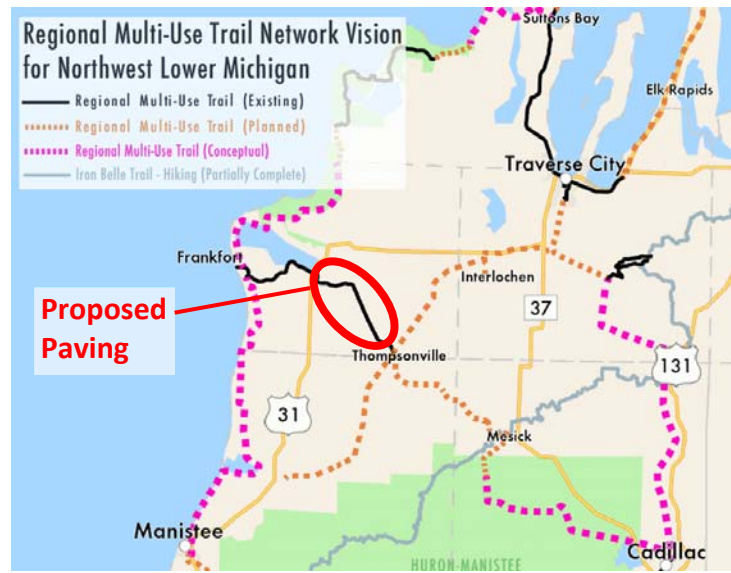
Residents and local governments in Benzie County are working together to improve and extend a local gem: the Betsie Valley Trail (BVT). Currently only 10 miles from Frankfort to Beulah is paved, leaving the Beulah to Thompsonville communities under-served. ***Paving this next 12 miles is high priority for the region.*** 2023 costs are estimated at \$3 - 4 million.

The BVT is the longest public trail in Benzie County. The 10-mile paved section from Frankfort to Beulah is used year-round by bikers, pedestrians, families with children in strollers or on balance bikes, rollerbladers, wheelchair users, snowmobilers, skiers, and snowshoers. A local nonprofit, Joy2Ride, uses bicycles adapted with wheelchairs to take anyone who can't pedal or ride a bike for safe, traffic-free rides on the trail. The trail was even used for the running segment of the IRONMAN 70.3 Michigan competition held in Frankfort in 2021 and 2022 (and planned again in 2023). Outdoor recreation increased exponentially during the pandemic. The TART trail, our sister trail in Grand Traverse County, counted a 35% increase in trail use from 2019-2021. Based on TART's numbers, observed traffic on the BVT, an increase in Friends





of the Betsie Valley Trail (FBVT) membership, and a 50% increase in visits to the BVT website during the same period, we believe use of the BVT's paved section increased at about the same rate, while use of the 12-mile gravel section of the BVT between Beulah and Thompsonville stayed about the same because the gravel trail is rough and unwelcoming to most users who enjoy the paved section. Master plans for trail redevelopment have been prepared. **The project is shovel ready** with minimal engineering and permitting required prior to asphalt installation. Wildlife corridors for the many small tributary streams under the trail are also planned, and the proposed asphalt mix will remain compatible with snowmobile and other winter uses. Parking areas and connections to bus service supporting trail access are currently being planned.



The proposed project will make Thompsonville the center of a regional trail network connecting Benzie to Manistee and Leelanau counties, Sleeping Bear Dunes National Lakeshore, Cadillac and other communities and trail networks to the north, east and south. This would make Benzie County the northwest Michigan hub connected to trail systems throughout the state. **Trails bring families, tourists, and economic benefits to the region**, with improvements to traffic and parking through the promotion of non-motorized transportation routes during our busy summer season.



**The time is right to invest in improvements** that will welcome the broader community and make the trail from Beulah to Thompsonville accessible for people with a range of abilities. FBVT continues to mobilize matching funds to enable larger grants from the State of Michigan and Federal government to connect Benzie County to the region and the state by trail.

*Established in 1994, the BVT is owned by the Michigan Department of Natural Resources and managed by the Betsie Valley Trailway Management Council, an agency of Benzie County. The Friends of the Betsie Valley Trail maintains, raises money, and advocates for trail improvements.*

For more information, please contact:

Jed Maker, Board President  
[chairman@betsievalleytrail.org](mailto:chairman@betsievalleytrail.org)  
 (262) 492-5169

Jim Gribble, Public Relations  
[media@betsievalleytrail.org](mailto:media@betsievalleytrail.org)  
 (231) 227-1164





## Memorandum of Understanding Regarding Application for Grant Funding for Paving that Portion of the Betsie Valley Trail from Beulah to Thompsonville

By and Between Benzie County and the non-profit Friends of the Betsie Valley Trail ("the Parties").

This Memorandum of Understanding between the Parties is regarding proposed grant funding for improvements to an approximately 12-mile section of the Betsie Valley Trail from the Trailhead in Beulah to Thompsonville ("the proposed project").

The parties hereby agree that Benzie County will be the applicant for grant funding request(s) to be submitted to Grants.gov, MDNR and/or others as needed until the necessary funding is obtained. To the extent required by the granting agency(ies), Benzie County will enter into an agreement with the trail owner, the MDNR, that will enable completion of the trail improvements between Beulah and Thompsonville.

Further, if funding for the proposed project is awarded, Benzie County will enter into the related grant agreement(s) and establish administrative processes to implement the grant(s).

The Friends of the Betsie Valley Trail will be responsible for obtaining \$350,000 in funding to support implementing the proposed project, such as by paying for up-front design, engineering, environmental permitting, administrative support, construction oversight and project management consistent with the granting agency requirements and County needs. To the extent that these costs are reimbursed to the County by the granting agency, the County will reimburse the Friends of the Betsie Valley Trail so that these funds can be used for future trail projects.

Benzie County and the Friends of the Betsie Valley Trail concur with the intent of this Memorandum of Understanding as indicated by their signatures below.

Benzie County, by its: Administrator

\_\_\_\_\_  
Katelyn Zeits

Date: \_\_\_\_\_

Friends of Betsie Valley Trail, by its: Board President

\_\_\_\_\_  
George E. Maker

Date: \_\_\_\_\_

# **A RESOLUTION TO SUPPORT PAVING THE BETSIE VALLEY TRAIL FROM BEULAH TO THOMPSONVILLE**

Board member \_\_\_\_\_, supported by Board member

\_\_\_\_\_, moved the adoption of the following Resolution:

**RESOLUTION NUMBER \_\_\_\_\_**

## **RESOLUTION OF AUTHORIZATION – BENZIE COUNTY APPLICATION FOR GRANT FUNDING AND TRAIL LEASE**

**WHEREAS**, the 22-mile Betsie Valley Trail connects the cities and villages of Benzonia, Beulah, Elberta, Frankfort, and Thompsonville, and the townships of Benzonia, Crystal Lake, Gilmore, Homestead and Weldon, contributing to strong, active, safe, healthy, connected, economically vital and environmentally sustainable communities throughout Benzie County; and

**WHEREAS**, in 2003 a 10-mile section of the Betsie Valley Trail between Crystal Lake and Frankfort was paved with donations and grants from Benzie County residents, the Michigan Department of Natural Resources (DNR), and others, enhancing regional trail recreation; and

**WHEREAS**, the 12-mile segment from Beulah to Thompsonville remains unpaved and its current mixed dirt/gravel surface is not accessible to users with disabilities, many bicyclists, people with strollers, rollerbladers, and young children; and

**WHEREAS**, the use of the paved and resurfaced portions of the Betsie Valley Trail has increased markedly since 2019 and the COVID pandemic, but the relatively undeveloped Beulah to Thompsonville segment is underutilized and limits the public benefits of the overall trail; and

**WHEREAS**, paving the trail from Beulah to Thompsonville will provide new access for non-motorized use by people of all abilities, enhance safety and quality of life by increasing usage throughout an extended trail network, and make it easier for people to use the Betsie Valley Trail while improving wetland and wildlife connectivity; and

**WHEREAS**, Benzie County recognizes the Betsie Valley Trail's contribution to its economy, recreation and ecology, as documented in the County's 2020-2024 Recreation and Cultural Plan, 2016 Master Plan, and 2002 Open Space and Natural Resources Protection Plan; and

**WHEREAS**, the Friends of the Betsie Valley Trail has raised \$350,000 that will be available to Benzie County to support the proposed paving project if the RAISE grant is awarded; and

**WHEREAS**, Benzie County supports paving the remaining 12 miles of the Betsie Valley Trail between the Village of Beulah and the Village of Thompsonville for a projected cost of 4 million dollars reimbursable to the County by USDOT RAISE grant program funding; and

**WHEREAS**, at the time of funding obligation by USDOT, Benzie County must have a signed agreement with the Michigan DNR for the portion of the Betsie Valley Trail from Beulah to Thompsonville, authorizing project completion.

**NOW, THEREFORE, BE IT RESOLVED**, that the Benzie County Board authorizes submission of a grant application to the U.S. Department of Transportation Rebuilding American

Infrastructure with Sustainability and Equity (RAISE) Grant Program for up to \$4 million, signature of a binding agreement with the Michigan DNR for completion of the proposed grant-funded improvements of the Betsie Valley Trail from Beulah to Thompsonville, and signature of a Memorandum of Understanding between Benzie County and the Friends of the Betsie Valley Trail clarifying roles and responsibilities for the duration of the project.

AYES:

NAYES:

ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by Benzie County at its meeting held on \_\_\_\_\_, at \_\_\_\_\_ a.m. in the County Building, with a quorum present.

Dated: \_\_\_\_\_

Clerk: \_\_\_\_\_



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# Memorandum

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To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: January 20, 2023

Subject: **Establishment of Ad Hoc Interview Committee for the EMS Advisory**

As my office has taken over the Committee appointments process, we have taken a deep dive into the committees and their member requirements and purpose. With that, we've discovered certain requirements and nuances that have morphed over time.

The EMS Committee has one member position vacant at this current time that is required to be a "fire representative" from Benzie County, there are also vacancies for employees of our EMS department. Finally, there are terms expiring on this Committee to be considered.

I am requesting the Board of Commissioners establish an ad hoc interview committee to discuss this committee and the makeup of its members. I'd like to see some potential shifts in the committee makeup because of the unorthodox makeup of this committee.

## **Suggested Motions:**

That the Board of Commissioners establishes an ad hoc interview committee to make recommendations regarding member roster and vacation positions on the Emergency Medical Services (EMS) Advisory Committee and that the Chair, Vice Chair, Administrator designee, , Director Tom King, and the current Chair of the EMS Advisory Committee be appointed to such committee.

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# Memorandum

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To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: January 17, 2023

Subject: **Establishment of Ad Hoc Interview Committee for Parks & Recreation Committee**

There are 4 terms for the Parks and Recreation Committee that have expired, seats currently held by Lee Ferguson, Sean Duperron, Barbara Skurdall, and Shaun Johnson. All existing members have submitted a letter of interest to be reappointed. We have also received a new application of interest from Marjorie Pearsall-Groenwald who previously served on the committee.

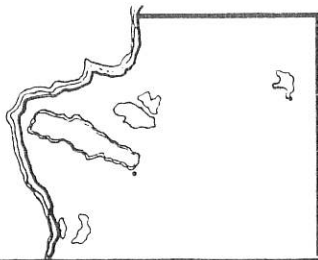
As you are aware, these appointments are made by the Board of Commissioners. The Administration Office has expressed the desire to be consistent with appointments, which includes establishing an ad hoc interview committee.

I have attached each of the applicant's letter of interest for reappointment and letter of interest for the new applicant.

Appointments to the Committee are for three-year terms expiring on December 31, 2025.

## **Recommendation:**

That the Board of Commissioners establishes an ad hoc interview committee to make recommendation regarding four terms on the Parks and Recreation Commission, terms expiring December 31, 2025 and that the Chair, Vice Chair, Administrator Designee, and Ed Hoogterp, Chair of the Parks and Recreation Committee be appointed to such committee.



# BENZIE COUNTY BOARD OF COMMISSIONERS

GOVERNMENT CENTER • 448 COURT PLACE •

• BEULAH, MICHIGAN 49617 • (231) 882-9671 • FAX (231) 882-5941

## APPOINTMENT TO BOARD, COMMISSIONS AND AGENCIES

### APPLICATION

DATE: 12/12/22

Name: Barbara Skurdall

Address (including PO Box): 7291 Fredonia Way Beulah 49617

County District: Benzonia Township

Home Telephone: 231 882-4332

Occupation: Retired

~~Business~~ <sup>Cell</sup> Telephone: 231 645-9594

Please list the Board, Commission or Agency you are applying for:

1. BCPRC

Please state your interest, experience and/or education that would relate to your serving on the above-named organizations.

I wish to continue to serve on the  
BCPRC. Thank you.

### PLEASE ATTACH A CURRENT OR UPDATED RESUME OR LETTER OF INTEREST

This application with resume' attached must be returned to:

BENZIE COUNTY CLERK  
448 COURT PLACE  
BEULAH, MI 49617

RECEIVED

DEC 13 2022

TAMMY BOWERS  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

**APPOINTMENT TO BOARD, COMMISSIONS AND AGENCIES**

**APPLICATION**

DATE: 12/12/2022

Name: LEE G. FERGUSON

Address (including PO Box): Physical: 6828 Putney Rd ARCADIA MI 49613  
mail: P.O. Box 260 BENZIE MI 49616

County District: Benzie / Blaine Twp Home Telephone: Cell 734-347-0215

Occupation: Retired - Project Engineer Business Telephone: AS ABOVE

Please list the Board, Commission or Agency you are applying for:

1. Parks & Recreation Comm.tee (full term)

Please state your interest, experience and/or education that would relate to your serving on the above-named organizations.

I received a BSEE from Michigan Tech and Project Management Certification (PMP) while working for DTE

I was responsible for development of Multidiscipline Projects  
At DTE

I seek an opportunity to use my acquired skills  
to better my community

**PLEASE ATTACH A CURRENT OR UPDATED RESUME OR LETTER OF INTEREST**

This application with resume' attached must be returned to:

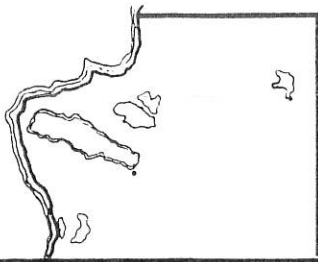
BENZIE COUNTY CLERK  
448 COURT PLACE  
BEULAH, MI 49617

**RECEIVED**

DEC 12 2022

TAMMY BOWERS  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

1/8/14



# BENZIE COUNTY BOARD OF COMMISSIONERS

GOVERNMENT CENTER • 448 COURT PLACE •

• BEULAH, MICHIGAN 49617 • (231) 882-9671 • FAX (231) 882-5941

## APPOINTMENT TO BOARD, COMMISSIONS AND AGENCIES

### APPLICATION

DATE: 12/13/22

Name: SEAN DUPERON

Address (including PO Box): 6724 EDGEWATER DR

County District: BENZIE COUNTY  
LAKE TOWNSHIP

Home Telephone: 231-325-3043

Occupation: LIC BUILDER

Business Telephone: Cell 231-620-1215

Please list the Board, Commission or Agency you are applying for:

1. PARKS AND RECREATION COMMISSION

Please state your interest, experience and/or education that would relate to your serving on the above-named organizations.

See ATTACHED LETTER AND RESUME

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**PLEASE ATTACH A CURRENT OR UPDATED RESUME OR LETTER OF INTEREST**

This application with resume' attached must be returned to:

BENZIE COUNTY CLERK  
448 COURT PLACE  
BEULAH, MI 49617

**RECEIVED**

DEC 19 2022

TAMMY BOWERS  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

Sean K. Duperron  
6724 Edgewater Drive  
Honor, Michigan 49640  
231-325-3043  
[sduperron@charter.net](mailto:sduperron@charter.net)

December 13, 2022

Benzie County Board of Commissioners  
448 Court Place Beulah,  
MI 49617-0377

Board of Commissioners,

I am writing this letter to express my interest to be re-appointed so I can continue to serve as a Benzie County Parks and Recreation Commissioner.

I have actively worked as the sub-committee chair for the "Trails" committee. I also represent the Parks Commission while serving on the Betsie Valley Trail Management Council (BVTMC).

As a member of the BVTMC I have been active in the recent resurfacing, signage, and management of the Crystal Lake segment. In the near future, this same segment of trail will need to coordinate with the development of Crystal Lake outlet should the project find funding. Surfacing from Beulah to Thompsonville and points beyond is on the horizon. My trails sub-committee continues to work with the DNR in hopes of developing a single track motorcycle off road trail on state land for Benzie County. There is much to do so I would hope to continue my work if the Board of Commissioners will reappoint me.

Please contact me if I can provide further information in support of my interest in this position.

Sincerely,



Sean K. Duperron

cc

Ed Hoogterp, Parks and Recreation Commission Chair.



# Sean K. Duperron

6724 Edgewater Drive  
Honor, MI 49640  
231-325-3043  
[sduperron@charter.net](mailto:sduperron@charter.net)

## Summary of Qualifications

Fifteen years experience in field of parks recreation and tourism.  
Successful Supervisor of a 262 site Manistee riverfront campground and public park system.  
Five years of Rail to Trail development and operations.  
Repeated successful development and leadership of high performing teams.  
Experience in grant management and reporting for MNRTF, RIF, CZM, GLFT, TEA  
Seventeen years as an active successful Michigan licensed builder.  
In depth maintenance skills for: buildings, mechanical equipment, and grounds.  
Permit applications development for DEQ, township, building, and Natural Rivers.  
Graduated from CMU Cum Laude, BAA Parks and Recreation.  
I am an optimistic diplomat who enjoys working with people.

## Related Experience

**Park Management and Facility Operations:** Northern Exposure Campground. Betsie Valley Rail Trail. The "Club" Spa and Fitness Center at Grand Traverse Resort. Fun Country Waterslide Theme Park.

**Team Building:** Interview, hire, develop, pay, and terminate employees, subcontractors, and volunteers to develop and maintain high performing teams for three profitable businesses.

**Construction site leadership** Performed as a site supervisor, public liaison, and communications conduit for stakeholders, during four separate Betsie Valley Trail construction projects. Manage licensed subcontractors and carpenters through critical path techniques to achieve code compliance, schedule goals, profitability, and customer satisfaction in a highly competitive residential construction market.

**Program development:** Through planning sessions, recreation event programming, adjustments in logistics, and staff sign language training, the Traverse City Assoc. of Deaf II annual camp-out was transformed from a public park obligation to a week long, 700 person, multi-state family event. In coordination with the Lions club, developed an annual Haunted Forest providing fund raising opportunities for local civic groups, a family appropriate Halloween event for the community, and a shoulder season draw for the host campground.

**Budget and Reporting:** Through accurate compliance reporting and budget projections, able to build several bridges and 11 miles of the Betsie Valley Trail with 1.8 million in state, federal, and foundation grant dollars, including MNRTF, RIF, CZM, TEA  
Repeated project bid development and expense management for residential construction projects as owner of Great Northern Homes.  
Develop annual operations budgets for Northern Exposure Campground, and successfully operate within or under budget.

**Work Safe and Risk Management:** Develop and serve lease violation notices, eviction notices, file for court hearings, testify, and successfully garnish wages after receiving favorable judgements as a property lease manager.  
Develop and implement a MIOSHA construction company safety plan including: training, project specific safety plans created by the assigned safety officer, and applying work safe practices for each task.  
Theme park operations and safety training followed by unannounced mid season mock emergencies as an audit tool.

**Additional Qualifications** Skilled in Mac and Windows OS, Gantt project scheduling, iPhone GPS applications. Use of excel, powerpoint, and AV for public presentations. Plan and permit application development, including Natural Rivers, MDEQ wetlands, township zoning, and county building departments. Blue print reading and development, Trained in GIS software applications. MSU and FSU educator training.

**Education** 1994, Central Michigan University.  
Bachelor of Applied Arts, Cum Laude graduate.  
  
Major: Commercial Recreation and Facility Management  
Minor: Business Management.

**Employment History** General Contractor, Home Builder/Owner, Great Northern Homes  
May 2005-Current  
Trailway Manager/Extension Agent, Michigan State University Extension  
November 1999-May 2005  
Project Manager, Trim Carpenter, Great Northern Homes  
November 1998-October 1999  
Conference Services Assistant, Grand Traverse Resort  
January-October 1998  
Park Supervisor, Mesick RV Park, (now known as Northern Exposure) Mesick, MI.  
August 1994-December 1997

**References:** Patrick Cudney  
Director of Government and Stakeholder Relations and Senior Advisor to the Dean  
Michigan State University Extension  
517-355-2308

Ken Abraham  
Board of Directors, Northern Exposure Campground  
231-590-9246

Dan Petterson Ed. D.  
Motorcycle Safety Foundation Chief Instructor, retired.  
231-843-2069

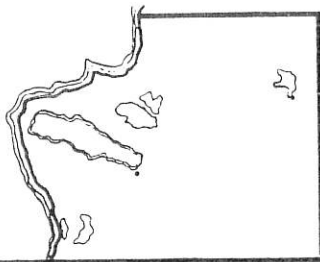
Scott Gest  
Pilot, NetJets  
Networks Northwest consultant.  
231-883-5645

Cathy Demitroff  
Previous Chair, Benzie County Parks and Recreation Commission  
231-920-5203

Chris Gehring  
Great Northern Homes Client  
231-882-4653

John Galbraith  
VP Commercial Lending, Nicolet Bank  
CMU Intern under my supervision at Northern Exposure 1996  
231-632-9331





# BENZIE COUNTY BOARD OF COMMISSIONERS

GOVERNMENT CENTER • 448 COURT PLACE •

• BEULAH, MICHIGAN 49617 • (231) 882-9671 • FAX (231) 882-5941

## APPOINTMENT TO BOARD, COMMISSIONS AND AGENCIES

### APPLICATION

DATE: 12-12-22

Name: Christopher Shaun Johnson

Address (including PO Box): 8505 Timber Lane

County District: \_\_\_\_\_

Home Telephone: 231-709-3755

Occupation: Retired

Business Telephone: \_\_\_\_\_

Please list the Board, Commission or Agency you are applying for:

1. Parks and Recreation

Please state your interest, experience and/or education that would relate to your serving on the above-named organizations.

I have enjoyed working through my first term and look forward to continuing to work on Parks & Rec projects.

### PLEASE ATTACH A CURRENT OR UPDATED RESUME OR LETTER OF INTEREST

This application with resume' attached must be returned to:

BENZIE COUNTY CLERK  
448 COURT PLACE  
BEULAH, MI 49617

RECEIVED

DEC 13 2022

TAMMY BOWERS  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

**APPOINTMENT TO BOARD, COMMISSIONS AND AGENCIES**

**APPLICATION**

DATE: Jan. 12, 2023

Name: Marjorie Pearsall-Groenwald

Address (including PO Box): 1329 Martin Dr. Frankfort

County District: Crystal Lake Twp Home Telephone: 231-352-4296

Occupation: retired educator Business Telephone: —

Please list the Board, Commission or Agency you are applying for:

1. Parks & Recreation

Please state your interest, experience and/or education that would relate to your serving on the above-named organizations.

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**PLEASE ATTACH A CURRENT OR UPDATED RESUME OR LETTER OF INTEREST**

This application with resume attached must be returned to:

BENZIE COUNTY CLERK  
448 COURT PLACE  
BEULAH, MI 49617

1/8/14

## Resume for Marjorie Pearsall-Groenwald

The experiences in my life that would give me valuable experience for the Benzie County Parks and Recreation Commission are as follows:

I graduated from Central Michigan University where one of my two majors earned me a BS in Physical Education and Recreation. I taught physical education and coached various athletic programs for many years on the secondary level (Cheerleading, tennis, field hockey, swimming, modern dance, synchronized swimming, soccer). I was also a Girl Scout (Girl Guide in Thailand) leader and managed to take my troops on various outings.

I was on the waterfront staff for 4 years at Metropolitan Detroit Girl Scout Camp Metamora where part of my assignment was taking senior Scouts on week-long canoeing /camping trips. During my fourth summer I was waterfront director.

I have had experience in working for the "Y" from age 16 to the recent past. I taught most recently at the "Y" in Traverse city in their "Drown Proofing" program and adult synchronized swimming. I have taught tiny baby swimming to parents and babies for many years, using the methods I first used to prepare my own children for safe experiences in the water.

I was the waterfront director for the Congregational Summer assembly for 5 years which included not only swimming lessons but also training my lifeguard staff. I have been recognized for 50+ years of service to the Red Cross for years of instruction in swimming, First Aid/CPR, Lifeguarding, Babysitting, Canoeing/Small Craft courses. I have a standing invitation from the City on Mackinac Island to come for a week at the start of each summer to teach Island children swimming and water safety.

I am very interested in environmental issues, and have volunteered for the Crystal Lake Walkabout since Stacy Daniels invited me to help out several years ago. I am also currently volunteering for Archangel Ancient Tree Archives in preparing a distance learning curriculum for school groups across the state, as

well as preparing both teachers and school age students for field trips to this fascinating site.

A few years ago, I was appointed for a three year term to the Parks and Recreation commission, which was an interesting thing to do. I had enjoyed being a member on this group, so when I saw the ad in the paper, I thought I'd apply again. I hope I can be of service again.

Marjorie Pearsall-Groenwald

1329 Martin Drive

Frankfort, MI 49635

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# Memorandum

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To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: January 17, 2023

Subject: **Establishment of Ad Hoc Interview Committee for the Benzie Transportation Authority**

One term on the Benzie Transportation Authority, also known as Benzie Bus, is vacant. Since advertising, we have only received one application from, Brian Halliday.

As you are aware, this appointment is made by the Board of Commissioners. The Administration Office has expressed the desire to be consistent with appointments, which includes establishing an ad hoc interview committee.

I have attached each of the applicant's letter of interest.

Appointments to the Committee are for three-year terms expiring on April 30, 2026.

**Recommendation:**

That the Board of Commissioners establishes an ad hoc interview committee to make recommendation for one term expiring April 30, 2026 on the Benzie Transportation Authority, and that the Chair, Vice Chair, Administrator Designee, and Jessica Carland, Executive Director from Benzie Bus be appointed to such committee.

APPOINTMENT TO BOARD, COMMISSIONS AND AGENCIES APPLICATION

Date: January 13, 2023

Name: Brian Halliday

Address (including PO Box): 39 Thomas Rd., Frankfort, MI 49635

County District: District 3

Home Telephone: (248) 410-7332

Occupation: Retired with Part-Time Jobs

Business Telephone: (248) 410-7332

Please list the Board, Commission or Agency you are applying for:

1. Benzie Bus – Board of Directors

Please state your interest, experience and/or education that would relate to your serving on the above-named organizations.

I retired in 2017 after a 30-year career at Fiat-Chrysler Automobiles (Stellantis) in Auburn Hills, Michigan with experience in Sales & Marketing, Information Technology and managing both represented and non-represented employees. Many of my responsibilities involved working directly with both retail automobile dealers and fleet customers. In this position, it was essential to understand the needs of our customers, many of whom were fleet operators. I was involved in IT development projects supporting new product development that required extensive business case analysis and presentation to Senior Executives within the company. This experience makes me a good candidate to help award-winning Benzie Bus excel for its taxpayers, customers, and employees.

More recently, I have been working part-time for Crystal Lake Township as Buildings, Grounds & Information Technology Manager. In this position, I prioritize the needs of the Township and work with local businesses and contractors on projects at the Township Hall and the two Crystal Lake Township cemeteries. I am also responsible for the IT network and all Township-owned computing equipment. All project proposals, including scope of work, cost estimates and project timing are presented to the Township Board in Resolution format monthly. I am also a Precinct Delegate and Election Inspector for the Crystal Lake Township precinct and worked the November 8<sup>th</sup> election.

I continue to support my former employer, (Chrysler) as a consultant by performing analytical and statistical studies of dealership warranty expense for service & parts field managers nationwide.

In addition to the part-time work, I volunteer at the Benzie Area Historical Society on the Buildings & Grounds Committee. Much of the volunteer work for BAHS involves the same type of responsibilities I have for Crystal Lake Township.

My educational experience is a Bachelor of Science Degree in Automotive Management (1987) from Ferris State University. Prior to attending Ferris State, I earned an Associate of Applied Science Degree in Automotive Technology from Northwestern Michigan College (1983).

References:

Barb Mort – Executive Director, Benzie Area Historical Society  
Jerry Heiman – Board President, Benzie Area Historical Society  
Jane Purkis – Curator, Benzie Area Historical Society  
Amy Ferris – Supervisor, Crystal Lake Township  
Judy VanMeter – Clerk, Crystal Lake Township  
Tom Kucera – Zoning Administrator, Crystal Lake Township

PLEASE ATTACH A CURRENT OR UPDATED RESUME OR LETTER OF INTEREST This application with resume' attached must be returned to: BENZIE COUNTY CLERK 448 COURT PLACE BEULAH, MI 49617/8/14

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# Memorandum

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To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: January 5, 2023

Subject: **Veterans Coordinator – Full Time Position**

Since 2018, Benzie County has contracted with Karen Korolenko to provide Veterans Affairs Coordinator duties. Mr. Korolenko has served Benzie County residents far beyond the expectation of her contract and after discussion with her and the Veterans Affairs Committee, I believe the position warrants full-time employment status.

The Veteran's Fund does support full-time status, and Ms. Korolenko would like to move to this status.

Benzie County has a contract with Ms. Korolenko; however, I would like to terminate this contract and hire Ms. Korolenko as an at-will employee with Benzie County. This has been discussed and all parties agree to suggestion. The Veteran's Affairs has taken action to support full-time employment status, as well. From a management standpoint, this is also beneficial to our processes. This change would make Ms. Korolenko a Department Head for Benzie County and we would offer her \$52,000 as a starting salary.

## Recommendation:

That the Board of Commissioners approves the Veterans Coordinator position as a full-time at-will position for Benzie County, and offers this position to Karen Korolenko, who has served as a part-time contracted employee in this position since 2018, and terminates the contract dated December 10, 2018 related to this position.

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# Memorandum

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To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: January 19, 2023

Subject: **Equalization Director Appointment**

The ad hoc interview committee comprised of Human Resource Manager Jackie Palfey, Interim Director Polly Cairns, Chair Bob Roelofs, Vice Chair Rhonda Nye and myself met with Brianne Lindsay to interview her for the Equalization Director position. As a result of this interview, the committee is confident in its decision to recommend Brianne Lindsay for appointment to the Equalization Director position.

Ms. Lindsay brings a tremendous history of serving Benzie County's residents. Ms. Lindsay also holds the required certification for this position and has proved to Ms. Cairns and me that she is capable of carrying out the duties of Equalization Director. She has drive and a dedication to Benzie and for that, we believe she will perform in this capacity well.

We will offer Ms. Lindsay a salary of \$55,000 with opportunity for merit increases after successful review at six months and 12 months.

We look forward to continuing our work with Ms. Lindsay!

To continue our commitment to supporting Ms. Lindsay in her new role, Benzie will continue to work with Polly Cairns as a mentor, however the monetary requirements will change.

## Recommendation:

That the Board of Commissioners appoints Brianne Lindsay to the position of Equalization Director for Benzie County and authorizes the Chair to sign the necessary documents to submit this decision to the State Tax Commission.



# Commissioner Reports

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**Art Jeannot**  
**Commissioner Report**  
**January 24, 2023**

- Participated in 1 meeting on behalf of the County since our January 10<sup>th</sup> meeting.
- **1/20 – EDC/BRA**
  - We did not have a quorum present. As a result, no action was taken on the agenda items.
  - BWAC presented to the committee their concept for a community center. Good information, however it stimulated a number of questions before any position would be taken on their behalf. I anticipate the group will make a similar presentation to the Board of Commissioners.
  - A discussion was held regarding the future of the EDC/BRA. It was agreed we need to develop a business plan to determine the role and organizational look of this committee. More discussion to follow. My question to the BOC---what do you want from this activity?
  - An update to our broadband initiative will be given in February.



**To: BoC and public**

**24 Jan 23**

**Meetings attended:**

**Commissioner Cunningham, District 3  
NEW**

[kcunningham@benzieco.net](mailto:kcunningham@benzieco.net)

**231.822.4067**

**17 Jan 23      Frankfort City Council**

Airport encroachments have all been resolved. Mr. Bayer/Airport manager is a passenger and med-evac asset.

Dog park was approved, location, Charles J. Kibby Park (city launch site area across from the Tackle box)

16 Feb 23, 1-3pm Frankfort City Hall, there will be a workforce housing “workshop”, with the consultant present and Josh Mills. Please contact City Hall for additional information. 231.352.7117

A letter of intent written to place a radio tower on “Tank Hill”.

Community Relations: every other month (beginning in January) the fire and police chiefs will have coffee with Michigan Shores residents.

#### **Crystal Lake Township**

Mayor Holwerda and Councilman Olsen asked the council to consider contributing \$51,000 to complete the, Bellows Beach Park on Crystal Lake, money to pay for cameras and lighting. Other park improvements were paid for by a grant.

Reports: Planning and Zoning, short term rentals increased by 20%. Suggest that police should have an ordinance to enforce STR concerns. CLT should review Benzonia and Lake Township Master Plans concerning STR. The RV Park owner is selling east 16 acres.

**18 Jan 23      Benzie Area Chamber of Commerce**

Benzie Summit, details being discussed. Steve Campbell/ Harbor Lights, will chair the Awards Committee

For Business of the Year, profit and non-profit.

### **Community**

21 Jan 23      Garden Theatre, Book Film Discussion

# County Administrator Report

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# Committee Of The Whole

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**THE BENZIE COUNTY BOARD OF COMMISSIONERS  
COMMITTEE OF THE WHOLE  
January 10, 2023**

The Benzie County Board of Commissioners met as a Committee of the Whole on Tuesday, January 10, 2023, 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 Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke

The Pledge of Allegiance was recited.

**Agenda:**

Motion by Roelofs, seconded by Warsecke, to approve the agenda as amended, adding Committee Assignments to Topics for Continued Discussion item C. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

**Minutes:**

Motion by Warsecke, seconded by Roelofs, to approve the Committee of the Whole minutes of December 13, 2022, as amended. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

1:32 p.m. Public Comment - None

**Technology Update:**

Katie Zeits - Needs and upgrades for 2023: In 2022 we had a lot of technology upgrades. The 2023 list is a lot smaller. There are a couple of computers, servers and public terminals needed. Will be changing and upgrading the Microsoft licenses. The new web domain will be Benziecomi.gov. The e-mail changes and new web domain will roll out at the same time. The old e-mail addresses will forward to the new e-mail address for 1 year. Telephones are on a lease program and will be upgraded every 5 years.

**Buildings & Grounds Update:**

- a. Courtroom Doors/Foyer: Motion by Jeannot, seconded by Markey, to recommend to the Board of Commissioners to approve up to \$30,000 for courtroom doors/foyer as presented. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Commissioner Roelofs informed the Board of Commissioners that the carpet for the Frank Walterhouse Board Room and the main hallway will be installed on the 25<sup>th</sup> of January. Maintenance asks that they be able to store the carpet squares in the Commissioners closed session room. Do not see an issue with it but wanted to let everyone know.

**Finance:**

- a. Administration fee transferred to DTRF in October 2022: Katie Zeits explained that in the past the administration fee has been applied to MERS unfunded retirement liability. Discussion was held regarding where this money should be applied. This matter will be continued after we received the MERS report for 2022.

**Topics for Continued Discussion:**

- a. Goal Setting: Discussion was held regarding the procedures for the goal setting meeting. It was decided that it will be held at the February 14, 2023, COTW meeting. The prior goals, check list, and progress on them will be given to the Commissioners prior to the February meeting.
- b. Opioid Funding: Katie Zeits provide a List of Opioid Remediation Uses for the Opioid funds. Benzie County should be receiving \$69,000 for 2022. We have not seen any payments yet. Katie will put a list together of different approaches for Benzie County to use these funds.
- c. Committee Appointment: Discussion was held regarding committee appointments.

2:57 p.m. Public Comment - None

Motion by Roelofs, seconded by Warsecke, to adjourn at 2:57 p.m. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

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Rhonda Nye, Vice Chair (BOC)

Tammy Bowers, Benzie County Clerk



**Committee of the Whole**

**Page 3 of 3**

**January 10, 2023**

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

1. Approve up to \$30,000 for courtroom doors/foyer as presented.

# Committee Appointments

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# Memorandum

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To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: January 17, 2023

Subject: **Establishment of Ad Hoc Interview Committee for EDC/BRA Committee**

There is one vacancy on the Economic Development and Brownfield Redevelopment Authority, seat previously held by Blake Brooks. Our office has advertised for this position and have one applicant on file, from Andy Miller.

These appointments are made by the Board of Commissioners. The administration office has expressed the desire to be consistent with appointments, which includes establishing an ad hoc interview committee, however the policy does allow for an exception.

I have attached Mr. Miller's application for consideration.

Appointments to this Authority are 6-year terms and expire on December 31, 2028.

**Suggested Motions:**

That the Board of Commissioners appoints Andy Miller to a six-year term expiring December 31, 2028, on the Economic Development and Brownfield Redevelopment Authority.

-or-

That the Board of Commissioners establishes an ad hoc interview committee to make recommendation for one term on the Economic Development and Brownfield Redevelopment Authority and that the Chair, Vice Chair, Administrator designee, and a representative from the EDC/BRA authority be appointed to such committee.

## **APPOINTMENT TO BOARD, COMMISSIONS AND AGENCIES**

### **APPLICATION**

DATE: January 10, 2023

Name: Andrew Miller

Address (including PO Box): 1506 Michigan Ave. Frankfort, MI 49635-9489

County District: District 3. Home Telephone: 231-920-8300

Occupation: Self Employed Business Telephone:

Please list the Board, Commission or Agency you are applying for:

1. Benzie County Economic Development Committee

Please state your interest, experience and/or education that would relate to your serving on the above-named organizations.

I feel with my past experiences, Serving Benzie County as a

Commissioner and with over two decades as a Small Business Owner in the County I would

be a great fit for this position.

Thank you for your time in considering my application for this vacant position. AEM

### **PLEASE ATTACH A CURRENT OR UPDATED RESUME OR LETTER OF INTEREST**

This application with resume' attached must be returned to:

BENZIE COUNTY CLERK  
448 COURT PLACE  
BEULAH, MI 49617

1/8/14

**Andrew Miller**

231-920-8300

andrew@eatmorepizza.com

1506 Michigan Ave,

Frankfort, MI 49635

January 10, 2023

Benzie County Commissioners

Benzie County Clerk

448 Court Place

Beulah, MI 49617

Dear Commissioners,

I would like to be considered for the newly vacated appointment to the Benzie County Economic Development Committee. I feel with my past experience I would be a great fit for this position.

Thank you for your time in considering my application for this vacant position.

Sincerely yours,

Andrew Miller

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# Memorandum

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To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: January 17, 2023

Subject: **Reappointment for the Airport Authority**

One term on the Frankfort City-County Airport Authority will be expiring on March 1, 2023, seat currently held by Kenneth J. Laurence. Mr. Laurence has submitted his letter of interest to be reappointed to the Authority. We have not received other applications of interest at this time since advertising in the paper and in our website.

This appointment is made by the Board of Commissioners.

I have attached the applicant's letter of interest for reappointment.

Appointments to the Committee are for 4-year terms expiring on March 01, 2026.

**Recommendation:**

That the Board of Commissioners reappoints Kenneth J. Laurence to a 4-year term expiring on March 01, 2026 on the Frankfort City-County Airport Authority.

**Kenneth J. Laurence Sr.**

3154 Bancroft Road  
Honor, MI 49640-9717  
[kjlaurence@aol.com](mailto:kjlaurence@aol.com)  
Phone: 248-310-0871

January 10, 2023

Tammy Bowers,  
Benzie County Clerk  
Government Center  
448 Court Place  
Suite 200  
Beulah, MI 49617

Subject: Frankfort City County Airport Authority

Ms. Bowers,

My name is Kenneth Laurence and I currently serve as the Benzie County representative on the F.C.C.A.A. board of directors and am also the board's Vice-Chairman. I have served as the county's representative for several terms over many years.

With over 50 years experience as a pilot and 37 years as an senior executive at a fortune 50 multinational company I am very well suited to making valuable contributions to the F.C.C.A.A. board of directors.

I would like to continue in this position and understand that my current appointment terminates in the near future. Please initiate whatever steps are necessary for my application to continue to serve Benzie County as their representative. If you need anything further from me please let me know.

Thanks in advance for your help with this request.

Sincerely,



Kenneth J. Laurence

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# Memorandum

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To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: January 17, 2023

Subject: **Reappointment to the BVTMC**

One term on the Betsie Valley Trail Management Council has expired, seat currently held by Annie Browning. Annie has submitted interest to be reappointed to the Betsie Valley Trail Council. After advertising for this position, there are no other applicants on file.

The reappointments to the committee, is combined by the Board of Commissioners and each of the participating member units. This particular reappointment will need confirmation by the Village of Beulah.

I have attached the applicant's letter of interest for reappointment.

Appointments are for 3-year terms expiring on April 15, 2025.

**Recommendation:**

That the Board of Commissioners reappoints Annie Browning to a 3-year term expiring April 15, 2025, on the Betsie Valley Trail Management Council, subject to confirmation by the Village of Beulah.



## Fwd: Expired terms

Gary Sauer <garysauer53@yahoo.com>

Tue 1/17/2023 12:51 PM

To: Roselie Roelofs <RRoelofs@Benzieco.net>

Sent from my iPhone

Begin forwarded message:

**From:** Annie Browning <annie.c.browning@gmail.com>

**Date:** January 17, 2023 at 10:09:45 AM EST

**To:** Mail center <garysauer53@yahoo.com>

**Subject: Re: Expired terms**

Hi Gary,

I would like to continue in this role as I feel it benefits the Village of Beulah as well as the BVTMC. I hope this can serve as my Letter of Interest. :)

Annie

On Mon, Jan 16, 2023 at 3:17 PM Mail center <[garysauer53@yahoo.com](mailto:garysauer53@yahoo.com)> wrote:

Need a letter of interest for the BVTMC if you wish to continue on the council.

Thanks for your help.

Gary

231-651-0647

# Correspondence

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**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING AGENDA  
Wednesday, January 25, 2023 – 2:00 p.m.  
Benzie Community Resource Center - Ingemar Johansson Conference Room  
6051 Frankfort Highway  
Benzonia, MI 49616**

**or**

**Electronically, via conference call**

To participate, dial: (213)-282-9788 and enter Conference ID: 111 921 604#

**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 November 21, 2022 Revised Sanitary Code BOH Public Hearing.  
Approval of Minutes from the November 28, 2022 Revised Sanitary Code BOH Public Hearing.  
Approval of Minutes from the Regular Board of Health Meeting of November 30, 2022.  
Approval of Minutes from the December 7, 2022 Special Board of Health Special Meeting.

Approval of the Agenda

Election of Officers and Committee Assignments

Public Comment Period

1. Board of Health Orientation – 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. December 2022 - Financial Statements – Action
  - C. BOH Meeting Dates for 2023 – Action
  - D. Community Connections, Technology Platform Purchase – Action Item
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- January 25, 2023 1:00 pm  
Benzie Community Resource Center, Roger Griner Conference Room or  
Electronically via conference call:  
(213) 282-9788 and enter Conference ID: 111 921 604#