

BENZIE COUNTY BOARD OF COMMISSIONERS

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

www.benzieco.net

MEETING AGENDA

February 14, 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

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 – 1/24/23
PUBLIC COMMENT
FINANCE –
 A) Approval of Bills
ELECTED OFFICIALS & DEPT HEAD COMMENTS
 A) Introduction of new director for BACN
ACTION ITEMS –
 A) Discussion of EMS Advisory Board and possible action
 B) Adoption of Central Dispatch amended bylaws
 C) Establish an Ad Hoc committee regarding Benzie Housing Committee
 D) Animal Control Tires – declare as surplus and authorize their sale
 E) Approval of inmate time keeping program
 F) Replace service door near sallyport door, budgeted at \$25,000
 G) Cole Property Acquisition – winter tax bill and closing documents
 H) Approve change order to Point Betsie Shoreline Protection Project contract
 I) Discussion re: Point Betsie Project and consideration of allocating funds towards project
 J) Approval of MOU and Agreement for Recreation Improvement funds for BVTM
 K) Approve purchase of 3 Sheriff Department Vehicles
COMMISSIONER REPORTS –
COUNTY ADMINISTRATOR’S REPORT – Katie Zeits
COMMITTEE OF THE WHOLE – 1/24/23 Consent Calendar
COMMITTEE APPOINTMENTS – Parks and Recreation; Benzie Transportation Authority
UNFINISHED BUSINESS –
NEW BUSINESS –
10:00 Wade Trim presentation – Area 31 Sewer Feasibility Study
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

THE BENZIE COUNTY BOARD OF COMMISSIONERS
January 24, 2023

The Benzie County Board of Commissioners met in a regular session on Tuesday, January 24, 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, and Sauer

Excused: Commissioner Warsecke

The invocation was given by Commissioner Roelofs and the Pledge of Allegiance was recited. Commissioner Roelofs stated these meetings are now streaming live on YouTube. Benzie County has changed from the Zoom platform to live streaming.

Agenda:

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

Minutes:

Motion by Sauer, seconded by Markey, to approve the regular session minutes of January 10, 2023, as presented. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, and Sauer Nays: None Exc: Warsecke Motion carried.

9:02 a.m. Public Comment

Ed Hoogterp, Parks and Recreation Commission Chair, requested that the appointments to the Parks and Recreation Commission be done quickly. Working on finalizing a grant for the Outlet Site and a Feasibility Study for creating a Parks Director position. Next Meeting is a month from yesterday.

JoAnn Holwerda, City of Frankfort Mayor, wanted to thank everyone for being patient regarding the School Resource fund, we finally got the audit. There will be \$172,066.45 plus a car reserve of \$20,000 which will be addressed at the City of Frankfort's February meeting and a check will be issued after that meeting. Will work with Katie regarding the funds being returned to the County. The City of Frankfort has been busy. They have hired Wade Trim to help develop workforce housing. Also, the Frankfort Methodist Church is going to have 0-3 years old daycare at their building. The Building Trades is going to start up in the fall.

Matt Rush, Lake Township, bought a place up here 10 years ago, and retired up here 2 years ago. Three points to make regarding the Benzie Wellness Aquatic Center project. 1) Project - Health and Wellbeing services for all; 2) Model – is about free access for all; 3) Ask – Facilitate access to capital. Initial need is \$250,000 for planning. Site still needs to be determined.

9:12 a.m. Public Comment closed.

FINANCE

Bills: Motion by Nye, seconded by Sauer, to approve payment of the bills from January 6, 2023, through January 19, 2023, in the amount of \$342,312.94, as presented. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, and Sauer Nays: None Exc: Warsecke Motion carried.

COMMISSIONERS

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ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS

Sheriff Rosa wants to recognize all the employees of the Sheriff's Department from top to bottom. They are all doing outstanding work. The Jail employees have been tasked with different things and they are doing very well. Our detectives assisted in the investigation regarding stolen catalytic converters in the area.

Tom King, EMS Director, provided a written report. He also gave an update regarding the ambulance operations. One ambulance has engine issues that will need to be repaired. Will be starting another EMT program. Getting ready to purchase an ambulance in 2025.

Doug Durand, Benzie Senior Resource provided a written report.

ACTION ITEMS

Budget Amendment to the Child Care Fund Grant: Carly Bailey was present to answer any questions. Motion by Markey, seconded by Cunningham, to approve amendment to the 2022-23 budget in the amount of \$41,520 to increase revenues and expenditures in the Child Care Fund. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, and Sauer Nays: None Exc: Warsecke Motion carried.

Approve Contract with Grand Traverse County for Inmate Housing: Sheriff Rosa and Undersheriff Greg Huber were present to answer any questions. Motion by Nye, seconded by Jeannot, to approve the agreement with Grand Traverse County for housing Grand Traverse County inmates, agreement subject to approval as to its form by legal counsel, and authorize the Chair to sign. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, and Sauer Nays: None Exc: Warsecke Motion carried.

Approve Memorandum of Understanding – Central Dispatch Cory Ellis was present to answer any questions. Motion by Sauer, seconded by Markey, to approve the Memorandum of Understanding – Equipment Loaned for equipment purchased by Central Dispatch and loaned to neighboring agencies as to form and authorize Director Cory Ellis to sign such documents. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, and Sauer Nays: None Exc: Warsecke Motion carried.

Discussion regarding Grant Application for US DOT funding for Betsie Valley Trail: Jim Gribble and Lara Treemore-Spears presented their request for Benzie County to apply for and administer a US DOT reimbursement grant to pave the Betsie Valley Trail from Beulah to Thompsonville in the amount of \$4,000,000.

Benzie County concerns are the amount and administration of the grant. The money would have to be paid upfront, and then paperwork submitted for reimbursement. We are still waiting for reimbursement on a project from 2 years ago. Would like the Parks and Recreation Committee and Betsie Valley Trailways Management Counsel to make an official recommendation to the Board of Commissioners. Would like to see the request for smaller amounts and the project in phases.

Cole Property Acquisition – payment of winter tax and authorize Chair to sign closing documents: Ed Hoogterp, Parks and Recreation Committee Chair was present to answer any questions. The Land Conservancy is requesting that Benzie County pay a prorated share of the winter taxes in the amount of \$19,287.30. Also requesting that the Chair be authorized to sign the closing document, which is set for March 14, 2023, at this time.

COMMISSIONERS

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Commissioner Jeannot questioned what the purchase agreement states as to the winter taxes.

Commissioner Nye questioned why the endowment fund would not cover this cost.

Commissioners would like the Land Conservancy present to answer some questions and would like them here at the next meeting, February 14, 2023.

Commissioner Nye would like to see a summarized settlement page.

Commissioner Jeannot would like to see the purchase agreement.

Establish Ad Hoc Committee – EMS Advisory Board: Motion by Sauer, seconded by Jeannot to establish an ad hoc interview committee to make recommendations regarding member roster and vacant positions on the Emergency Medical Services (EMS) Advisory Committee and that the Chair, Vice Chair, Commissioner Markey, Administrator designee, EMS Director Tom King, and the current Chair of the EMS Advisory Committee be appointed to such committee. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, and Sauer Nays: None Exc: Warsecke Motion carried.

Establish Ad Hoc Committee – Park and Recreation: Motion by Markey, seconded by Nye, to establish 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, Commissioner Sauer, Commissioner Warsecke, Administrator Designee, and Ed Hoogterp Chair of the Parks and Recreation Committee be appointed to such committee. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, and Sauer Nays: None Exc: Warsecke Motion carried.

Establish Ad Hoc Committee – Benzie Bus: Motion by Sauer, seconded by Markey, to establish an ad hoc interview committee to make recommendation for one term, expiring April 30, 2026, on the Benzie Transportation Authority, and that the Chair, Commissioner Jeannot, Commissioner Cunningham, Administrator Designee, John Morse, Committee Chair, and Jessica Carland, Executive Director from Benzie Bus be appointed to such committee. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, and Sauer Nays: None Exc: Warsecke Motion carried.

Consider Veterans Affairs Coordinator Karen Korolenko for full time position: Motion by Jeannot, seconded by Markey, to approve the Veterans Coordinator position as a full-time at-will position, and offers this position to Karen Korolenko, who has served as a part-time contracted employee in this position since 2018, and terminate the contract dated December 10, 2018, related to this position. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, and Sauer Nays: None Exc: Warsecke Motion carried.

Consider Appointing Brianne Lindsay to Equalization Director position: Motion by Sauer, seconded by Nye, to appoint 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. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, and Sauer Nays: None Exc: Warsecke Motion carried.

10:48 a.m. Break

10:56 a.m. Reconvene

COMMISSIONER REPORTS

Chair Roelofs attended a meeting with Administration and VA, EMS Advisory Board meeting, 911 Advisory Board meeting, Equalization Director Interview, and Agenda Review meeting.

COMMISSIONERS

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Comm Jeannot – provided written report. At the EDC meeting on Friday, the Chamber is looking for a volunteer that will represent the EDC as a summary. He would be willing to do this, unless someone else would like to do it.

Comm Cunningham – went over the written report that was provided.

Comm Nye attended Agenda Review, Village of Beulah meeting, Benzonia Township meeting, Centra Wellness meeting, Benzie Housing Collaborative meeting, EDC meeting, and she has received her acceptance letter for the MACC Health and Human Services Board.

Comm Markey attended Centra Network Board meeting, LEPC/LPT meeting, and Benzie Senior Resources meeting.

Comm Sauer attended Gilmore Township meeting, Road Commission meeting, Village of Thompsonville meeting, and Village of Elberta meeting.

COUNTY ADMINISTRATOR'S REPORT – Katie Zeits stated that their office has been working on the “Budget at a Glance” information sheet. She has copies here if any of the Commissioners would like to take some. She and Michelle Thompson, County Treasurer, had applied for funding through the Federal Government for the Local Assistance and Tribal Consistency Fund. Benzie County was eligible for \$100,000. We will receive \$50,000 this fiscal year and \$50,000 next fiscal year. After much conversation regarding Benzie County's new domain name, it will now be www.Benzieco.gov. Animal Control will have their new vehicle tomorrow. The League of Women Voters have asked her to be on a panel with other County Administrator's, to talk about ARPA. There was a press release from the Governor regarding funds awarded for School Resource Officers (SRO). You will notice that Benzie County Central Schools and Frankfort Elberta Area Schools were not on that list. The schools had to apply for the funds, and they declined to apply.

Discussion was held regarding the SRO grant, and the Board of Commissioners would encourage the school system to cooperate with us in trying to get those funds.

COMMITTEE OF THE WHOLE

Motion by Jeannot, seconded by Markey, to approve item 1 of the January 10, 2023, Committee of the Whole Consent Calendar as presented. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, and Sauer Nays: None Exc: Warsecke Motion carried.

COMMITTEE APPOINTMENTS:

EDC/BRA: Motion by Jeannot, seconded by Markey, to appoint Andrew Miller to a six-year term expiring December 31, 2028, on the Economic Development and Brownfield Redevelopment Authority. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, and Sauer Nays: None Exc: Warsecke Motion carried.

Airport Authority: Motion by Markey, seconded by Cunningham, to re-appoint Kenneth J. Laurence to a four-year term expiring March 01, 2026, on the Frankfort City-County Airport Authority. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, and Sauer Nays: None Exc: Warsecke Motion carried.

COMMISSIONERS

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Betsie Valley Trail: Motion by Sauer, seconded by Nye, to re-appoint Anne Browning to a three-year term expiring April 15, 2025, on the Betsie Valley Trail Management Council, subject to confirmation by the Village of Beulah. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, and Sauer Nays: None Exc: Warsecke Motion carried.

UNFINISHED BUSINESS - None

NEW BUSINESS - None

PRESENTATION OF CORRESPONDENCE

- Benzie-Leelanau District Health Department Agenda for January 25, 2023.

1:46 p.m. Public Comment

Ryan King, Benzonia, here this morning with the goal of using this room. Does not understand why public rooms needs to be lock down now. Rooms should be available to the public. Only 38% of the people of Benzie County possess a college degree. So, there is a high percentage of hicks that vote for stuff, that doesn't pay taxes. The worst law school in America is Cooley Law School. It is only fit for the idiot hicks of Benzie County.

1:49 p.m. Public Comment Closed

Motion by Sauer, seconded by Markey, to adjourn at 11:50 p.m. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, and Sauer Nays: None Exc: Warsecke Motion carried.

Bob Roelofs, Chair

Tammy Bowers, Benzie County Clerk

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1. Approve the agenda as presented.
2. Approve the regular session minutes of January 10, 2023, as presented.
3. Approve payment of the bills from January 6, 2023, through January 19, 2023, in the amount of \$342,312.94, as presented.
4. Approve amendment to the 2022-23 budget in the amount of \$41,520 to increase revenues and expenditures in the Child Care Fund.
5. Approve the agreement with Grand Traverse County for housing Grand Traverse County inmates, agreement subject to approval as to its form by legal counsel and authorize the Chair to sign.
6. Approve the Memorandum of Understanding – Equipment Loaned for equipment purchased by Central Dispatch and loaned to neighboring agencies as to form and authorize Director Cory Ellis to sign such documents.
7. Establish an ad hoc interview committee to make recommendations regarding member roster and vacant positions on the Emergency Medical Services (EMS) Advisory Committee and that the Chair, Vice Chair, Commissioner Markey, Administrator designee, EMS Director Tom King, and the current Chair of the EMS Advisory Committee be appointed to such committee.

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8. Establish 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, Commissioner Sauer, Commissioner Warsecke, Administrator Designee, and Ed Hoogterp Chair of the Parks and Recreation Committee be appointed to such committee.
9. Establish an ad hoc interview committee to make recommendation for one term, expiring April 30, 2026, on the Benzie Transportation Authority, and that the Chair, Commissioner Jeannot, Commissioner Cunningham, Administrator Designee, John Morse, Committee Chair, and Jessica Carland, Executive Director from Benzie Bus be appointed to such committee.
10. Approve the Veterans Coordinator position as a full-time at-will position, and offers this position to Karen Korolenko, who has served as a part-time contracted employee in this position since 2018, and terminate the contract dated December 10, 2018, related to this position.
11. Appoint 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.
12. Approve item 1 of the January 10, 2023, Committee of the Whole Consent Calendar as presented.
13. Appoint Andrew Miller to a six-year term expiring December 31, 2028, on the Economic Development and Brownfield Redevelopment Authority.
14. Re-appoint Kenneth J. Laurence to a four-year term expiring March 01, 2026, on the Frankfort City-County Airport Authority.
15. Re-appoint Anne Browning to a three-year term expiring April 15, 2025, on the Betsie Valley Trail Management Council, subject to confirmation by the Village of Beulah.

Committee of the Whole

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January 24, 2023

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

1. Adopt the Government Center Meeting Room Use Policy as amended regarding fee assessment.
2. Consideration of a Youth Advocacy Dog program, subject to documentation outlining procedures related to this activity with funds going through the School Resource Officer fund, and the School Resource Officer committee providing a recommendation.

Art Jeannot
Commissioner Report
January 24, 2023

- Participated in 1 meeting on behalf of the County since our January 10th 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

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

Finance Report

BILLS TO BE APPROVED FEBRUARY 14th

Motion to approve Vouchers in the amount of:

\$ 275,752.57 General Fund (101)

\$ 15,169.17 Jail Fund (213)

\$ 13,668.34 Ambulance Fund & ALS (214)

\$ 19,340.65 Funds 105-238

\$ 1,177.89 ACO Fund (247)

\$ 24,137.41 Building (249)

\$ 10,278.90 Dispatch 911 Fund (261)

\$ 127,833.34 Funds 239-292

\$ 72,165.26 Funds 293-640

\$ 32,004.90 701 Fund

\$ 76,438.78 Trust and Agency Funds & MSU Trust and Agency Fund (702-771)

\$ 667,967.21

Payable January 20 to February 9

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
01/24/23-Special	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,723.00	\$ -	\$ -	\$ 52,723.00
1/26/2023	\$ 61,614.28	\$ 12,882.60	\$ 3,829.79	\$ 17,492.18	\$ 299.21	\$ -	\$ 6,878.52	\$ 17,695.72	\$ 3,625.78	\$ 4,742.68	\$ 76,438.78	\$ 205,499.54
2/2/2023	\$ 183,481.94	\$ 811.38	\$ 4,142.12	\$ 130.54	\$ 651.36	\$ 85.08	\$ 1,714.68	\$ 1,125.00	\$ 1,579.28	\$ 21,210.39	\$ -	\$ 214,931.77
2/9/2023	\$ 31,360.19	\$ 1,475.19	\$ 5,696.43	\$ 1,717.93	\$ 227.32	\$ 24,052.33	\$ 1,685.70	\$ 109,012.62	\$ 14,237.20	\$ 6,051.83	\$ -	\$ 195,516.74
Reissue Check	\$ (703.84)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (703.84)
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Totals	\$ 275,752.57	\$ 15,169.17	\$ 13,668.34	\$ 19,340.65	\$ 1,177.89	\$ 24,137.41	\$ 10,278.90	\$ 127,833.34	\$ 72,165.26	\$ 32,004.90	\$ 76,438.78	\$ 667,967.21

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

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	BUSINESS CARDS FOR COMMISSIONERS, E	6134	02/22/23	92.00	88606
101-101-860.00	TRAVEL-OTHER MEETINGS	WARSECKE, EVAN	DECEMBER 2022 PER DIEM/TRAVEL VOUCH	DECEMBER 2022	02/07/23	166.25	88503
101-101-860.00	TRAVEL-MEETINGS SURROUNDING	GARY SAUER	TRAVEL EXPENSES FOR JANUARY 2023 ME	JANUARY 2023	02/17/23	125.00	88535
101-101-860.00	TRAVEL FOR MEETINGS AROUND	JEANNOT, ART	JANUARY 2023 TRAVEL	JANUARY 2023	02/22/23	76.25	88541
101-101-860.00	TRAVEL TO COUNTY MEETINGS	KAREN CUNNINGHAM	JANUARY 2023 TRAVEL	JAN 2023	02/22/23	31.87	88542
101-101-860.00	TRAVEL TO MEETINGS IN COUNTY	MARKEY, TIM	DECEMBER 2022 AND JANUARY 2023 TRAV	DEC 2022-JAN 23	02/22/23	90.00	88628
101-101-860.00	TRAVEL FOR MEETINGS IN COUNTY	MILLER, ANDY	TRAVEL FOR OCTOBER 2022	OCTOBER 2022	02/23/23	63.12	88634
101-101-860.00	TRAVEL	MILLER, ANDY	NOVEMBER TRAVEL	NOV 2022	02/23/23	38.75	88634
101-101-860.00	TRAVEL	MILLER, ANDY	DECEMBER 2022 TRAVEL	DECEMBER 2022	02/23/23	18.12	88634
101-101-900.00	PRINTING & PUBLISHING	DA DESIGNS	BUDGET AT A GLANCE FLYERS	6130	02/08/23	105.00	88528
101-101-900.00	PRINTING & PUBLISHING	NETLINK BUSINESS SOLUTIONS	COPIER AGREEMENTS AND COPIER BLACK	145813	02/06/23	0.50	88636
101-101-900.00	PRINTING & PUBLISHING	THE PIONEER GROUP	BOC MEETINGS AND COMMITTEE APPOINTM	43100200	02/22/23	157.30	88652
Total For Dept 101 BOARD OF COMMISSIONERS						964.16	
Dept 131 CIRCUIT COURT							
101-131-727.00	OFFICE SUPPLIES	MANISTEE COUNTY	REIMBURSEMENT TO MANISTEE COUNTY FO	DECEMBER 2022	02/07/23	104.69	88471
101-131-810.00	20-3109-NA	DAUGHERTY, JOHN	COURT APPOINTED ATTY VARIOUS CASES	DECEMBER	02/07/23	1,218.12	88440
101-131-810.00	22-31389-NA	NICHOLAS BROWN LAW, PLLC	COURT APPOINTED ATTY FOR VARIOUS NA	NOVEMBER 2022	02/15/23	500.00	88558
101-131-810.00	06579-21-3159-NA	NORTH POINTE LEGAL, PLLC	COURT APPOINTED ATTY FOR VARIOUS NA	DECEMBER 2022	02/15/23	292.50	88559
101-131-812.00	APPEALS COURT - LEGAL FEES	DAVID HERSKOVIC P68897	APPELLATE ATTORNEY ORDER FOR PAYMEN	01/10/2023	02/07/23	2,932.84	88441
101-131-860.00	TRAVEL	QUAGLIA, VINCENT	TRAVEL VOUCHER FOR 01/0/23 TO 01/25	01/25/2023	02/22/23	215.00	88565
101-131-955.00	CONVENTIONS & DUES	MANISTEE COUNTY	REIMBURSEMENT TO MANISTEE COUNTY FO	DECEMBER 2022	02/07/23	110.00	88471
101-131-967.00	PROJECT EXPENSES - DRUG COURT	KENNETH HILLIARD	CONTRACTED SERVICES DRUG COURT	02/02/2023	02/09/23	1,477.44	88618
101-131-970.00	EQUIPMENT	MANISTEE COUNTY	REIMBURSEMENT TO MANISTEE COUNTY FO	DECEMBER 2022	02/07/23	920.80	88471
Total For Dept 131 CIRCUIT COURT						7,771.39	
Dept 136 DISTRICT COURT							
101-136-727.00	OFFICE SUPPLIES	MCCARDEL WATER CONDITIONING	OFFICE SUPPLIES	1024113	02/02/23	11.00	88549
101-136-727.00	OFFICE SUPPLIES	MCCARDEL WATER CONDITIONING	OFFICE SUPPLIES	16936TM	02/02/23	52.50	88550
101-136-727.00	OFFICE SUPPLIES	MCCARDEL WATER CONDITIONING	ACCT #1150781	DP23-156	02/09/23	11.00	88630
101-136-805.10	PROBATE CT APPOINTED ATTORNEY	LAW OFFICES OF WESTFAL RICHARD FAST / DIANA MOSS		DP23-150	02/02/23	140.00	88545
101-136-805.10	PROBATE CT APPOINTED ATTORNEY	ERIC OHEARN	JAYDEN DAFERMO	00108	02/09/23	195.00	88610
101-136-805.10	PROBATE CT APPOINTED ATTORNEY	KISH DYKSTRA & SCOTT	HARVEY MASTY	33944	02/09/23	50.00	88620
101-136-805.10	PROBATE CT APPOINTED ATTORNEY	KISH DYKSTRA & SCOTT	JASMIN SCHUPBACK	33968	02/09/23	87.50	88621
101-136-805.10	PROBATE CT APPOINTED ATTORNEY	NICHOLAS BROWN LAW, PLLC	KELSEY O LAWRENCE	22-0178-DD	02/09/23	112.50	88637
101-136-807.00	JURY FEES	ANDERSON, JAMES EDWARD	JURY DUTY	21-277-SM	02/02/23	41.25	88513
101-136-807.00	JURY FEES	BOLADO, JASON MICHAEL	JURY DUTY	21-277-SM	02/02/23	21.25	88520
101-136-807.00	JURY FEES	CHAPPLE, TIMOTHY KENDA	JURY DUTY	21-277-SM	02/02/23	36.88	88523
101-136-807.00	JURY FEES	CLARK, DANIEL BARRETT	JURY DUTY	21-277-SM	02/02/23	40.00	88525
101-136-807.00	JURY FEES	FIROSZ, AMY LYNN	JURY DUTY	21-277-SM	02/02/23	27.50	88532
101-136-807.00	JURY FEES	GALLIGAN, BRENDA	JURY DUTY	21-277-SM	02/02/23	46.25	88534
101-136-807.00	JURY FEES	HERKNER, MORGAN JANE	JURY DUTY	21-277-SM	02/02/23	40.00	88537
101-136-807.00	JURY FEES	JAHN, TIMOTHY DAVID	JURY DUTY	21-277-SM	02/02/23	37.50	88538
101-136-807.00	JURY FEES	JAJO, ANITA LOUISE	JURY DUTY	21-277-SM	02/02/23	31.25	88539
101-136-807.00	JURY FEES	JASMAN, JONAH EVAN	JURY DUTY	21-277-SM	02/02/23	41.25	88540
101-136-807.00	JURY FEES	KATT, SAMUEL CURTIS	JURY DUTY	21-277-SM	02/02/23	21.25	88543
101-136-807.00	JURY FEES	KRAMER, FREDERICK HENR	JURY DUTY	21-277-SM	02/02/23	39.38	88544
101-136-807.00	JURY FEES	LOVELAND, ANDY JOHN	JURY DUTY	21-277-SM	02/02/23	24.38	88546
101-136-807.00	JURY FEES	MCINTOSH, MICHELLE MAR	JURY DUTY	21-277-SM	02/02/23	41.25	88551
101-136-807.00	JURY FEES	OSTERBERG, MISTY DAWN	JURY DUTY	21-277-SM	02/02/23	25.00	88561
101-136-807.00	JURY FEES	PAGE, MICHAEL RUSSELL	JURY DUTY	21-277-SM	02/02/23	23.13	88562
101-136-807.00	JURY FEES	PROSCH, JULIE MICHELE	JURY DUTY	21-277-SM	02/02/23	36.88	88563
101-136-807.00	JURY FEES	PUTNEY, DOLORES JEAN	JURY DUTY	21-277-SM	02/02/23	25.00	88564

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Fund 101 GENERAL FUND							
Dept 136 DISTRICT COURT							
101-136-807.00	JURY FEES	QUANCE, EMILY ELIZABET	JURY DUTY	21-277-SM	02/02/23	25.00	88566
101-136-807.00	JURY FEES	ROSA, JENNIFER MARIE	JURY DUTY	21-277-SM	02/02/23	27.50	88567
101-136-807.00	JURY FEES	ROSS, LAUREN KAY	JURY DUTY	21-277-SM	02/02/23	40.00	88569
101-136-807.00	JURY FEES	SZWED, MITCHELL	JURY DUTY	21-277-SM	02/02/23	15.63	88578
101-136-807.00	JURY FEES	TOMS, JENNA MICHELLE	JURY DUTY	21-277-SM	02/02/23	23.75	88581
101-136-807.00	JURY FEES	TRUAX, JOHN ARNOLD	JURY DUTY	21-277-SM	02/02/23	33.75	88582
101-136-807.00	JURY FEES	WALLINGTON, DANIEL JOS	JURY DUTY	21-277-SM	02/02/23	24.38	88584
101-136-807.00	JURY FEES	WHITE, ANDREW JAMES	JURY DUTY	21-277-SM	02/02/23	37.50	88585
101-136-807.00	JURY FEES	WRIGHT, GREGORY ALAN	JURY DUTY	21-277-SM	02/02/23	24.38	88586
101-136-807.00	JURY FEES	ZELL, MARISTELA C	JURY DUTY	21-277-SM	02/02/23	16.88	88588
101-136-807.00	JURY FEES	ZELLER, NATHAN ANDREW	JURY DUTY	21-277-SM	02/02/23	27.50	88589
101-136-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT#842083652-00001 BILL SUMMARY D	9925232356	02/04/23	195.13	88501
101-136-900.00	PRINTING & PUBLISHING	VISA	JANUARY VISA COMBINED BILL	0017-01.16.23	02/10/23	15.89	13
101-136-955.00	STAFF DEVELOPMENT/CONFERENCE	VISA	JANUARY VISA COMBINED BILL	0017-01.16.23	02/10/23	140.00	13
101-136-955.10	DUES & REGISTRATIONS	VISA	JANUARY VISA COMBINED BILL	0017-01.16.23	02/10/23	60.00	13
101-136-956.20	EXAMINATIONS-DEV DISABLED	NORTHERN CLINICAL & DI	JASMINE SCHUPBACK	EIN 38-3636389	01/26/23	520.00	88481
101-136-962.20	JIS RELATED COSTS	STATE OF MICHIGAN	USER FEES JAN-FEB-MAR 2023	DP23-143	01/26/23	3,039.83	88492
Total For Dept 136 DISTRICT COURT						5,526.02	
Dept 141 FRIEND OF THE COURT							
101-141-964.10	REIMBURSEMENT TO MANISTEE	MANISTEE COUNTY FOC	FOC REIMBURSEMENT FOR DECEMBER 2022	DEC 2022	02/01/23	13,977.71	88472
Total For Dept 141 FRIEND OF THE COURT						13,977.71	
Dept 142 JUVENILE DIVISION							
101-142-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICE	WATER COOLER/DISPENSER FOR FAMILY C	1PRK-T7XT-4JJD	02/28/23	145.98	88512
101-142-900.00	PRINTING & PUBLISHING	NETLINK BUSINESS Solut	COPIER AGREEMENTS AND COPIER BLACK	145813	02/06/23	8.94	88636
101-142-957.40	NON REIMBURSABLE EXPENSES	MICHIGAN ASSN FAMILY C	2023 WINTER CONFERENCE REGISTRATION	2023 WINTER	02/08/23	110.00	88554
Total For Dept 142 JUVENILE DIVISION						264.92	
Dept 172 ADMINISTRATOR							
101-172-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICE	BUISNESS CARD HOLDER	1VVD-VTK7-1N7K	02/01/23	23.88	88426
101-172-727.00	OFFICE SUPPLIES	VISA	JANUARY VISA COMBINED BILL	0017-01.16.23	02/10/23	521.02	13
101-172-800.00	CONTRACTED SERVICES	MERIT NETWORK INC.	PROJECTBROADBAND FEASABILITLY STUDY	94386	02/22/23	37,203.67	88553
Total For Dept 172 ADMINISTRATOR						37,748.57	
Dept 215 COUNTY CLERK							
101-215-955.00	CONVENTIONS & MEETINGS-BOV	MPJRA	2023 MPJRA MEMBERSHIP DUES	2023 MEM	02/01/23	500.00	88477
Total For Dept 215 COUNTY CLERK						500.00	
Dept 253 COUNTY TREASURER							
101-253-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CENT	OFFICE SUPPLIES	481905-0	01/26/23	8.47	88458
101-253-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CENT	OFFICE SUPPLIES	482214-0	02/09/23	41.75	88616
101-253-860.00	TRAVEL	THOMPSON, MICHELLE	MILEAGE	01312023	02/09/23	258.44	88653
101-253-955.00	CONVENTIONS & MEETINGS	VISA	JANUARY VISA COMBINED BILL	0017-01.16.23	02/10/23	200.00	13
Total For Dept 253 COUNTY TREASURER						508.66	
Dept 257 EQUALIZATION DEPARTMENT							
101-257-727.00	OFFICE SUPPLIES	DA DESIGNS	BUSINESS CARDS FOR COMMISSIONERS, E	6134	02/22/23	23.00	88606
101-257-860.00	TRAVEL	TRISH PLONT	MILEAGE TO CADILLAC FOR STC UPDATE	01/20/23	01/27/23	67.50	88500
Total For Dept 257 EQUALIZATION DEPARTMENT						90.50	
Dept 261 MSU EXTENSION							
101-261-900.00	PRINTING & PUBLISHING	NETLINK BUSINESS Solut	COPIER AGREEMENTS AND COPIER BLACK	145813	02/06/23	33.33	88636

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Fund 101 GENERAL FUND							
Dept 261 MSU EXTENSION							
			Total For Dept 261 MSU EXTENSION			33.33	
Dept 265 BUILDING & GROUNDS							
101-265-748.00	GAS, OIL & GREASE-BUILDING	BENZIE COUNTY ROAD COM	BUILDING & GROUNDS FUEL FOR JANUARY	1649	03/22/23	52.25	88516
101-265-749.00	VEHICLE REPAIRS	NAPA AUTO SUPPLY, INC.	SPRINGS FOR PLOW	5366-496073	02/22/23	115.22	88635
101-265-750.00	MAINTENANCE SUPPLIES	KSS	WATER SOFTENER SALT	1449292	02/07/23	141.11	88464
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	EXIT BULBS	200275	02/07/23	55.92	88482
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	SHERIFFS OFFICE STATEMENT FROM 12/2	1444	02/25/23	10.26	88560
101-265-750.00	MAINTENANCE SUPPLIES	KSS	JAIL SUPPLIES EXPENSES TOWLS, TP, K	1452376	03/01/23	115.18	88624
101-265-750.00	MAINTENANCE SUPPLIES	KSS	CLEANING SUPPLIES OF TOWEL, TOILET	1452922	02/22/23	374.80	88624
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	BATTERIES AND PAINT BRUSHES	200676	02/22/23	26.97	88640
101-265-800.00	CONTRACTED SERVICES	KATHY HELINE CLEANING	CAMPUS CLEANING FOR MONTH OF JANUAR	14	02/01/23	4,100.00	88462
101-265-800.00	CONTRACTED SERVICES	KONE INC.	MAINTENANCE AGREEMENT FOR 02/01/23-	962442699	02/23/23	233.49	88622
101-265-820.00	SNOW REMOVAL	KERBY'S BACKHOE SERVIC	PLOWING AT JAIL AND ANIMAL CONTROL	4273	02/22/23	270.00	88619
101-265-850.00	TELEPHONE	TELNET WORLDWIDE	BENZIE COUNTY PHONES-ACCT# 61319	61319	02/07/23	434.75	88496
101-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT#842083652-00001 BILL SUMMARY D	9925232356	02/04/23	87.10	88501
101-265-853.00	CELLULAR PHONES	ZEITS, KATIE	MONTHLY STIPEND PHONE	02/02/2023	02/09/23	30.00	88658
101-265-935.00	BUILDING REPAIRS	TKS SECURITY	GOVERNMENT CENTER QUARTERLY BILLING	21545	03/03/23	1,536.00	88580
			Total For Dept 265 BUILDING & GROUNDS			7,583.05	
Dept 266 LEGAL & CONTRACTED SERVICES							
101-266-815.00	AUDITORS	MANER COSTERISAN	BILLING FOR AUDIT FIELDWORK YR END	33595	01/26/23	15,000.00	88470
			Total For Dept 266 LEGAL & CONTRACTED SERVICES			15,000.00	
Dept 267 PROSECUTING ATTORNEY							
101-267-727.00	OFFICE SUPPLIES	VISA	JANUARY VISA COMBINED BILL	0017-01.16.23	02/10/23	45.39	13
101-267-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT#842083652-00001 BILL SUMMARY D	9925232356	02/04/23	87.10	88501
			Total For Dept 267 PROSECUTING ATTORNEY			132.49	
Dept 268 REGISTER OF DEEDS							
101-268-800.00	CONTRACTED SERVICES - LARE	FIDLAR TECHNOLOGIES IN	LAREDO USAGE DECEMBER 2022	0232252-IN	01/26/23	1,302.00	88449
101-268-955.10	DUES & REGISTRATIONS	MI ASSOC OF REGISTER O	MARD SPRING MINI EDUCATIONAL CONF	02/06/2023	02/09/23	110.00	88631
			Total For Dept 268 REGISTER OF DEEDS			1,412.00	
Dept 275 DRAIN COMMISSION							
101-275-819.00	CONTRACT SERVICE - LAKE LE	DIXON, CRAIG	MONTHLY CONTRACTED SERVICES FOR DAM	02/02/2023	02/09/23	333.33	88609
			Total For Dept 275 DRAIN COMMISSION			333.33	
Dept 285 CENTRAL SERVICES							
101-285-727.10	PAPER SUPPLIES	JACKPINE BUSINESS CENT	ASSORTED COLOR PAPER	481956-0	02/22/23	549.58	88616
101-285-727.10	PAPER SUPPLIES	JACKPINE BUSINESS CENT	20 CASES OF COPY PAPER	481955-0	02/22/23	959.40	88616
101-285-730.00	POSTAGE	FP FINANCE PROGRAM	POSTAGE FOR MEETER	39707055	02/01/23	1,000.00	11
101-285-730.00	POSTAGE	FP FINANCE PROGRAM	ADDED POSTAGE TO METER	02/06/2023	03/01/23	1,500.00	12
101-285-730.00	POSTAGE	VISA	JANUARY VISA COMBINED BILL	0017-01.16.23	02/10/23	517.50	13
101-285-800.00	CONTRACTED SERVICES	FP FINANCE PROGRAM	POSTAGE METER RENTAL FOR AGREEMENT	33265526	02/12/23	248.04	88533
101-285-930.00	EQUIPMENT REPAIR	NETLINK BUSINESS SOLUT	COPIER AGREEMENTS AND COPIER BLACK	145813	02/06/23	2,186.54	88636
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	CUST #40029846 CONTRACT #40029846-1	00088714	02/22/23	189.93	88579
101-285-940.20	EQUIPMENT LEASE	APPLIED INNOVATION	SUM OF EQUIPMENT BASE CHARGES	2139030	02/09/23	38.57	88595
101-285-940.20	EQUIPMENT LEASE-40023293	TEAM FINANCIAL GROUP,	CUSTOMER 40023293 CONTRACT 40023293	00089177	02/22/23	122.00	88651
101-285-940.20	EQUIPMENT LEASE-40033811	TEAM FINANCIAL GROUP,	CUSTOMER 40033811 CONTRACT40033811-	00088928	02/22/23	67.19	88651
			Total For Dept 285 CENTRAL SERVICES			7,378.75	
Dept 286 TECHNOLOGY SUPPORT							
101-286-800.00	CONTRACTED SERVICES	VC3 INC	EXCHANGE ONLINE PLANS PRORATED FOR	96510	02/17/23	60.00	88506

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Fund 101 GENERAL FUND							
Dept 286 TECHNOLOGY SUPPORT							
101-286-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	TIMESHEETS, BS&A ONLINE SERVICES FO	144777	02/28/23	1,984.81	88522
Total For Dept 286 TECHNOLOGY SUPPORT						2,044.81	
Dept 301 SHERIFF							
101-301-748.00	GAS, OIL & GREASE	WEX BANK	BCSO FUEL 12/16/22 TO 01/15/23	86414037	01/26/23	238.65	88504
101-301-749.00	VEHICLE REPAIRS	GRAND TRAVERSE MOBILE	21-1 LICENSE PLT LIGHTS R&R	58657	01/26/23	405.75	88454
101-301-749.00	VEHICLE REPAIRS	NAPA AUTO SUPPLY, INC.	18-3 HEADLIGHT BULBS X 3	5366-495859	01/26/23	45.87	88479
101-301-800.00	CONTRACTED SERVICES	COVERTTRACK GROUP, INC	RENEWAL 01/22/23 TO 01/21/2024 DEV	53171	01/26/23	600.00	88439
101-301-800.00	CONTRACTED SERVICES	KATHY HELINE CLEANING	CAMPUS CLEANING FOR MONTH OF JANUAR	14	02/01/23	990.00	88462
101-301-850.00	TELEPHONE	CHARTER COMMUNICATIONS	TV 01/21 TO 02/20/23 JAIL	0010078012123	02/02/23	16.24	88524
101-301-853.00	CELLULAR PHONES-ROAD PATRO	VERIZON WIRELESS	ACCT# 842083652-00007 BILL SUMMARY	9925232357	02/04/23	653.20	88502
101-301-961.00	TRAINING & SCHOOLS	FOCUS INSTRUCTIONAL SO	COMMAND LEVEL I - 2 JAIL 2 ROAD	2023001	01/26/23	2,325.00	88450
101-301-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	TIMESHEETS, BS&A ONLINE SERVICES FO	144777	02/28/23	595.44	88522
101-301-970.00	EQUIPMENT	NUGENT ACE HARDWARE	SHERIFFS OFFICE STATEMENT FROM 12/2	1444	02/25/23	37.98	88560
101-301-970.06	EQUIPMENT - COMPUTERS	VC3 INC	VIDEO CABLE HDMI 6FT FOR SHERIFFS D	97084	02/01/23	138.60	88422
101-301-970.06	EQUIPMENT - COMPUTERS	VC3 INC	PANAONIC PORT REPLICATOR	94677	02/01/23	461.51	88422
101-301-970.06	EQUIPMENT - COMPUTERS	AMAZON CAPITAL SERVICE	OFFICE/CMPUTR SUPPLIES	19GC-XDN1-GQTC	01/26/23	4.25	88426
Total For Dept 301 SHERIFF						6,512.49	
Dept 333 SECONDARY ROAD PATROL							
101-333-725.00	FRINGE BENEFITS	DELTA DENTAL PLAN OF M	FEB 2023 BILLING PERIOD 02/01/23-02	RIS0004672736	02/05/23	97.96	88442
101-333-725.00	FRINGE BENEFITS	FIDELITY SECURITY LIFE GROUP	1039923 SUB 1001 FOR BILLING	165616601	02/01/23	15.40	88448
101-333-725.00	FRINGE BENEFITS	STANDARD INSURANCE COM	FEB 23 LIFE,ADDED LIFE, SHORT TERM	007614760001	02/01/23	38.58	88490
101-333-748.00	GAS, OIL & GREASE	WEX BANK	BCSO FUEL 12/16/22 TO 01/15/23	86414037	01/26/23	41.33	88504
101-333-961.00	TRAINING & SCHOOLS	FOCUS INSTRUCTIONAL SO	COMMAND LEVEL I - 2 JAIL 2 ROAD	2023001	01/26/23	465.00	88450
101-333-961.00	TRAINING & SCHOOLS	VISA	JANUARY VISA COMBINED BILL	0017-01.16.23	02/10/23	234.00	13
Total For Dept 333 SECONDARY ROAD PATROL						892.27	
Dept 426 EMERGENCY MANAGEMENT							
101-426-725.00	FRINGE BENEFITS	DELTA DENTAL PLAN OF M	FEB 2023 BILLING PERIOD 02/01/23-02	RIS0004672736	02/05/23	50.63	88442
101-426-725.00	FRINGE BENEFITS	FIDELITY SECURITY LIFE GROUP	1039923 SUB 1001 FOR BILLING	165616601	02/01/23	9.28	88448
101-426-725.00	FRINGE BENEFITS	STANDARD INSURANCE COM	FEB 23 LIFE,ADDED LIFE, SHORT TERM	007614760001	02/01/23	40.10	88490
101-426-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICE	CLIPS AND SLEEVES FOR EMPLOYEE GOV	1QTV-7FCK-1KHV	01/26/23	31.58	88426
101-426-727.00	OFFICE SUPPLIES	COAST TO COAST SOLUTIO	EM PUBLIC HANDOUTS - STICKERS	INVC107701	02/02/23	172.55	88526
101-426-860.00	TRAVEL	HUBERS, REBECCA	MILEAGE FOR EM OFFICE - JANUARY	01/20/2022	01/26/23	51.88	88456
101-426-957.00	MISCELLANEOUS	CHARTER COMMUNICATIONS	ACCT#8245 12 142 0010110 BENZIE EM	0010110011323	01/26/23	40.96	88435
Total For Dept 426 EMERGENCY MANAGEMENT						396.98	
Dept 601 HEALTH DEPARTMENT							
101-601-836.00	APPROPRIATIONS	BENZIE LEELANAU HEALTH	IST/2ND QTR FY 2022/23 APPROPRIATIO	01312023	02/02/23	127,624.00	88518
Total For Dept 601 HEALTH DEPARTMENT						127,624.00	
Dept 648 MEDICAL EXAMINER							
101-648-835.00	LAB FEES	NMS LABS	LAB FEES	1196924	02/07/23	539.00	88480
101-648-959.00	FORENSIC AUTOPSIES	GOSLINOSKI, LOIS R. DO	AUTOPSY FEE FOR JANUARY 2023	JANUARY 2023	02/22/23	2,400.00	88536
101-648-970.00	EQUIPMENT- MEDICAL EXAMINE	STERICYCLE, INC.	SITE 002: BENZIE COUNTY EMS, STERI-	4011566996	02/22/23	855.00	88650
Total For Dept 648 MEDICAL EXAMINER						3,794.00	
Dept 649 MENTAL HEALTH							
101-649-836.00	APPROPRIATIONS	CENTRA WELLNESS NETWOR	MONTHLY APPROPRIATIONS FEB 2023	IN001362	02/22/23	9,534.59	88602
Total For Dept 649 MENTAL HEALTH						9,534.59	
Dept 728 INTERGOVERNMENTAL							
101-728-885.00	LIQUOR TAX - NO MI REG EN	NORTHERN MICHIGAN REGI	LIQUOR TAX FOR 1ST QTR OF FY2023	01312023	02/09/23	8,217.00	88638

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Fund 209 SCHOOL RESOURCE OFFICER							
Dept 000							
209-000-725.00	FRINGE BENEFITS	DELTA DENTAL PLAN OF M	FEB 2023 BILLING PERIOD 02/01/23-02	RIS0004672736	02/05/23	50.63	88442
209-000-725.00	FRINGE BENEFITS	FIDELITY SECURITY LIFE GROUP 1039923 SUB 1001 FOR BILLING		165616601	02/01/23	24.68	88448
209-000-725.00	FRINGE BENEFITS	STANDARD INSURANCE COM	FEB 23 LIFE,ADDED LIFE, SHORT TERM	007614760001	02/01/23	75.23	88490
209-000-751.00	UNIFORMS	NYE UNIFORM COMPANY	CLASS A UNIFM - SRO AND CREDIT FOR	840065/CM841397	01/26/23	9.69	88483
209-000-957.00	MISCELLANEOUS	VERIZON WIRELESS	ACCT# 842083652-00007 BILL SUMMARY	9925232357	02/04/23	94.17	88502
209-000-961.00	TRAINING & SCHOOLS	VISA	JANUARY VISA COMBINED BILL	0017-01.16.23	02/10/23	179.00	13
209-000-970.00	EQUIPMENT	DIGITAL-ALLY	DVM - 800 BELT CLIPS X 2 - SRO	1122837	01/26/23	55.00	88443
Total For Dept 000						488.40	
Total For Fund 209 SCHOOL RESOURCE OFFICER						488.40	
Fund 213 JAIL OPERATIONS FUND							
Dept 265 BUILDING & GROUNDS							
213-265-782.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	SHERIFFS OFFICE STATEMENT FROM 12/2	1444	02/25/23	54.99	88560
213-265-783.00	EQUIP. SERVICES & SUPPLIES	KSS	WATER SOFTENER SALT	1449292	02/07/23	345.45	88464
213-265-783.00	EQUIP. SERVICES & SUPPLIES	NUGENT ACE HARDWARE	SHERIFFS OFFICE STATEMENT FROM 12/2	1444	02/25/23	63.06	88560
213-265-783.00	EQUIP. SERVICES & SUPPLIES	KSS	JAIL SUPPLIES EXPENSES TOWLS, TP, K	1452376	03/01/23	433.21	88624
213-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT#842083652-00001 BILL SUMMARY D	9925232356	02/04/23	48.55	88501
213-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT# 842083652-00007 BILL SUMMARY	9925232357	02/04/23	132.77	88502
213-265-853.00	CELLULAR PHONES	AMAZON CAPITAL SERVICE	JAIL MED PHONE CASE	1WVQ-G7TJ-19KJ	02/02/23	14.99	88594
213-265-935.00	JAIL REPAIRS	NUGENT ACE HARDWARE	SHERIFFS OFFICE STATEMENT FROM 12/2	1444	02/25/23	187.88	88560
213-265-935.00	JAIL REPAIRS	SHERWIN-WILLIAMS	PAINT	2372-4 E42/17754	02/01/23	210.44	88570
Total For Dept 265 BUILDING & GROUNDS						1,491.34	
Dept 351 JAIL - CORRECTIONS							
213-351-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICE	OFFICE/CMPUTR SUPPLIES	19GC-XDN1-GQTC	01/26/23	12.80	88426
213-351-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICE	OFFICE SUPPLIES	1WVF-1VY7-KXL3	02/02/23	11.47	88512
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPP 01152023 TO 01212023	122931	01/26/23	2,455.78	88434
213-351-748.00	GAS, OIL & GREASE	WEX BANK	BCSO FUEL 12/16/22 TO 01/15/23	86414037	01/26/23	38.86	88504
213-351-749.00	VEHICLE REPAIRS	NAPA AUTO SUPPLY, INC.	17 VAN WIPER	5366-496055	02/02/23	13.99	88635
213-351-751.00	UNIFORMS	AMAZON CAPITAL SERVICE	BOOTS - BEILFUSS	1HWV-KLGY-3JTK	01/26/23	149.99	88426
213-351-800.00	CONTRACTED SERVICES	ID NETWORKS, INC.	PALM SCANNER ANN MAINT 02012023 TO	280271	01/26/23	4,495.00	88457
213-351-800.00	CONTRACTED SERVICES	KATHY HELINE CLEANING	CAMPUS CLEANING FOR MONTH OF JANUAR	14	02/01/23	510.00	88462
213-351-800.00	CONTRACTED SERVICES	BS & A SOFTWARE	TIMESHEETS, BS&A ONLINE SERVICES FO	144777	02/28/23	283.54	88522
213-351-940.20	EQUIPMENT LEASE - COPIER	TEAM FINANCIAL GROUP,	JAIL COPIER LEASE	00088349	01/26/23	307.00	88494
213-351-961.00	TRAINING & SCHOOLS	FOCUS INSTRUCTIONAL SO	COMMAND LEVEL I - 2 JAIL 2 ROAD	2023001	01/26/23	2,790.00	88450
213-351-963.00	COMPUTER EQUIPMENT	AMAZON CAPITAL SERVICE	OFFICE/CMPUTR SUPPLIES	19GC-XDN1-GQTC	01/26/23	4.24	88426
213-351-963.00	COMPUTER EQUIPMENT	VC3 INC	WINDOWS SERVER LICENSE FOR SHERIFFS	100038	02/22/23	1,013.00	88590
Total For Dept 351 JAIL - CORRECTIONS						12,085.67	
Dept 851 INSURANCE & BONDS							
213-851-725.06	LIFE INSURANCE	STANDARD INSURANCE COM	FEB 23 LIFE,ADDED LIFE, SHORT TERM	007614760001	02/01/23	59.50	88490
Total For Dept 851 INSURANCE & BONDS						59.50	
Dept 852 MEDICAL INSURANCE							
213-852-717.00	MEDICAL/DENTAL/VISION INS	DELTA DENTAL PLAN OF M	FEB 2023 BILLING PERIOD 02/01/23-02	RIS0004672736	02/05/23	849.34	88442
213-852-717.00	MEDICAL/DENTAL/VISION INS	FIDELITY SECURITY LIFE GROUP 1039923 SUB 1001 FOR BILLING		165616601	02/01/23	143.44	88448
213-852-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COM	FEB 23 LIFE,ADDED LIFE, SHORT TERM	007614760001	02/01/23	539.88	88490
Total For Dept 852 MEDICAL INSURANCE						1,532.66	
Total For Fund 213 JAIL OPERATIONS FUND						15,169.17	

Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND

Dept 265 BUILDING & GROUNDS

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Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 265 BUILDING & GROUNDS							
214-265-750.00	MAINTENANCE SUPPLIES	MI PEST	ST 2 PEST CONTROL	45606	01/26/23	66.00	88475
214-265-750.00	MAINTENANCE SUPPLIES	FRANKFORT HARDWARE	ST 3 SUPPLIES	53895	02/09/23	59.95	88612
214-265-750.00	MAINTENANCE SUPPLIES	HONOR BUILDING SUPPLY,	BATTERIES	160602	02/09/23	39.98	88614
214-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	ICE MELT FOR ST 2	200695	02/09/23	25.99	88640
214-265-820.00	SNOW REMOVAL	A J'S EXCAVATING LLC	SNOW PLOWING	15789	02/02/23	138.00	88510
214-265-820.00	SNOW REMOVAL	SIGNATURE SERVICES, BE	SNOW PLOWING	5553	02/02/23	180.00	88571
214-265-820.00	SNOW REMOVAL	NORTHERN OUTDOORS	NOV, DEC, JAN ST 3 SNOW PLOW	02234	02/09/23	360.00	88639
214-265-850.01	INTERNET SERVICE	BRIGHTSPEED	INTERNET/PHONE CHARGES FOR THE MONT	404669354	02/21/23	309.17	88521
214-265-850.01	INTERNET SERVICE	CHARTER COMMUNICATIONS	ST 3 CABLE, INTERNET, PHONE	16011020123	02/09/23	266.90	88604
214-265-922.00	WATER & SEWER	MCCARDEL WATER CONDITI	ST 3 WATER	1024111	02/02/23	59.50	88548
214-265-922.00	WATER & SEWER	MCCARDEL WATER CONDITI	MCCARDAL WATER	2-6-23	02/09/23	59.50	88629
214-265-924.00	ELECTRIC	CHERRYLAND ELECTRIC	ST 2 ELECTRIC	2-28-23	02/09/23	189.84	88605
214-265-970.00	EQUIPMENT & REPAIR	AMAZON CAPITAL SERVICE	COUNTY ID SUPPLIES	1MPF-RY1Q-7MVW	02/09/23	71.92	88594
Total For Dept 265 BUILDING & GROUNDS						1,826.75	
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
214-655-721.00	PER DIEM FOR EMS ADVISORY	FRANKE, JIM	EMS ADVISORY BOARD MEETING ON 01/25	JAN 2023	02/01/23	40.00	88451
214-655-721.00	PER DIEM-EMS ADVISORY BOA	JOWETT, GAYLORD	EMS ADVISORY BOARD MEETING ON 01/25	JAN 2023	02/01/23	40.00	88461
214-655-721.00	PER DIEM FOR EMS ADVISORY	MARY DORT	EMS ADVISORY COMMITTEE MEETING ON 0	JAN 2023	02/01/23	40.00	88473
214-655-721.00	PER DIEM FOR EMS ADVISORY	MEAD, MICHAEL	EMS ADVISORY BOARD MEETING ON 01/25	JAN 2023	02/01/23	40.00	88474
214-655-748.00	GAS, OIL & GREASE	WEX BANK	FUEL	86432836	01/26/23	354.61	88504
214-655-748.00	GAS, OIL & GREASE-EMS	BENZIE COUNTY ROAD COM	EMS FUEL FOR JANUARY 2023	1646	02/22/23	2,867.41	88516
214-655-749.00	VEHICLE REPAIRS	GRAND TRAVERSE MOBILE	A21 INVERTER ISSUES	58343	01/26/23	325.82	88454
214-655-749.00	VEHICLE REPAIRS	XPRESS LUBE	75087	74995	02/02/23	118.88	88587
214-655-749.00	VEHICLE REPAIRS	QUALITY CAR & TRUCK RE	A31 ENGINE WORK	0105319	02/09/23	2,994.73	88643
214-655-749.00	VEHICLE REPAIRS	QUALITY CAR & TRUCK RE	ENGINE DX AND ROUTINE SERVICE	0105528	02/09/23	1,210.44	88643
214-655-751.00	UNIFORMS	BAY SUPPLY & MARKETING	PATCHES SEWN ON 2 COATS FOR ROSE AN	65091	01/19/23	21.00	88429
214-655-800.01	CONTRACTED SERVICES - BILI	LONG LAKE TOWNSHIP FIR	LONG LAKE INTERCEPT FEE- BENZIE CRE	01/04/2023	02/01/23	525.00	88467
214-655-855.00	RADIO MAINTENANCE/EQUIPMEN	ID NETWORKS, INC.	ANNUAL SERVICE FEE	280269	01/26/23	249.00	88457
214-655-860.00	TRAVEL FOR EMS ADVISORY BC	FRANKE, JIM	EMS ADVISORY BOARD MEETING ON 01/25	JAN 2023	02/01/23	6.25	88451
214-655-900.00	PRINTING & PUBLISHING	NETLINK BUSINESS SOLUT	COPIER AGREEMENTS AND COPIER BLACK	145813	02/06/23	114.00	88636
214-655-956.00	EMPLOYEE PHYSICALS	MUNSON OCCUPTIONAL HEA	NATE FELDPAUSCH PREEMPLOYMENT PHYSI	205256-00	01/26/23	148.50	88478
214-655-956.00	EMPLOYEE PHYSICALS	MUNSON OCCUPTIONAL HEA	ROB STAHL PRE EMPLOYMENT PHY	205437	02/02/23	148.50	88556
214-655-961.00	TRAINING & SCHOOLS	VISA	JANUARY VISA COMBINED BILL	0017-01.16.23	02/10/23	303.18	13
214-655-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	TIMESHEETS, BS&A ONLINE SERVICES FO	144777	02/28/23	226.84	88522
214-655-970.00	EQUIPMENT	STRYKER SALES, LLC	COT BUCKLE AND STRAPS	4026129	02/02/23	93.82	88577
Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)						9,867.98	
Dept 851 INSURANCE & BONDS							
214-851-725.06	LIFE INSURANCE	STANDARD INSURANCE COM	FEB 23 LIFE,ADDED LIFE, SHORT TERM	007614760001	02/01/23	56.00	88490
Total For Dept 851 INSURANCE & BONDS						56.00	
Dept 852 MEDICAL INSURANCE							
214-852-717.00	MEDICAL/DENTAL/VISION INS	DELTA DENTAL PLAN OF M	FEB 2023 BILLING PERIOD 02/01/23-02	RIS0004672736	02/05/23	1,188.72	88442
214-852-717.00	MEDICAL/DENTAL/VISION INS	FIDELITY SECURITY LIFE GROUP	1039923 SUB 1001 FOR BILLING	165616601	02/01/23	192.80	88448
214-852-718.00	SHORT/LONG TERM DISABILI	T	STANDARD INSURANCE COM FEB 23 LIFE,ADDED LIFE, SHORT TERM	007614760001	02/01/23	536.09	88490
Total For Dept 852 MEDICAL INSURANCE						1,917.61	
Total For Fund 214 EMERGENCY MEDICAL SERVICES (EM						13,668.34	
Fund 217 SNOWMOBILE PATROL FUND							
Dept 332 SNOWMOBILE LAW ENFORCEMENT							
217-332-751.00	UNIFORMS	LONG LAKE MARINA	SNOW - UNIFORMS	138830	02/02/23	153.24	88626

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Fund 217 SNOWMOBILE PATROL FUND							
Dept 332 SNOWMOBILE LAW ENFORCEMENT							
217-332-970.00	EQUIPMENT	VISA	JANUARY VISA COMBINED BILL	0017-01.16.23	02/10/23	88.50	13
			Total For Dept 332 SNOWMOBILE LAW ENFORCEMENT			241.74	
			Total For Fund 217 SNOWMOBILE PATROL FUND			241.74	
Fund 220 MARINE PATROL FUND							
Dept 000							
220-000-961.00	TRAINING & SCHOOLS	VISA	JANUARY VISA COMBINED BILL	0017-01.16.23	02/10/23	29.50	13
220-000-961.00	TRAINING & SCHOOLS	OTTAWA COUNTY SHERIFF'	MARINE ACADEMY - - GRAY	MARINE ACAD -1	02/02/23	200.00	88642
220-000-961.00	TRAINING & SCHOOLS	OTTAWA COUNTY SHERIFF'	MARINE ACADEMY - BARTLEY	MARINE ACAD - 2	02/02/23	200.00	88642
			Total For Dept 000			429.50	
			Total For Fund 220 MARINE PATROL FUND			429.50	
Fund 228 SOLID WASTE/RECYCLING FUND							
Dept 000							
228-000-703.05	WAGES-ATTENDANT	WOOD, MARLENE	SITE DEEP CLEAN	01252023	01/26/23	150.00	88505
228-000-748.00	GAS, OIL & GREASE- RECYCLING	BENZIE COUNTY ROAD COM	RECYCLING COORDINATOR FUEL FOR JANU.	1650	02/22/23	102.19	88516
228-000-800.00	CONTRACTED SERVICES	GFL ENVIRONMENTAL	RECYCLING SERVICES FOR DECEMBER 202	B123122	01/31/23	15,206.38	88452
228-000-850.00	TELEPHONE	VERIZON WIRELESS	ACCT#842083652-00001 BILL SUMMARY D	9925232356	02/04/23	43.55	88501
228-000-900.00	PUBLIC RELATIONS-PRINTG/PUB	BETSIE CURRENT, LLC	2023 ADVERTISING	1379	02/11/23	1,021.44	88432
228-000-900.00	PUBLIC RELATIONS-PRINTG/PUB	NETLINK BUSINESS Solut	COPIER AGREEMENTS AND COPIER BLACK	145813	02/06/23	33.33	88636
228-000-934.00	OTHER REPAIRS/ MAINTENANCE	A J'S EXCAVATING LLC	SNOWPLOWING FOR DECEMBER	15791	01/31/23	427.00	88424
228-000-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	TIMESHEETS, BS&A ONLINE SERVICES FO	144777	02/28/23	28.35	88522
			Total For Dept 000			17,012.24	
Dept 851 INSURANCE & BONDS							
228-851-725.06	LIFE INSURANCE	STANDARD INSURANCE COM	FEB 23 LIFE,ADDED LIFE, SHORT TERM	007614760001	02/01/23	3.50	88490
			Total For Dept 851 INSURANCE & BONDS			3.50	
Dept 852 MEDICAL INSURANCE							
228-852-717.00	MEDICAL/DENTAL/VISION INS	DELTA DENTAL PLAN OF M	FEB 2023 BILLING PERIOD 02/01/23-02	RIS0004672736	02/05/23	26.72	88442
228-852-717.00	MEDICAL/DENTAL/VISION INS	FIDELITY SECURITY LIFE GROUP	1039923 SUB 1001 FOR BILLING	165616601	02/01/23	4.64	88448
228-852-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COM	FEB 23 LIFE,ADDED LIFE, SHORT TERM	007614760001	02/01/23	29.96	88490
			Total For Dept 852 MEDICAL INSURANCE			61.32	
			Total For Fund 228 SOLID WASTE/RECYCLING FUND			17,077.06	
Fund 231 SOIL EROSION (SESSC) FUND							
Dept 723 SOIL EROSION CONTROL							
231-723-800.00	SOIL EROSION PERMITS	ASSOCIATED GOVERNMENT	BUILDING, MECHANICAL, PLUMBING, ELE	2675	02/22/23	400.00	88596
			Total For Dept 723 SOIL EROSION CONTROL			400.00	
			Total For Fund 231 SOIL EROSION (SESSC) FUND			400.00	
Fund 241 LAND BANK AUTHOITY FUND							
Dept 000							
241-000-967.00	PROJECT EXPENSES	BENZIE COUNTY TREASURE	BC LAND BANK AUTHORITY FOR 12-501-1	02082023	02/09/23	417.59	88598
			Total For Dept 000			417.59	
			Total For Fund 241 LAND BANK AUTHOITY FUND			417.59	
Fund 244 E.D.C. ENTERPRISE FUND							
Dept 000							

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Fund 244 E.D.C. ENTERPRISE FUND							
Dept 000							
244-000-800.00	CONTRACTED SERVICES	MITCHELL SHAPIRO	DECEMBER 2022 BROADBAND/EDC MEETING BC-4		02/08/23	1,125.00	88555
			Total For Dept 000			1,125.00	
			Total For Fund 244 E.D.C. ENTERPRISE FUND			1,125.00	
Fund 247 ANIMAL CONTROL FUND							
Dept 265 BUILDING & GROUNDS							
247-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT#842083652-00001 BILL SUMMARY D	9925232356	02/04/23	88.56	88501
247-265-924.00	ELECTRIC & HEATING	DTE ENERGY	GAS BILL FOR JAN	910020929329	02/02/23	366.93	88530
			Total For Dept 265 BUILDING & GROUNDS			455.49	
Dept 430 ANIMAL CONTROL							
247-430-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICE	SUPPLIES FOR THE 2022 CHEVY TAHOE A	1991-9CT9-VTJJ	03/02/23	24.99	88512
247-430-727.00	OFFICE SUPPLIES	NUGENT ACE HARDWARE	OFFICE SUPPLIES	200394	02/02/23	29.98	88560
247-430-727.00	OFFICE SUPPLIES	VISA	JANUARY VISA COMBINED BILL	0017-01.16.23	02/10/23	13.77	13
247-430-748.00	GAS, OIL & GREASE-ANIMAL C	BENZIE COUNTY ROAD COM	ANIMAL CONTROL FUEL FOR JANUARY 202	1651	02/22/23	87.69	88516
247-430-751.00		VISA	JANUARY VISA COMBINED BILL	0017-01.16.23	02/10/23	144.94	13
247-430-900.00	PRINTING & PUBLISHING	NETLINK BUSINESS SOLUT	COPIER AGREEMENTS AND COPIER BLACK	145813	02/06/23	68.61	88636
247-430-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	TIMESHEETS, BS&A ONLINE SERVICES FO	144777	02/28/23	141.77	88522
			Total For Dept 430 ANIMAL CONTROL			511.75	
Dept 851 INSURANCE & BONDS							
247-851-725.06	LIFE INSURANCE	STANDARD INSURANCE COM	FEB 23 LIFE,ADDED LIFE, SHORT TERM	007614760001	02/01/23	7.00	88490
			Total For Dept 851 INSURANCE & BONDS			7.00	
Dept 852 MEDICAL INSURANCE							
247-852-717.00	MEDICAL/DENTAL/VISION INS	DELTA DENTAL PLAN OF M	FEB 2023 BILLING PERIOD 02/01/23-02	RIS0004672736	02/05/23	124.68	88442
247-852-717.00	MEDICAL/DENTAL/VISION INS	FIDELITY SECURITY LIFE GROUP 1039923	SUB 1001 FOR BILLING	165616601	02/01/23	20.04	88448
247-852-718.00	SHORT/LONG TERM DISABILI	STANDARD INSURANCE COM	FEB 23 LIFE,ADDED LIFE, SHORT TERM	007614760001	02/01/23	58.93	88490
			Total For Dept 852 MEDICAL INSURANCE			203.65	
			Total For Fund 247 ANIMAL CONTROL FUND			1,177.89	
Fund 249 BUILDING DEPARTMENT FUND							
Dept 371 BUILDING INSPECTOR							
249-371-800.00	BUILDING PERMITS	ASSOCIATED GOVERNMENT	BUILDING, MECHANICAL, PLUMBING, ELE	2675	02/22/23	5,605.00	88596
249-371-900.00	PRINTING & PUBLISHING	NETLINK BUSINESS SOLUT	COPIER AGREEMENTS AND COPIER BLACK	145813	02/06/23	33.33	88636
249-371-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	TIMESHEETS, BS&A ONLINE SERVICES FO	144777	02/28/23	85.08	88522
			Total For Dept 371 BUILDING INSPECTOR			5,723.41	
Dept 372 PLUMBING INSPECTOR							
249-372-800.00	PLUMBING PERMITS	ASSOCIATED GOVERNMENT	BUILDING, MECHANICAL, PLUMBING, ELE	2675	02/22/23	4,348.00	88596
			Total For Dept 372 PLUMBING INSPECTOR			4,348.00	
Dept 373 MECHANICAL INSPECTOR							
249-373-800.00	MECHANICAL PERMITS	ASSOCIATED GOVERNMENT	BUILDING, MECHANICAL, PLUMBING, ELE	2675	02/22/23	7,391.00	88596
			Total For Dept 373 MECHANICAL INSPECTOR			7,391.00	
Dept 375 ELECTRICAL INSPECTOR							
249-375-800.00	ELECTRICAL PERMITS	ASSOCIATED GOVERNMENT	BUILDING, MECHANICAL, PLUMBING, ELE	2675	02/22/23	6,675.00	88596
			Total For Dept 375 ELECTRICAL INSPECTOR			6,675.00	
			Total For Fund 249 BUILDING DEPARTMENT FUND			24,137.41	

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Fund 261 911 EMERGENCY SERVICE FUND							
Dept 325 DISPATCH/COMMUNICATION							
261-325-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICE	GENERAL OFFICE SUPPLIES FOR DISPATCH	1W4C-1NMH-D4F6	01/26/23	125.45	88426
261-325-727.00	OFFICE SUPPLIES	NUGENT ACE HARDWARE	SHERIFFS OFFICE STATEMENT FROM 12/2	1444	02/25/23	23.49	88560
261-325-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICE	OFFICE SUPPLIES	14MX-FC74-JDYD	02/09/23	66.98	88594
261-325-727.00	OFFICE SUPPLIES	KSS	JAIL SUPPLIES EXPENSES TOWLS, TP, K	1452376	03/01/23	6.48	88624
261-325-751.00	UNIFORMS	TELE-RAD, INC.	AGGRESSOR PARKS FOR DRAEGER FOR TAC	57433-00	01/26/23	237.55	88495
261-325-830.00	911 MAINTENANCE CONTRACT	ID NETWORKS, INC.	NETMOTION MOBILITY PREMIUM SOFTWARE	280270	01/26/23	206.00	88457
261-325-830.00	911 MAINTENANCE CONTRACT	WESTTEL INTERNATIONAL,	NG9-1-1 SOLUTION MONTHLY SERVICE AN	2389	02/09/23	938.00	88657
261-325-853.00	CELLULAR PHONES	AT & T MOBILITY	FIRSTNET MDT DATA CONNECTIVITY	287318149419X011	02/02/23	1,329.30	88427
261-325-855.00	RADIO MAINTENANCE/EQUIPMEN	GRAND TRAVERSE MOBILE	PROGRAM AND TEMPLATE UPDATE FOR DIS	57807	01/26/23	979.00	88454
261-325-855.00	RADIO MAINTENANCE/EQUIPMEN	GRAND TRAVERSE MOBILE	DISPATCH RADIO CONSOLE TELEX GEN-2	58633	01/26/23	76.02	88454
261-325-930.00	EQUIPMENT REPAIR	AMAZON CAPITAL SERVICE	REPLACEMENT MONITOR FOR CAD POSITIO	1NQF-MLNK-6N34	02/02/23	237.35	88512
261-325-954.10	RENT	KSS	WATER SOFTENER SALT	1449292	02/07/23	8.00	88464
261-325-954.10	RENT	SHERWIN-WILLIAMS	PAINT	2372-4 E42/17754	02/01/23	68.27	88570
261-325-961.00	TRAINING & SCHOOLS	CORY ELLIS	NM911 MEETING AND ICS 300 CLASS TRA	01272023	02/02/23	279.75	88527
261-325-961.00	TRAINING & SCHOOLS	VISA	JANUARY VISA COMBINED BILL	0017-01.16.23	02/10/23	259.00	13
261-325-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	TIMESHEETS, BS&A ONLINE SERVICES FO	144777	02/28/23	1,105.82	88522
261-325-970.00	EQUIPMENT	AMAZON CAPITAL SERVICE	EQUIPMENT FOR MICHAEL DESK IN SHARE	1YG9-DK39-14NF	01/26/23	568.72	88426
261-325-970.00	EQUIPMENT	SHERWIN-WILLIAMS	PAINT FOR DISPATCH 1/11/2023	2028-2 E88/17754	01/26/23	136.54	88486
261-325-970.00	EQUIPMENT	SQUARE GROVE, LLC DBA	NEW DESKS CORY AND MICHAEL FOR SHAR	INV1374789	01/26/23	2,482.00	88489
261-325-970.00	EQUIPMENT	VISA	JANUARY VISA COMBINED BILL	0017-01.16.23	02/10/23	33.03	13
261-325-970.00	EQUIPMENT	AMAZON CAPITAL SERVICE	LAPTOP DOCK, POWER SUPPY AND MOUSE	1HVV-X3CM-VNF1	02/09/23	242.36	88594
261-325-970.00	EQUIPMENT	AMAZON CAPITAL SERVICE	DESK MONITOR MOUNT FOR DIRECTOR	1XJV-PMWX-4DJD	02/09/23	139.85	88594
Total For Dept 325 DISPATCH/COMMUNICATION						9,548.96	
Dept 851 INSURANCE & BONDS							
261-851-725.06	LIFE INSURANCE	STANDARD INSURANCE COM	FEB 23 LIFE,ADDED LIFE, SHORT TERM	007614760001	02/01/23	31.50	88490
Total For Dept 851 INSURANCE & BONDS						31.50	
Dept 852 MEDICAL INSURANCE							
261-852-717.00	MEDICAL/DENTAL/VISION INSU	DELTA DENTAL PLAN OF M	FEB 2023 BILLING PERIOD 02/01/23-02	RIS0004672736	02/05/23	356.73	88442
261-852-717.00	MEDICAL/DENTAL/VISION INSU	FIDELITY SECURITY LIFE	GROUP 1039923 SUB 1001 FOR BILLING	165616601	02/01/23	61.80	88448
261-852-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COM	FEB 23 LIFE,ADDED LIFE, SHORT TERM	007614760001	02/01/23	279.91	88490
Total For Dept 852 MEDICAL INSURANCE						698.44	
Total For Fund 261 911 EMERGENCY SERVICE FUND						10,278.90	
Fund 262 DISPATCHER TRAINING FUND							
Dept 000							
262-000-961.00	TRAINING & SCHOOLS	MICHIGAN STATE POLICE	2023 MICHIGAN STATEWIDE INTEROPERAB	551-609549	01/26/23	300.00	88476
262-000-961.00	TRAINING & SCHOOLS	IAED	EMD RECERT EXAM FOR ELLIS	SIN330730	02/09/23	55.00	88615
Total For Dept 000						355.00	
Total For Fund 262 DISPATCHER TRAINING FUND						355.00	
Fund 269 LAW LIBRARY FUND							
Dept 000							
269-000-901.00	RESOURCE MATERIALS	MANISTEE COUNTY	REIMBURSEMENT TO MANISTEE COUNTY FO	DECEMBER 2022	02/07/23	126.87	88471
269-000-901.00	RESOURCE MATERIALS	THOMSON REUTERS - WEST	FEB 2023 WEST COMPLETE LIBRARY BOOK	847849374	02/22/23	1,008.85	88654
269-000-901.00	RESOURCE MATERIALS	THOMSON REUTERS - WEST	WEST LAW DATABASE JAN 2023	847760994	02/22/23	251.43	88654
Total For Dept 000						1,387.15	
Total For Fund 269 LAW LIBRARY FUND						1,387.15	

Fund 276 COMMISSION ON AGING MILLAGE FUND

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Fund 276 COMMISSION ON AGING MILLAGE FUND							
Dept 000							
276-000-800.00	CONTRACTED SERVICES	BENZIE SENIOR RESOURCE	MONTHLY PAYMENT FOR CONTRACTED SERV	02/02/2023	02/09/23	102,577.17	88599
Total For Dept 000						102,577.17	
Total For Fund 276 COMMISSION ON AGING MILLAGE FUND						102,577.17	
Fund 286 AMERICAN RESCUE PLAN ACT (ARPA) GRANT							
Dept 000							
286-000-967.00	PROJECT EXPENSES	AMAZON CAPITAL SERVICE	DOCUMENT SCANNER FOR DIRECTOR OFFICE	17T1-HD4T-FTKN	01/26/23	331.80	88426
286-000-967.00	PROJECT EXPENSES	TKS SECURITY	2ND 50% INVOICE FOR UPGRADING CURREN	21377	02/17/23	9,459.50	88499
Total For Dept 000						9,791.30	
Total For Fund 286 AMERICAN RESCUE PLAN ACT (ARPA)						9,791.30	
Fund 292 CHILD CARE FUND							
Dept 000							
292-000-840.70	INSTITUTIONAL ROOM & BOARD	COUNTY OF MONROE	CASPIAN LODGE ON DECEMBER 1, 2022 F	88-122022	02/20/23	5,463.90	88438
292-000-840.70	INSTITUTIONAL ROOM & BOARD	EATON COUNTY	YOUTH CURRENTLY IN DETENTION FOR DE	2023-00000009	01/24/23	2,000.00	88445
292-000-840.70	INSTITUTIONAL ROOM & BOARD	OTTAWA COUNTY	DENTENTION BED RENTAL FROM 01/25/23	118632	02/22/23	1,750.00	88641
292-000-840.95	IN HOME CARE MISC.	LORI R. WADE	TRAVEL EXPENSE STATEMENT FOR SOCIAL	01/19/23	02/07/23	13.65	88468
292-000-840.95	IN HOME CARE MISC.	SMART TRACKING SERVICE	SMART TAG TEATHER 01/01/23-01/20/23	2012023TB	02/22/23	200.00	88645
292-000-850.00	TELEPHONE	ROBINSON, KELLIE	JANUARY 2023 CICRUIT COURT FAMILY D	JANUARY 2023	02/22/23	50.00	88644
292-000-860.00	TRAVEL/GAS CARDS	ROBINSON, KELLIE	JANUARY 2023 CICRUIT COURT FAMILY D	JANUARY 2023	02/22/23	305.81	88644
292-000-862.01	INCENTIVES	ROBINSON, KELLIE	JANUARY 2023 CICRUIT COURT FAMILY D	JANUARY 2023	02/22/23	21.77	88644
292-000-862.03	SUBSTANCE ABUSE COUNSELING	BRAINS	PSYCHOLOGICAL TESTING AND EVALUATION	848814	02/22/23	2,375.00	88601
Total For Dept 000						12,180.13	
Total For Fund 292 CHILD CARE FUND						12,180.13	
Fund 293 VETERAN'S RELIEF FUND							
Dept 000							
293-000-727.00	OFFICE SUPPLIES	DA DESIGNS	BUSINESS CARDS FOR COMMISSIONERS, E	6134	02/22/23	30.00	88606
293-000-748.00	GAS, OIL & GREASE	VISA	JANUARY VISA COMBINED BILL	0017-01.16.23	02/10/23	51.00	13
293-000-749.00	VEHICLE REPAIRS	VISA	JANUARY VISA COMBINED BILL	0017-01.16.23	02/10/23	9.99	13
293-000-860.00	TRAVEL	ROELOFS, ROBERT	VA MILEAGE FOR DEC 12, 2022 MEETING	12312022	01/31/23	26.25	88485
293-000-900.00	PRINTING & PUBLISHING	MIDWESTERN BROADCASTING	VETERANS ADVERTISING	02/02/2023	02/22/23	1,260.00	88633
293-000-900.00	PRINTING & PUBLISHING	NETLINK BUSINESS SOLUTIONS	COPIER AGREEMENTS AND COPIER BLACK	145813	02/06/23	71.27	88636
293-000-955.00	CONVENTIONS & MEETINGS	MACVC	K KOROLENKO MACVC 2023 CONFERENCE	01252023	01/26/23	100.00	88469
293-000-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	TIMESHEETS, BS&A ONLINE SERVICES FO	144777	02/28/23	28.35	88522
Total For Dept 000						1,576.86	
Total For Fund 293 VETERAN'S RELIEF FUND						1,576.86	
Fund 296 JUVENILE JUSTICE FUND							
Dept 000							
296-000-800.00	CONTRACTUAL SERVICES	LORI R. WADE	SOCIAL WORK SERVICES TO BENZIE COUN	FEBRUARY 2023	02/22/23	3,750.00	88627
Total For Dept 000						3,750.00	
Total For Fund 296 JUVENILE JUSTICE FUND						3,750.00	
Fund 401 CAPITAL IMPROVEMENT FUND							
Dept 000							
401-000-967.00	PROJECT EXPENSES	BERGER CHEVROLET	2022 CHEVROLET TAHOE FOR ANIMAL CON	284189	01/25/23	52,723.00	88421
401-000-967.00	PROJECT EXPENSES	AMAZON CAPITAL SERVICE	SUPPLIES FOR THE 2022 CHEVY TAHOE A	1991-9CT9-VTJJ	03/02/23	428.94	88512
401-000-967.00	PROJECT EXPENSES	AMAZON CAPITAL SERVICE	2022 CHEVY TAHOE SUPPLIES	133K-RVC6-VWKR	03/02/23	25.96	88512

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Fund 401 CAPITAL IMPROVEMENT FUND							
Dept 000							
401-000-967.00	PROJECT EXPENSES	AMAZON CAPITAL SERVICE	BRACKETS FOR ANIMAL CONTROL TAHOE	17D3-3Q3G-7VPH	02/22/23	83.94	88594
401-000-967.00	PROJECT EXPENSES	WATERLAND TILE CO	REPLACING CARPET IN COMMISSIONERS R	23011	02/22/23	8,880.00	88656
Total For Dept 000						62,141.84	
Total For Fund 401 CAPITAL IMPROVEMENT FUND						62,141.84	
Fund 425 EQUIPMENT REPLACEMENT FUND							
Dept 301 SHERIFF							
425-301-967.09	PROJECT EXPENSES	BCSO VSU SPORTS INK SCREEN PRIN	VSU JACKETS	9323	02/02/23	506.80	88572
Total For Dept 301 SHERIFF						506.80	
Dept 426 EMERGENCY MANAGEMENT							
425-426-967.01	PROJECT EXPENSES - GTB - F	ROSEN & ROSEN INDUSTRI	CERT AND RACES VESTS	638985	02/02/23	247.50	88568
425-426-967.01	PROJECT EXPENSES - GTB - F	FIELD CRAFTS	EM - RADIO VESTS - RACES GRANT	72509	02/09/23	101.00	88611
425-426-967.02	PROJECT EXPENSES - CERT	ROSEN & ROSEN INDUSTRI	CERT AND RACES VESTS	638985	02/02/23	321.73	88568
Total For Dept 426 EMERGENCY MANAGEMENT						670.23	
Total For Fund 425 EQUIPMENT REPLACEMENT FUND						1,177.03	
Fund 516 DELINQUENT TAX REVOLVING FUND							
Dept 000							
516-000-694.00	CASH OVER/SHORT	VICTORIA ALVAREZ	OVERPAID ON DLQ TAXES 02-504-108-00	01302023	02/02/23	20.00	88583
Total For Dept 000						20.00	
Total For Fund 516 DELINQUENT TAX REVOLVING FUND						20.00	
Fund 532 TAX FORECLOSURE FUND							
Dept 253 COUNTY TREASURER							
532-253-730.00	POSTAGE	TITLE CHECK LLC	FEB CERT MAIL EXPENSE 2021 TAX CYCL	23FEBM-06	01/26/23	2,288.26	88497
532-253-730.00	POSTAGE	TITLE CHECK LLC	DEC CERT MAIL 2020 TAX CYCLE	CM2212-09	01/26/23	1,211.27	88498
Total For Dept 253 COUNTY TREASURER						3,499.53	
Total For Fund 532 TAX FORECLOSURE FUND						3,499.53	
Fund 701 GENERAL AGENCY FUND							
Dept 136 DISTRICT COURT							
701-136-214.01	DUE TO SHERIFF'S DEPT - O	BENZIE COUNTY SHERIFF	JANUARY 2023 OWI REIMBURSEMENT	DP23-151	02/02/23	231.00	88517
701-136-228.20	DUE STATE - DNR JUDGEMENT	STATE OF MICHIGAN	JANUARY 2023 FEE TRANSMITTAL	DCST01/2023	02/02/23	180.00	88574
701-136-228.30	DUE STATE - D. L. REINST	STATE OF MICHIGAN	JANUARY 2023 FEE TRANSMITTAL	DCST01/2023	02/02/23	15.00	88574
701-136-228.37	DUE STATE - CRIME VICTIM F	STATE OF MICHIGAN	JANUARY 2023 FEE TRANSMITTAL	DCST01/2023	02/02/23	870.28	88574
701-136-228.42	DUE STATE - STATE COURT -	STATE OF MICHIGAN	JANUARY 2023 FEE TRANSMITTAL	DCST01/2023	02/02/23	150.00	88574
701-136-228.47	DUE STATE - OWI REIMBURSE	STATE OF MICHIGAN	JANUARY 2023 FEE TRANSMITTAL	DCST01/2023	02/02/23	34.02	88574
701-136-228.56	DUE STATE - EFILING FEE I	STATE OF MICHIGAN	JANUARY 2023 FEE TRANSMITTAL	DCST01/2023	02/02/23	305.00	88574
701-136-228.57	DUE STATE - STATE JURY FE	STATE OF MICHIGAN	JANUARY 2023 FEE TRANSMITTAL	DCST01/2023	02/02/23	15.00	88574
701-136-228.58	DUE STATE - CIVIL FILING I	STATE OF MICHIGAN	JANUARY 2023 FEE TRANSMITTAL	DCST01/2023	02/02/23	1,337.00	88574
701-136-228.59	DUE STATE - JUSTICE SYSTEM	STATE OF MICHIGAN	JANUARY 2023 FEE TRANSMITTAL	DCST01/2023	02/02/23	3,586.00	88574
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED/COSTS	DP23-144	01/26/23	500.00	88423
701-136-265.00	CASH BONDS PAYABLE	ELLIOTT, DOUGLAS	BOND RETURN: ZACHARY L ELLIOTT	22-356-SD	01/26/23	500.00	88447
701-136-265.00	CASH BONDS PAYABLE	19TH CIRCUIT COURT - B	BOND TRANSFER: ROBERT WARD	22-107-FY	02/02/23	5,000.00	88507
701-136-265.00	CASH BONDS PAYABLE	19TH CIRCUIT COURT - B	BOND TRANSFER: KEVIN DUANE LISK	22-371-FY	02/02/23	1,000.00	88508
701-136-265.00	CASH BONDS PAYABLE	19TH CIRCUIT COURT - B	BOND TRANSFER: DUSTIN KLEIN HARTLEY	22-340-FY	02/02/23	1,000.00	88509
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED	DP23-160	02/09/23	120.00	88592
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED	DP23-161	02/09/23	240.00	88593
701-136-265.00	CASH BONDS PAYABLE	CHARLES ALLEN KINGMAN	BOND RETURN	22-B230660-SI	02/09/23	10.00	88603

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Fund 701 GENERAL AGENCY FUND							
Dept 136 DISTRICT COURT							
701-136-265.00	CASH BONDS PAYABLE	DAVID WILLIAM BROCKETT	BOND RETURN	22-031-ST	02/09/23	380.00	88607
701-136-265.00	CASH BONDS PAYABLE	DAVID WILLIAM BROCKETT	BOND RETURN	22-031-ST	02/09/23	100.00	88608
701-136-271.00	RESTITUTIONS PAYABLE	GLEN LAKE ELECTRIC INC	RESTITUTION PYMT FROM, SAMUAL CIKIT	18-063-SD	01/26/23	98.00	88453
701-136-271.00	RESTITUTIONS PAYABLE	STATE FARM INSURANCE	RESTITUTION PYMT FROM WILLIAM FORTI	11-089-FD	01/26/23	20.00	88491
701-136-271.00	RESTITUTIONS PAYABLE	85TH DISTRICT COURT	VANDYK RESTITUTION	22-308-SD	02/09/23	640.26	88591
Total For Dept 136 DISTRICT COURT						16,331.56	
Dept 141 FRIEND OF THE COURT							
701-141-222.04	DUE MANISTEE - STATUTORY I	MANISTEE COUNTY TREASU	FEE COLLECTIONS FOR JANUARY 2023	JANUARY 2023	02/22/23	1,215.53	88547
701-141-222.05	DUE MANISTEE - PROCESSING	MANISTEE COUNTY TREASU	FEE COLLECTIONS FOR JANUARY 2023	JANUARY 2023	02/22/23	156.56	88547
Total For Dept 141 FRIEND OF THE COURT						1,372.09	
Dept 148 PROBATE COURT							
701-148-228.06	DUE STATE - SHARED FEES	STATE OF MICHIGAN	JANUARY 2023 FEE TRANSMITTAL	PCST01/2023	02/02/23	676.70	88573
701-148-228.42	DUE STATE - GENERAL FEES	STATE OF MICHIGAN	JANUARY 2023 FEE TRANSMITTAL	PCST01/2023	02/02/23	95.00	88573
701-148-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	JANUARY 2023 FEE TRANSMITTAL	PCST01/2023	02/02/23	125.00	88573
701-148-228.58	DUE STATE - CIVIL FILING F	STATE OF MICHIGAN	JANUARY 2023 FEE TRANSMITTAL	PCST01/2023	02/02/23	750.00	88573
Total For Dept 148 PROBATE COURT						1,646.70	
Dept 215 COUNTY CLERK							
701-215-228.05	DUE STATE - NOTARY FEES	BENZIE COUNTY CLERK	ASHLEY STEED NOTARY APPLICATION FEE	01/27/23	02/17/23	10.00	88515
701-215-228.05	DUE STATE - NOTARY FEES	STATE OF MICHIGAN	ASHLEY STEED NOTARY APPLICATION FEE	01/27/23	02/17/23	10.00	88575
701-215-228.05	DUE STATE - NOTARY FEES	MICHIGAN DEPARTMENT OF	NOTARY FEE TRANSMITTAL	JANUARY 2023	02/22/23	10.00	88632
701-215-228.16	DUE STATE - PISTOL PERMIT	STATE OF MICHIGAN (#38	CONCEALED PISTORL LICENSE	551-610272	02/22/23	1,229.00	88648
701-215-228.37	DUE STATE - CRIME VICTIM F	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	JANUARY 2023	02/22/23	591.07	88647
701-215-228.42	DUE STATE - STATE COURT -	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	JANUARY 2023	02/22/23	240.00	88647
701-215-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	JANUARY 2023	02/22/23	175.00	88647
701-215-228.57	DUE STATE - STATE JURY F	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	JANUARY 2023	02/22/23	25.00	88647
701-215-228.58	DUE STATE - CIVIL FILING F	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	JANUARY 2023	02/22/23	952.00	88647
701-215-228.59	DUE STATE - JUSTICE SYSTEM	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	JANUARY 2023	02/22/23	788.25	88647
701-215-265.00	CASH BONDS PAYABLE	LARRY DEAN ROSS	PLAINTIFF PAID BOND TWICE FILE #15-	1510294-DM	02/01/23	300.00	88465
701-215-265.00	CASH BONDS PAYABLE	BENZIE COUNTY CLERK	BOND APPLIED 22-2876-FH MARK CYPHER	01/27/23-BOND	02/17/23	225.00	88515
701-215-271.00	RESTITUTIONS PAYABLE	ALAN GRAY	RESTITUTION-CIRCUIT BRANDON PIPER	87	02/01/23	25.00	88425
701-215-271.00	RESTITUTIONS PAYABLE	BENZIE COUNTY SHERIFF	RESTITUTION FROM CHARLA HALL 22-286	84	02/01/23	174.00	88431
701-215-271.00	RESTITUTIONS PAYABLE	CHRISTINA GUNDERSON	RESTITUTION-CIRCUIT LUCAS BRIGHT 1	85	02/01/23	29.00	88436
701-215-271.00	RESTITUTIONS PAYABLE	JANET POMERLEAU	RESTITUTION-CIRUIT LUCAS BRIGHT 11-	88	02/01/23	10.00	88459
701-215-271.00	RESTITUTIONS PAYABLE	JANET POMERLEAU	RESTITUTION-CIRCUIT LUCAS BRIGHT 11	86	02/01/23	31.00	88459
701-215-271.00	RESTITUTIONS PAYABLE	ALAN GRAY	RESITUTION-CIRCUIT- BRANDON PIPER 1	89	02/28/23	47.90	88511
701-215-271.00	RESTITUTIONS PAYABLE	ANNIE BROWNING	RESTITUTION-CIRCUIT STREETER 18-254	92	02/17/23	25.00	88514
701-215-271.00	RESTITUTIONS PAYABLE	BLARNEY CASTLE	RESTITUTION-CIRCUIT MICHAEL REED 02	91	02/20/23	37.50	88519
701-215-271.00	RESTITUTIONS PAYABLE	STEFAN GRAVIS	RESITTUTION-CIRCUIT-BRANDON PIPER 1	90	02/20/23	2.10	88576
701-215-271.00	RESTITUTIONS PAYABLE	BENZIE COUNTY SHERIFF	RESTITUTION-CIRCUIT ANDREW MYSLIWIE	94	02/22/23	45.00	88597
701-215-271.00	RESTITUTIONS PAYABLE	BEZNIE FIRE & EMS ASSO	RESTITUTION-CIRCUIUIT MICHAEL VINCE	93	02/22/23	400.00	88600
701-215-271.00	RESTITUTIONS PAYABLE	JANET POMERLEAU	RESTITUTION-CIRUIT LUCAS BRIGHT 11-	95	02/22/23	20.00	88617
701-215-271.00	RESTITUTIONS PAYABLE	STATE FARM MUTAL AUTO	CLAIM #22-A-392525 SHAWN WORLEY FIL	97	02/22/23	36.25	88646
701-215-271.00	RESTITUTIONS PAYABLE	STEFAN GRAVIS	RESTITUTION-CIRCUIT BRANDON PIPER 1	96	02/22/23	25.00	88649
701-215-271.00	RESTITUTIONS PAYABLE	STEFAN GRAVIS	RESTITUTION FROM BRNADON PIPER 17-2	98	02/22/23	25.00	88649
Total For Dept 215 COUNTY CLERK						5,488.07	
Dept 253 COUNTY TREASURER							
701-253-274.19	APPEALS/CHARGEBACKS/REFUN	RENEE SPOHN	PRE ADJ 2021 FOR 0145504800	01192023	01/26/23	1,903.44	88484
701-253-274.19	APPEALS/CHARGEBACKS/REFUN	STEVEN TAYLOR	PRE ADJ 2021 FOR 07-023-011-30	01242023	01/26/23	1,061.40	88493
701-253-274.19	APPEALS/CHARGEBACKS/REFUN	DANIEL AND LORE CARNAT	PRE ADJ 2020/21 01-020-010-00	01302023	02/02/23	3,011.05	88529

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Fund 701 GENERAL AGENCY FUND							
Dept 253 COUNTY TREASURER							
701-253-274.19	APPEALS/CHARGEBACKS/REFUND	DUSTIN AND SARA WOLPOF	PRE ADJ 2020/21 02-305-041-00	02012023	02/02/23	1,094.75	88531
701-253-275.00	TAX OVERPAYMENTS/REFUNDS	ELEANOR MACKINNEY	OVERPAID ON DOG LICENSE	01202023	01/26/23	5.00	88446
701-253-275.00	TAX OVERPAYMENTS/REFUNDS	MELANIE PUTNEY	OVERPAID ON DOG LICENSE	02012023	02/02/23	5.00	88552
Total For Dept 253 COUNTY TREASURER						7,080.64	
Dept 267 PROSECUTING ATTORNEY							
701-267-268.00	CANINE ADVOCATE FUND	CODY KASTL	REIMBURSE EXPENSES - K9 ADVOCATE	TRACTOR SUPPLY	01/23/23	85.84	88437
Total For Dept 267 PROSECUTING ATTORNEY						85.84	
Total For Fund 701 GENERAL AGENCY FUND						32,004.90	
Fund 704 PAYROLL CLEARING FUND							
Dept 000							
704-000-231.11	INSURANCE CO-PAY	BLUE CARE NETWORK	COVERAGE FOR BCBN 02/01/23-02/28/23	230110005528	02/01/23	75,028.71	88433
704-000-231.11	INSURANCE CO-PAY	STANDARD INSURANCE COM	FEB 23 LIFE,ADDED LIFE, SHORT TERM	007614760001	02/01/23	1,410.07	88490
Total For Dept 000						76,438.78	
Total For Fund 704 PAYROLL CLEARING FUND						76,438.78	

02/09/2023 01:38 PM

User: RLynn

DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY

EXP CHECK RUN DATES 01/20/2023 - 02/09/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 15/15

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amountcheck #
Fund Totals:						
			Fund 101 GENERAL FUND			275,752.57
			Fund 205 TNT OFFICER MILLAGE FUND			703.95
			Fund 209 SCHOOL RESOURCE OFFICER			488.40
			Fund 213 JAIL OPERATIONS FUND			15,169.17
			Fund 214 EMERGENCY MEDICAL SERVICES (13,668.34
			Fund 217 SNOWMOBILE PATROL FUND			241.74
			Fund 220 MARINE PATROL FUND			429.50
			Fund 228 SOLID WASTE/RECYCLING FUND			17,077.06
			Fund 231 SOIL EROSION (SESSC) FUND			400.00
			Fund 241 LAND BANK AUTHOITY FUND			417.59
			Fund 244 E.D.C. ENTERPRISE FUND			1,125.00
			Fund 247 ANIMAL CONTROL FUND			1,177.89
			Fund 249 BUILDING DEPARTMENT FUND			24,137.41
			Fund 261 911 EMERGENCY SERVICE FUND			10,278.90
			Fund 262 DISPATCHER TRAINING FUND			355.00
			Fund 269 LAW LIBRARY FUND			1,387.15
			Fund 276 COMMISSION ON AGING MILLAGE			102,577.17
			Fund 286 AMERICAN RESCUE PLAN ACT (AR			9,791.30
			Fund 292 CHILD CARE FUND			12,180.13
			Fund 293 VETERAN'S RELIEF FUND			1,576.86
			Fund 296 JUVENILE JUSTICE FUND			3,750.00
			Fund 401 CAPITAL IMPROVEMENT FUND			62,141.84
			Fund 425 EQUIPMENT REPLACEMENT FUND			1,177.03
			Fund 516 DELINQUENT TAX REVOLVING FUN			20.00
			Fund 532 TAX FORECLOSURE FUND			3,499.53
			Fund 701 GENERAL AGENCY FUND			32,004.90
			Fund 704 PAYROLL CLEARING FUND			76,438.78
Total For All Funds:						667,967.21

Elected Officials And Department Heads



Benzie County Equalization Department
Polly Watson Cairns, Director of Record
Brianne Lindsay, Equalization Director
448 Court Place, Beulah, MI 49617
Phone: (231)882-0013 Fax: (231)882-0033

To: Benzie County Board of Commissioners

February 8, 2023

From: Brianne Lindsay, Equalization Director

cc: Polly Watson Cairns, Equalization Director of Record

Re: Recap of January 2023

January 2023

- Bringing in township databases for the printing of personal property forms for the assessors
- PTA's received by assessors are reviewed and entered into the database.
- Equalization department is sending form 2766 to those that fail to file or if sale price is not stated on deed.
- Trish continues to send RPS's (Form L-4182R) to Ag, Com & Ind properties on a monthly basis, as deeds are received for additional sales information and for possible use in future appraisal studies.
- Building permits were sent out to the assessors at the beginning of the month, staff is going to send building permit information to assessors on a monthly basis going forward.
- Continue to work with staff to educate them on some additional tools available in BS&A to assist with database entries and tagging parcels for future study selections.
- Some minor corrections were made to forms in the MEG system, typos.
- BS&A backups have been uploaded to the State several times to provide updates on work progress.
- Department is working through the STC 2023 Property Tax, Collections, & Equalization Calendar, to keep on task.
- Preparing for the February 17th, 2023, newspaper publication of the tentative equalization ratios, and provide copies to each assessor, as well as their respective Board of Review committees. (MCL 211.34a(1)).
- We are working with assessors to review their PRE ACN databases and any issues found.

- Cleaning up the website.
- Working with the GIS company hired for splits and tax descriptions.
- Submitted EQ CAP Progress report to the State on time.



Signature

Brianne Lindsay, MAAO
Equalization Director

Benzie County Equalization Department
E: blindsay@benzieco.net



Signature

Polly Watson Cairns, MMAO
Equalization Director of Record

Benzie County Equalization Department
E: pcairns@benzieco.net

ACTION ITEMS

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: February 8, 2023

Subject: **EMS Advisory Committee**

On January 24th the Board of Commissioners established an ad hoc committee to discuss the EMS Advisory Committee, its purpose, its future and its membership. The ad hoc committee comprised of Chair Bob Roelofs, Vice Chair Rhonda Nye, Commissioner Tim Markey, EMS Advisory Chair Mike Mead, Director Tom King and myself met on February 2nd to begin these discussions. Mr. Mead was able to provide a great deal of historical perspective as to how Benzie County got to where it is today with EMS/ALS service.

During our discussions, it became apparent that the committee as it operates today is not the intent of the committee when established. For instance, one of the original committee's duties was to provide an outline and timeline of how the County would become an Advanced Life Support Service; this has been completed. It also was discussed that the current position makeup of the committee may not be the most effective. The committee as it stands is large with nine members, seven of which have voting authority, the Director, and two EMS staff. Having staff involved as a board member is problematic from a legal standpoint because of collective bargaining and the potential of bargaining outside of contract.

Furthermore, the original committee was tasked with providing approval of purchased over \$1000 in value for the department; this does not align with Benzie County policy and should.

As a result of the discussion on February 2nd, the ad hoc committee recommends that the EMS Advisory Committee be disbanded to allow staff and commissioners to do its due diligence in determining a purpose of such committee, potential desired outcomes and membership. It further recommends that the existing individuals named to sit on the ad hoc committee stay in place to continue these discussions. All meetings of the ad hoc committee would be public meetings which would allow the public to voice their thoughts on the future of the EMS Advisory Committee. It is the intent of the ad hoc committee to perform this due diligence within six months.

Recommendation:

That the Board of Commissioners disbands the EMS Advisory Committee to allow due diligence to be performed by staff and commissioners to determine a purpose, possible outcomes, membership and the future of an EMS Advisory Committee.

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: February 7, 2023

Subject: **Approval of Central Dispatch Advisory Committee Bylaws**

Attached you will find a memo from Director Cory Ellis outlining changes to the Central Dispatch Advisory Board Bylaws. These changes have been approved by the Central Dispatch Advisory Board and need confirmation approval by the Board of Commissioners.

Changes being requested are housekeeping in nature, such as proper reference to neighboring Fire Service Departments.

Director Ellis will be in attendance on Tuesday for additional questions.

Recommendation:

That the Board of Commissioners approves the Benzie County Central Dispatch Advisory Board bylaws dated January 12, 2023 as recommended by the Advisory Board.



Benzie County Central Dispatch

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

To: Benzie County Board of Commissioners
From: Cory Ellis – 911 Director
Re: Action to adopt revised BCCDAB Bylaws

The Benzie County Central Dispatch Advisory Board is recommending the amendment of the Benzie Central Dispatch Advisory Board Bylaws from their last meeting on January 12, 2023. The Bylaws were originally adopted October 13, 2015, and previously revised July 8, 2021.

1. The first amendment is the addition of language on page 1, Section 1.1, second paragraph to incorporate text messaging and video streaming.
2. The second amendment is removing the word “agencies” on page 3, Section 3.1.A so that the section reads better since Benzie County Fire Services is not an actual agency.

I am requesting Benzie County Board of Commissioners' approval of the revision and adoption of the amended Benzie County Central Dispatch Advisory Board Bylaws (revision date January 12, 2023).

Attachments:
BCCDAB Bylaws with revision changes January 12th, 2023

BENZIE COUNTY CENTRAL DISPATCH ADVISORY BOARD BYLAWS

Adopted October 13, 2015 – Revised January 12, 2023

Section I: Purpose – Location – Authority

1.1 Purpose:

The intent is to create a Central Dispatch Advisory Board to make recommendations to the Director and the Board of Commissioners “as it relates to the operation of Benzie County Central Dispatch and to comply with the Law Enforcement Information Network (L.E.I.N.) requirements and policies, recommend operational policy and procedures, recommend a Director, and to meet the requirements under the Emergency Telephone Enabling Act, PA 32, and the County E9-1-1 Service Plan”.

Benzie County Central Dispatch is a public safety answering point for wire line, wireless and VOIP (Voice over Internet Protocol) emergency and non-emergency telephone calls, [text messages and video streaming communication](#) requesting public safety services.

1.2 Location:

The location of operations within the Benzie County Sheriff’s Office or other such location as recommended by the Advisory Board and approved by the Board of Commissioners.

1.3 Authority:

The Benzie County Central Dispatch Advisory Board is established pursuant to the E9-1-1 Service Plan for the County.

Section II: Definitions

As used in this agreement, the following terms shall have the following meanings:

- 2.1 **Board** refers to the Benzie County Central Dispatch Advisory Board as described in this agreement.
- 2.2 **BCCD** refers to Benzie County Central Dispatch.
- 2.3 **Budget** refers to the annual fiscal plan regarding anticipated expenditures and revenue adopted by the County.
- 2.4 **BOC** refers to the Benzie County Board of Commissioners.
- 2.5 **Direct Dispatch Method** refers to a method of responding to a request for service whereby a PSAP, in accordance with established operating standards and policies, decides on the proper action to be taken and dispatches the appropriate available emergency service unit(s).
- 2.6 **E9-1-1 Service District members** refers to the public safety agencies and private public safety agencies within the jurisdictional boundaries of Benzie County that participate in the E9-1-1 Service Plan.

- 2.7 **E9-1-1 Service Plan** refers to the Plan adopted by the BOC pursuant to the Emergency Telephone Service Enabling Act.
- 2.8 **Emergency Telephone Service Enabling Act** refers to 1986 P.A. No. 32, as amended, MCLA 484.1101 et seq.
- 2.9 **Executive Committee** refers to the Chairperson, Vice-Chairperson and Secretary of the Advisory Board.
- 2.10 **Fiscal year** shall be the same as the County of Benzie.
- 2.11 **Private Safety Agency** refers to a private entity which provides emergency medical services.
- 2.12 **Properly convened meeting** refers to a Board or Committee meeting where a majority of the appointed members are present, and which was the subject of five (5) days prior written notice to each member or prior attempts to reach each member telephonically if the meeting was called with less than five (5) days' notice.
- 2.13 **Proper vote** refers to a vote which results in an affirmative majority of those members present and voting.
- 2.14 **Public Safety Agency** refers to a public safety agency that provides firefighting, law enforcement, emergency medical or other emergency service that participates in the Benzie County E9-1-1 Service Plan.
- 2.15 **Public Safety Answering Point (PSAP)** refers to a communications facility operated on a 24-hr basis, assigned responsibility to receive both emergency and non-emergency requests for service and as appropriate, process the service requests by means of the direct dispatch method, the relay method or the transfer method.
- 2.16 **Relay Method** refers to a method of responding to a request for service whereby a PSAP notes pertinent information and relays it by telephone, radio or private line to the appropriate public safety agency or other provider of emergency services that has an available emergency service unit located closest to the request for emergency service for dispatch of an emergency service unit.
- 2.17 **Transfer Method** refers to a method of responding to a request for service whereby a PSAP transfers the call directly to the appropriate public safety agency or other provider of emergency service that has an available emergency service unit located closest to the request for emergency service for dispatch of an emergency service unit.
- 2.18 **Voice over Internet Protocol or VoIP** is a system for providing telephone service over the Internet.

Section III: Governance

3.1 Benzie County Central Dispatch Advisory Board

- The Advisory Board serves in an advisory capacity only with actual management of the Dispatch Center by the BOC.
- The Board shall meet at least quarterly with a mandatory meeting in January.
- At the January meeting, the Board shall elect the Executive Committee, Section III Governance (B).
- The Board may meet more frequently at its discretion.
- Notifications of meetings shall be posted in the public entrance of the Benzie County Government Center.
- Meetings will be conducted in accordance with the Open Meetings Act.
- A quorum of five is necessary to conduct an official meeting.
- Powers shall be exercised upon proper vote at a properly convened meeting. Each member shall be entitled to one vote.

(A) Composition

The Advisory Board includes a representative from the following ~~agencies~~:

1. Benzie County Sheriff's Office (*required by public act*)
2. Michigan State Police (*required by public act*)
3. Benzie County Board of Commissioners
4. Benzie County Fire Services
5. Benzie County EMS
6. Frankfort Police Department
7. National Park Service – Sleeping Bear Dunes National Lakeshore

(B) The Executive Committee consists of the following (3) officers from its members:

Chairperson – The Chairperson shall preside over the meeting.

Vice Chairperson – The Vice Chairperson will act as the Chairperson in the Chairperson's absence.

Secretary – The secretary shall perform duties assigned by the Advisory Board

3.2 Responsibilities:

The Advisory Board shall have the authority to do and perform all acts and functions permitted by the E9-1-1 Service Plan, the Emergency Telephone Enabling Act, or these Bylaws.

Specific functions of the Advisory Board shall include:

- 3.2.1 Recommendations of policies, procedures and general operating guidelines for the operation of the BCCD.
- 3.2.2 Recommendations of policies governing the operation and access to computers interfaced directly or indirectly with the Law Enforcement Information Network (L.E.I.N.) or the National Crime Information Center (N.C.I.C) computer systems, including those which are used for the interstate exchange of criminal history record information.

- 3.2.3. Interview and recommend for approval to the County Administrator a Director, who shall be responsible for the day to day operations of BCCD, following Benzie County hiring guidelines. The BOC will have final approval.
- 3.2.4 Advising the Director with respect to the operation of BCCD including the interface between BCCD operations and the E9-1-1 Service District members.

3.3 Appointments – Alternates

Appointments to the Advisory Board shall be made by the respective agency identified in Section III, 3.1.A. Any member may select an alternate to attend an Advisory Board Meeting, and that member shall have full voting rights. Alternate designations shall be made in writing the Chairperson prior to the meeting.

Section IV: Operations

4.1 Personnel:

The Director may recommend the employment of personnel according to the current County policy. The Director and all such personnel shall be County employees whose terms and conditions of employment shall be determined by the BOC. Notwithstanding the above, all personnel decisions made by the Director shall comply with such personnel policies and procedures as established by the BOC and any labor contract.

4.2 Director:

The Director reports to the County Administrator.

The Director's responsibilities include but not limited to the following:

- 4.2.1 Manage all personnel issues within established County policy and procedures and the labor contract.
- 4.2.2 Develop a budget and manage budgetary issues within established County policies and procedures.
- 4.2.3 Develop, revise and enforce policy and procedures.
- 4.2.4 Adopt or develop a disciplinary policy and practice.
- 4.2.5 Liaison with any committee of the Advisory Board
- 4.2.6 Maintain the E9-1-1 Plan as required by law.
- 4.2.7 Any and all other duties deemed necessary by the County Administrator.

4.3 Central Dispatch:

Benzie County Central Dispatch is charged with the responsibly of operating an E9-1-1 Public Safety Answering Point (PSAP) and central dispatch system for the E9-1-1 Service District members in Benzie County in compliance with the Emergency Telephone Service Enabling Act. No. 32 as amended, MCLA 484.1101 et seq.

Section V: Fiscal Administration

5.1 Budget:

For each fiscal year the BOC shall approve a BCCD budget prepared by the Director. The budget shall segregate anticipated revenues into accounts designed to cover expected expenditures. The budget shall balance anticipated revenues with expected expenditures and contingency accounts. No expenditure may be authorized if it will result in an actual budgetary account deficit prior to the end of the fiscal year. The Director shall recommend to the BOC the budget be amended if necessary, to meet deviations in expected revenues or authorized expenditures. The Director shall comply with such fiscal policies and procedures as established by the BOC.

5.2 Audit:

All Benzie County Central Dispatch finances and expenditures shall be subject of a complete annual audit, which will include an unqualified audit opinion to be preformed by a certified public accountant. Such an audit may be incorporated with, and constitute part of, an established public agency or public safety agency annual audit process. Each sponsoring and/or contributing public agency may review the documentation of each annual audit.

The County Administrator shall establish procedures in conjunction with the auditor that will preserve the confidentiality of Benzie County Central Dispatch's operations and notwithstanding anything contrary in this agreement, the audit may be qualified to the extent necessary to confidentiality.

Section VI: Miscellaneous

6.1 Merger:

This agreement constitutes the complete expression of the agreement between the sponsoring public agencies and there are no other oral or written agreements or understanding between the sponsoring public agencies concerning Benzie County Central Dispatch. The agreement may only be modified or amended by subsequent written agreement approved by the sponsoring public agencies.

6.2 Severability:

This agreement shall be interpreted in a manner consistent with applicable law. If any portion is held to be illegal, invalid, or unenforceable, the remained of the agreement shall be deemed severable and shall remain in full force and effect.

6.3 Amendment:

These Bylaws may be amended by the BOC upon recommendation of the Advisory Board provided no amendment shall be adopted which is inconsistent with the E9-1-1 Service Plan or without amendment of the E9-1-1 Service Plan in accordance with the requirements of the Emergency Telephone Enabling Act.

Section VII: Committees

7.1 Committees:

The Advisory Board may establish such standing or special committee as it shall deem necessary or appropriate to fully implement the E9-1-1 Service Plan and to operate BCCD. All committee and subcommittees shall serve in an advisory capacity to the Advisory Board and consist of no less than three persons and no committee or subcommittee shall have the authority to take final action with respect to any manner.

7.2 Committee Procedures:

Each committee or subcommittee shall record minutes and deliver a copy of such minutes to the Chairperson of the Advisory Board at the next Advisory Board meeting. Reasonable notice of the meetings of any committee or subcommittee shall be given to the members thereof and to the Chairperson of the Advisory Board who shall have the right to attend and participate in any committee or subcommittee meeting. A majority of the members of each committee or subcommittee shall constitute a quorum for the transaction of business, and act of a majority of the committee or subcommittee members present shall be the action of the committee or subcommittee.

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: February 8, 2023

Subject: **Establishment of Ad Hoc Committee regarding the Housing Committee**

The Benzie County Housing Committee is at a point where there are no additional funds to provide assistance grants to those in need. The Committee has met very infrequently for some time and in its current state is down a few members. County Clerk Tammy Bowers has asked that we have an ad hoc committee discuss the committee going forward and the possible disbandment of such committee.

Recommendation:

That the Board of Commissioners establishes an ad hoc interview committee to make recommendations for the future of the Benzie County Housing Committee and that the Chair, _____, _____, Administrator Designee, and Clerk Tammy Bowers be appointed to such committee.

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: February 8, 2023

Subject: **Surplus Property - Tires**

Benzie County policy requires property of value exceeding \$200 will be declared surplus by the Board of Commissioners before its advertised for sale. Recently, Animal Control received its new patrol vehicle. Its tires are standard highway tires and are not appropriate for the vehicle and its functions. Therefore, we would like to sell these tires.

Recommendation:

That the Board of Commissioners declares Chevy Tahoe tires surplus and authorizes their sale and disposal.

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: February 8, 2023

Subject: **Inmate Time Keeping System**

Attached you will find an RFP which was published in December for an inmate time keeping system. Lieutenant Dan Smith received four proposals as a result of this RFP and has recommended one for purchase and installation. This purchase was budgeted with the 22/23 fiscal year budget. I have attached the winning proposal to this memo. If Commissioners would like to see the other proposals, please do not hesitate to reach out.

The current inmate time keeping system is outdated and obsolete and a new system is necessary. An inmate time keeping system assists Corrections staff in managing inmates within the jail. This system is used to create a record of inmates and their whereabouts and gives the county adequate data if and when an issue occurs with a specific inmate while in the jail.

Lieutenant Smith recommends the lowest bidder for this project, Cadmus Scribe in the not to exceed amount of \$4,400 for the first year and \$3600 each year after.

Recommended Motion:

That the Board of Commissioners accepts the proposal from Cadmus Scribe for an inmate time keeping system in the not-to-exceed amount of \$4,400 for installation and training and approves an agreement for annual service and maintenance of the system in the amount of \$3,600 per year for a period of three-years with option to renew at staff discretion, with funds available in the Inmate Telephone Fund.

Benzie County Sheriff's Office
RFP Bid Specifications
Inmate time keeping

Date:	Action:
Release Date:	December 6, 2022
Deadline for Proposal Questions:	January 16, 2023
Proposal Due:	January 18, 2023
Award Date:	March 13, 2023
Implementation Date:	March 27, 2023

Note: All dates subject to change based on the needs of the County.

Questions concerning proposals can be made to: Lieutenant Daniel Smith
Jail Administrator
Phone: 231-882-4484-235
Fax: 231-882-5814
Email: dsmith@benzieco.net

INTRODUCTION

The Benzie County Sheriff's Office is requesting proposals from qualified vendors to provide Inmate counting hardware, software, and support to the Correctional facility at 505 S. Michigan Ave, Beulah, Michigan. The service will be for a three (3) year period beginning March 27, 2023, through April 1, 2026, with automatic yearly renewal.

PART I - GENERAL INFORMATION

1.1 Purpose

Benzie County is requesting proposals from qualified vendors to provide inmate time keeping to the Benzie County Jail. These services include Hardware, Software, and support.

1.2 Agency Description

The Benzie County Jail has a rated design capacity of 47 inmates. For 2022 the average daily population was 20 inmates.

1.3 Contract Award

Contract negotiations will be undertaken with the firm whose proposal shows them to be qualified, responsible, and capable of providing the necessary services to the Benzie County Jail.

The contract that may be entered into will be that which is most advantageous to Benzie County's needs and other factors considered. The County reserves the right to consider proposals or modifications received at any time before the award is made, if such action is in the best interest of the County.

1.4 Rejection of Proposals

Benzie County reserves the right to reject any and all proposals received as a result of the RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the County. The County does not intend to award a contract solely on the basis of any response made to the request or otherwise pay for the information solicited or obtained.

1.5 Incurring Costs

Benzie County is not liable for any cost incurred by any vendor prior to the fully executed contract.

1.6 Inquiries

Questions that arise as a result of this RFP which require a written response must be submitted in writing to the Jail Administrator and clearly identified as "Inmate Time Keeping". All questions must be submitted in writing on or before January 16, 2023, **at 3:00 p.m.** Answers to questions will be provided on or before **January 18, 2023**. All submitted questions and the responses will be sent to all vendors who submitted proposals.

1.7 Addenda to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all vendors who received the initial RFP.

1.8 Response Date

To be considered, original proposals must be submitted to:

Benzie County Sheriff's Office

505 S. Michigan Ave.

Beulah, Michigan 49617

Attn: Lieutenant Daniel Smith

Proposals must be received on or before **January 18, 2023, on or before 3 p.m. EST**. Vendors mailing proposals should allow normal delivery time to ensure timely receipt of their proposals. It is the sole responsibility of the vendor to ensure timely delivery of the RFP prior to the proposal due date and time. Delays caused by any delivery service, including the U.S. Postal Service, will not be grounds for an extension of the RFP due date and time. Postmarks will not be considered. **Proposals arriving after**

January 18, 2023, after 3 p.m. EST will not be accepted. They will be returned, unopened, to the vendor.

Proposals sent by facsimile or e-mailed will be accepted. Responses received at any location other than the aforementioned will not be considered.

Proposals will be opened on January 18, 2023. Proposals will then be reviewed by an evaluation team for recommendation to the Benzie County Board of Commissioners in February 2023.

1.15 Disclosure of Proposal Contents

Proposals are subject to disclosure under the Michigan Freedom of Information Act (Public Act 442, 1976).

PART 2 – PROPOSAL

2.1 Proposal Format

All proposals should be presented in the following format:

1. Cover Letter – introducing the firm and providing a brief synopsis of their experience in providing the services being requested in the RFP.
2. Executive Summary – briefly outlining the firm’s response to the RFP, their qualifications, and other pertinent information which might assist the evaluation team in evaluating the firm’s proposal.
3. Letter of Transmittal – containing the following information:
 - a. Point of contact for RFP clarification or additional information.
 - b. Person authorized to legally obligate the vendor.
 - c. Contact information to include name, address, phone, fax and/or email.

2.2 Proposed Scope of Services

1. Vendor will arrange training to all jail staff.
2. Vendor will provide the hardware necessary to run all software.
 - a. This will exclude computers
 - b. There is an understanding that there will be additional costs involved with some hardware.
3. Vendor will provide all support necessary to operate their software at a facility that is run 24 hours a day 365 days per year.
4. Vendor will provide software to keep track of inmate counts and head counts.
 - a. Cell checks
 - b. Head counts
 - c. The ability to make notes on key issues found
 - d. Notifications and reports

Executive Summary

We at Cadmus Scribe are excited to demonstrate the potential change that we can provide to your facility with this proposal. Cadmus Scribe is a Kentucky-based company, offering an innovative Guard Tour and Daily Staff Task Management solution that serves corrections agencies across the nation. Cadmus allows staff to easily and safely complete guard touring rounds by reducing documentation and training time, standardizing tasks, and increasing oversight. The Cadmus system was built by individuals with over 30 years of corrections experience and is in constant upkeep to align with specific facility and state requirements.

Cadmus was built by corrections officers for corrections officers. By offering custom workflow configuration and flexibility, Cadmus is able to serve any corrections agency regardless of location, size, or regulations, all while maintaining data security and accessibility.

Product

Guard Touring

Perform unlimited customizable required checks, at customizable intervals using Near Field Communication (NFC) technology to verify location of the log being performed. Examples include Suicide checks, head counts, supervisor walkthroughs, meals, razors, cell checks, etc. Ensure staff compliance and visualization/standardization of work with compliance dashboard (litigation mitigation).

Staff Tasking

Define any tasks that your staff needs to complete at customizable intervals. Examples include Generator checks, kitchen inspections, PREA checklists, fire safety checks, etc. Seamlessly integrates with the guard touring timers in the compliance dashboard.

Timeline

Timeline for all checks that are done over a specified interval. Gain oversight into the compliance of logs being done on time in ways that are up to 100-fold quicker than traditional paper-based systems.

Compstats

Improve accountability of staff by charting performance over specified intervals. See how many logs/tasks staff are completing on time, and how many of which are being completed late.

Advanced Reporting

Quickly and easily print out any report based on date range, individual person, check type, location, etc. This reporting can be used in improving efficiency of the operation as well as in litigation defense.

COMPLIANCE TASK MANAGEMENT PLATFORM

Highly Customizable Logging/Task Management Solution For
Correctional Facilities

As a form of introduction, I have worked in Law Enforcement since 2003 and currently work as a Criminal Intel Investigator at Carter County TN Sheriff's Office. I developed Cadmus in our Jail and over the last seven years our COs have helped develop this system into a very comprehensive logging, incident management, and task management system for the corrections environment. I will enclose a few details about the system below and would love to come up and give you a full demo of all the features of the system. Please feel free to reach out anytime for more information.

Try out the

[DEMO](#) site.

(no password required
just click login)

HOW CAN CADMUS HELP?

Proactive Compliance

Cadmus utilizes its notification system to achieve compliant logging on the front end rather than realizing missed checks when it is too late.

Risk Mitigation

Cadmus facilitates location verified electronic logs to be performed that are much more verifiable and secure than paper logs.

Automated Task Management

Cadmus allows administration to focus on higher level tasks by automatically facilitating the day to day "to do list" of the facility.

Streamlined Onboarding

Cadmus reduces the amount of tribal knowledge in your facility by instructing new staff what to do, how to do it and when to do it.

Reduced Paper Storage

Cadmus reduces paper storage significantly by allowing all logs to be performed and stored electronically for easy retrieval.

Critical Info

"On The Go"

Cadmus allows staff to access critical inmate information from your jail management system, all at their fingertips while performing rounds.



Inmate Logging

Perform unlimited, location verified, customizable logs. All logs can be associated with timers, alerts, and more to ensure compliance is being met. Examples include but are not limited to: Cell Checks, Head Counts, Meals, Razor Pass, Kitchen Inspections, and infinitely more.

Inmate Movements

Track inmate movements and visualize where all inmates are currently located at all times.

Incident Management Checklists

Build out critical, collaborative incident management checklists to combat tribal knowledge and provide situational awareness in the event of an incident.

Staff Tasking

Assign to-do items to staff members throughout the facility. Collaborate through messaging system, priority fields, due dates, group assignments, etc.

Integration

We will work with your JMS \ OMS vender to pull as much useful data out of your system into Cadmus to display to your line staff.

& Much More!

Built by corrections officers, for corrections officers

After a county correctional facility spent months trying to find a cost effective solution to streamline their compliance processes with no optimal solution in sight, they decided to go ahead and start an internal initiative to build their own tool, and Cadmus Scribe was born. After more than five years of internal refinement, Cadmus was built up into a highly scalable platform and is now ready to help corrections facilities across the nation mitigate risk while streamlining operations.



From the beginning, Cadmus was built with hands on feedback from the corrections officers using the tool. Every detail in the system down to the ergonomic button placement was built through the lens of what serves the corrections officer best. It did not stop there. Cadmus continues to grow every day into a greater and greater platform thanks to the feedback of corrections officers all over the nation.

DASHBOARD



Cadmus Scribe comes with a highly configurable **Dashboard** that shows reports that need to be done to stay compliant.

Displays the temporary locations of inmates to keep track of inmates out to court, medical, or trusty duties.

Gives a count and list of the last completed reports needing approval by a supervisor.

Logging

Simple screens to **log** Headcount, Laundry, Meals, etc.

Each log or person has an area where you can place notes, pictures, and videos.

When doing a log you can display alerts, restrictions, PREA status, and keep aparts on each person.



Powerell County KY Jail

Control Log

Log any events that are relevant to the security or operations of the facility that cannot be logged in any other specific workflow.

DATE: 10-10
 Record the agency and inmate name and control log number.

TERMINAL: 10-10
 Record the agency and inmate name and control log number.

Inmate Release
 Record the inmate name and control log number.

Overnight Inmate
 Record the inmate name and control log number.

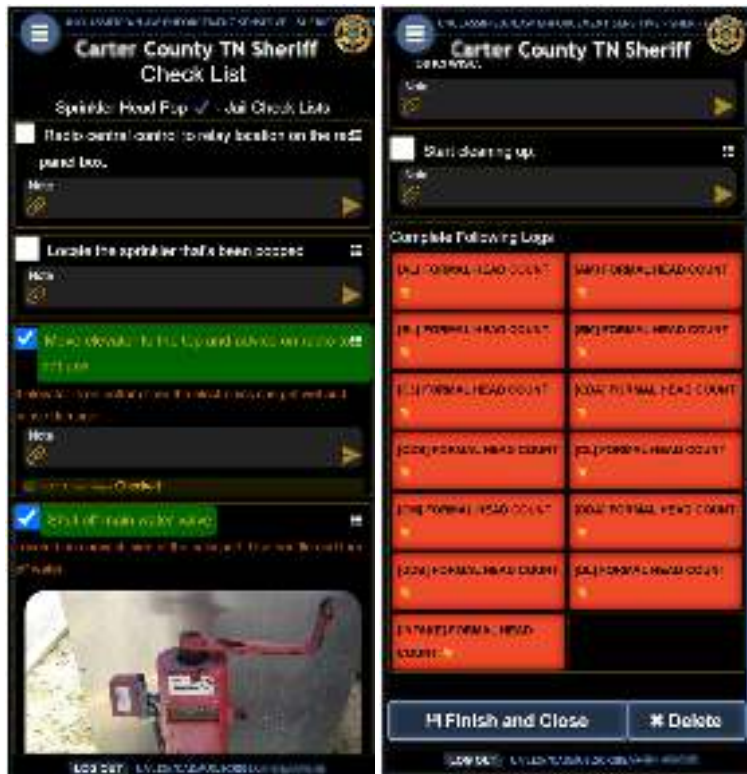
Medical Emergency
 Record the inmate name and control log number.

Flight
 Record the inmate name and control log number.

Notes:

10/10/2023 10:10:10

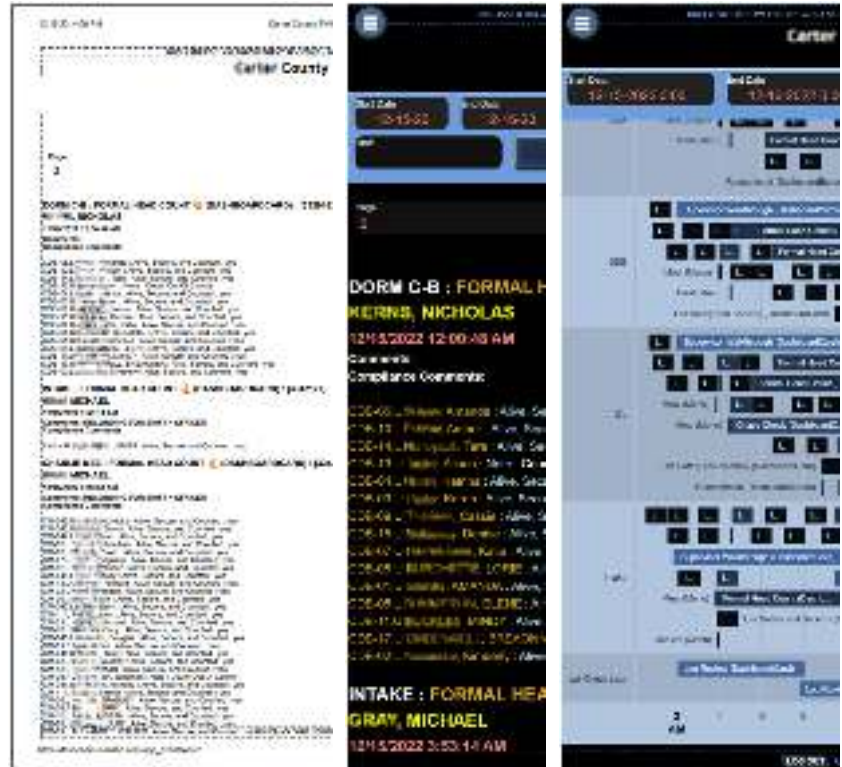
Incident Management Cheklist



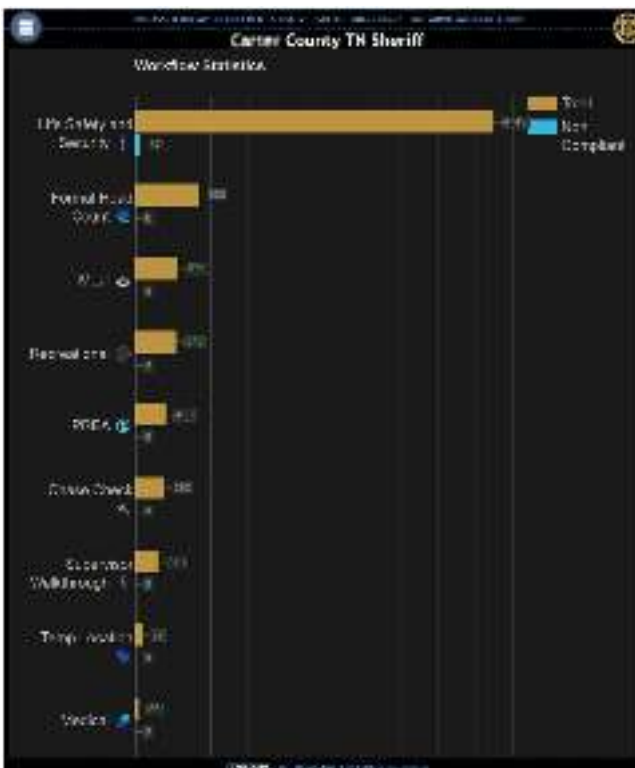
A simple yet powerful Check Lists feature that shows your check list and syncs the status and notes of each item across all users in the system.

Report & Audit Support

The timeline view allows you to quickly see across whole facility and let auditors or administrators see if officers are staying in compliance.









































Comprehensive Stats



Standard Logs and Checklists

The system comes with a default set of standard logs and checklists. All of these can be **customized** and new ones **added** to any location easily.

 Book Cart	 Medical Watch -	✓ Escape
 Cell Check	Check	✓ Fire Alarm
 Cell Inspection	 Medical Watch –	✓ Fire Drill
 Chase Check	End	✓ Inmate Death
 Cleaning	 Medical Watch –	✓ Sprinkler Head
 Clean	Start	Pop
 Cleaning Cart	 Observation –	✓ Staff Hostage
 Commissary	CHECK	
 Emergency Keys	 Observation –	
 Formal Head Count	END	
 Laundry	 Observation –	
 Life Safety and Security	START	
 Incident	 Restraint Chair –	
 Maint Block	CHECK	
 Maint Cell	 Restraint Chair	
 Mattress Sanitize	Check – END	
 Meal	 Restraint Chair	
 Medical	Check - START	
 Misc	 Suicide – CHECK	
 PREA	 Suicide Check –	
 Program	END	
 Razor	 Suicide Check -	
 Recreational	START	
 Sheet Blanket		
 Sundry		
 Supervisor Walkthrough		

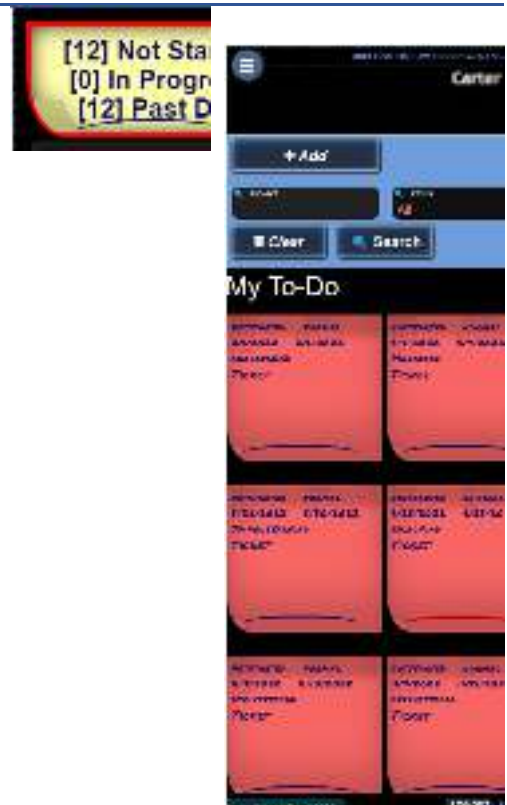
Org Chart



Keep track of your agency structure and chain of command.

Tasks

Tasks can be assigned and show up on the dashboard. Auto Tasks can be generated for groups like maintenance to allow for easy work order ticket management.



Custom Workflow Builder



Custom workflow builder allows you to customize each workflow to your facility.

Data Ownership

Who owns your data? You do.

At any time you can export your data into a CSV file for your own archive or court purposes.



January 16, 2023

Lt Dan Smith

Benzie, MI Sheriff's Department

505 S Michigan Ave

Beulah, MI 49617

Lt Smith,

Thank you for allowing us to submit a bid for our service at your facility. Cadmus Scribe is a jail task management and compliance logging software that was built in Carter County TN by individuals with over 30 years of corrections experience. Cadmus was made by corrections for corrections. We currently have agencies using Cadmus in Kentucky, North Carolina, Tennessee, Georgia, Indiana, Louisiana, and are currently submitting bids for state DOCs to use in their prison systems.

Prior to the integration of Cadmus, logging everyday tasks such as head counts, cell checks, meal pass, and other required logs were being documented and archived through paper logbooks. Some issues with this method of logging were found to be accountability (officers had the potential to falsify the time that logs were completed on time), audit readiness (documentation was not readily available), and understaffing causing logs to take on average 30 minutes of each hour. The integration of Cadmus gave our agencies the ability to mitigate these issues by providing time stamps of when logs were submitted, easy to access documentation through a cloud-based server, and a user-friendly interface that allows any officer, no matter their experience, to use the system efficiently. A case study that we conducted in our facilities found that Cadmus saved, on average, 15 minutes every hour when compared to the other methods of logging. The main goal set out by our agency is to decrease litigation and increase the overall efficiency of your facility.

Cadmus Scribe can integrate with any Jail Management System (JMS) that is in current use and our integration is done in-house, with our own development team. The Cadmus development team is also readily available to build the system that fits your facility best and goes with your state requirements for logs. This process includes a scheduled configuration meeting with the stakeholders at your facility to build out and meet those requirements. We also provide training onsite or online with our customer support available 24/7.

Thank you,



Zack Roe

Project Manager at Autonomy Today

Email: ZackRoe@Autonomy-Today.com

Mobile: 859-595-2132

Lexington, KY
autonomy-today.com

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: February 8, 2023

Subject: **Door Replacement – Jail**

Attached you will find an overview of the work to be done to replace the sallyport door in the jail. This is a budgeted project in the 22/23 fiscal year budget.

This project has been pushed off for a couple of years due to other more immediate needs in the jail. This delay has made this project a priority for this fiscal year. The project involves work from multiple vendors, including a welding and fabricator, locksmith, and mechanics.

Undersheriff Hubers will be in attendance on Tuesday to answer questions related to the importance of a sallyport door in the jail.

Recommended Motion:

That the Board of Commissioners accepts the proposals from Kyle Harris, Western Detention, and Johnson Controls for the replacement of the sallyport door at the jail in the not-to-exceed amount of \$25,000, with funds available in the capital fund.

Ken Bos

From: Kyle Harris <kylerrharris37@gmail.com>
Sent: Friday, July 30, 2021 12:55 PM
To: Ken Bos
Subject: Sally port door quote

Ken,

The Following quote is for the sally port door next to the overhead garage door that we discussed. The quote includes everything but locking mechanisms. The quote includes the labor for me to cut out whatever holes the locksmiths may need for lock installation and accompanying fabrication needed.

Materials will be door jams matching present measurements. To prevent future rusting and establish longevity this quote is for galvanized metal materials.

Demolition of old door and clean up of door opening. Fabrication and welding of materials.

Installation of new door and whatever fabrication the locksmiths may need if for some reason we can't install it on our own (I believe we can) as I assume the locks are only 110v.

\$18,570.08

If I'm awarded the work on all sally ports/doors in need of replacement I will discount 10 percent from each door.

Thank you for the opportunity to quote the work and I again thank you for the business.

-Kyles Welding and Fabrication LLC

2/14/23



WESTERN DETENTION

Hardware products on demand.

3711 E. DEER PARK - MILAN RD.
DEER PARK, WA 99006

PHONE: (509) 292-2438 FAX: (509) 292-2449

FEDERAL ID #: 91-2018057

CA TAX # 100-869348 CA CORP #3195221

ATTN: KEN BOS

FAX

PHONE 231-882-4484 X 247

E-MAIL: kbos@benzieco.net

BENZIE COUNTY SHERIFFS OFFICE
505 MICHIGAN AVE
BEULAH, MI 49617

Quote

QUOTE #: 20230268

DATE: 1/27/2023



SALESPERSON: MATTHEW		Discount based on all items quoted. Quote valid for 45 days. Cancellations or returns are subject to			
QTY.	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	TAX
1	126E-1-01 LHR	126E-1-02 LHR 115V SW25 AR CYL keyed to code 22MI8	\$3,649.00	\$3,649.00	
1	010-1546-100	AR MOGUL KEY CUT TO CODE 22MI8 TO BUIL AND TEST LOCKS IN STOCK	\$42.50	\$42.50	
THANK YOU FOR CHOOSING WESTERN DETENTION PRODUCTS AN AUTHORIZED SOUTHERN FOLGER STOCKING DISTRIBUTOR. WE STOCK THE PRODUCT SO YOU DON'T HAVE TO!			QUOTE AMOUNT	\$3,691.50	
			SHIPPING & HANDLING	\$35.00	
			SALES TAX	\$0.00	
			TOTAL AMOUNT	\$3,726.50	



PROPOSAL AND SERVICE AGREEMENT

Johnson Controls Fire Protection LP
18 Boulden Circle
New Castle, De 19720
302-325-6300
www.johnsoncontrols.com

Date: 1/30/2023	Customer #: 1799048	Product Family: Fire Alarm	Service Sales
SR #:	JD Proposal #:	Prepared By: Kevin Gianglobbe	Phone #: 248-207-4806
Quote Ref:		Email: kevin.gianglobbe@jci.com	
Site Information		Billing Information	
Name: Benzie County Sheriff's office		Name: Benzie Sheriff	
Address: 505 S Michigan AVE		Address: 505 S Michigan AVE	
City: Bealah	State: MI	City: Beulah	State: MI
Zip Code: 49617		Zip Code: 49617	
Purchaser Contact Information:			
Name: Ken Bos	Phone: 231-383-2959	Email: kbos@benzieco.net	

Johnson Controls Fire Protection LP ("Company"), for and in consideration of the prices herein named, proposes to furnish the work, and or materials hereinafter described, subject to the terms and conditions of this Agreement.

Scope of Work

Will need 2 trips. First trip to bypass service door for construction. Will need a return trip to reconnect the service door after construction and test it. Not to exceed 8 hours.

Prevailing Wage Required? No
Certified Payroll Required? No
Customer/Site Tax Exempt? No

Working Hours: Based on normal business hours
Mon-Fri 7:30AM-4:00PM unless otherwise noted.

Payment Terms: Net 30 \$1,710.80 One Thousand Seven Hundred Ten Dollars and Eighty Cents

☒ Fixed Price ☐ Labor and Material ☐ NTE

This Proposal is valid for 60 days

Johnson Controls Fire Protection LP
Kevin Gianglobbe
kevin.gianglobbe@jci.com
248-207-4806

Name: _____
Title: _____
PO # _____
Signature _____

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: February 7, 2023

Subject: **Cole Property**

At the January 24th meeting, Ed Hoogterp presented on a request from the Grand Traverse Land Conservancy to pay prorated property taxes for property acquired, known as the Cole Property. Attached you will find some questions already answered, as well as a total amount being requested for tax payments.

There were many more questions as result of the request. On Tuesday, Claire Herman from the Grand Traverse Land Conservancy will be in attendance to answer questions of the Board.

One question asked was what monies if any, could be used from the Endowment Fund. There is currently close to \$24,000 in available endowment funds. I am not aware of any planned uses for these funds at this time.

If the Board would like to pay for the prorated property taxes, the following motion would be appropriate:

That the Board of Commissioners approves the payment of prorated property taxes for acquisition of the Cole Property in the not-to-exceed amount of \$20,000, with funds available in the Railroad Point Endowment Fun and approves the necessary budget amendments to process payment.


Re: Fw: ACQ Market Value Provided to Grantee

Claire Herman <cherman@gtrlc.org>

Wed 1/25/2023 10:12 AM

To: Edward Hoogterp <EHoogterp@benzieco.net>

Cc: Katelyn Zeits <kzeits@Benzieco.net>; Rosalie Roelofs <RRoelofs@Benzieco.net>

 1 attachments (437 KB)

ResolutionAuthGrantAppforRRPNA.pdf;

Hi Ed,

Thanks for bringing it to the Board yesterday, and sorry you got stumped on a couple questions. I'm available to attend the meeting on Feb 14th. Hopefully we can clear everything up then and move forward. I've provided answers to the questions below in red:

- What is the current ownership situation for the parcel? (If Conservancy owned, why is it not tax exempt?)
 - GTRLC currently owns the parcel. We provided the funds up front to purchase it from the Cole family and agreed to hold until the requirements were met for the Trust Fund Grant. Since we are a non-profit organization, the land we purchase is not automatically tax exempt. We can apply for tax exemption for the following year if the land is open to the public and the Township approves it. Since we are holding it for transfer to the County it is not yet open to the public and therefore we did not apply for tax exemption for 2023.
- Is there a buy-sell agreement in place that specifies proration of the taxes?
 - There is no buy-sell agreement in place at this time. The Board did pass a Resolution in July 2020 (attached) to move forward with the grant process but it does not specify responsibility of closing costs. One of the forms that needs to be submitted to the DNR prior to closing is an "Offer to Purchase," but I need to confirm the tax proration first in order to fill in this form (and the others) accurately so that's why I reached out.
- Is it permissible to pay these taxes from proceeds of the Railroad Point Endowment?
 - I am not sure of the rules of that fund? It's a County owned endowment so that would be up to your discretion.

Thank you,

Claire Herman**Grand Traverse Regional Land Conservancy***Land Protection Specialist*web: www.gtrlc.org

telephone: 231.922.7911

2846 3 Mile Rd N

Traverse City, MI 49686

On Tue, Jan 24, 2023 at 11:41 AM Edward Hoogterp <EHoogterp@benzieco.net> wrote:

Hello Claire

I presented the Cole Property tax proration proposal to the Benzie County Board of Commissioners this morning, and they had some questions that I was unable to answer. They asked that you or

another representative of the Conservancy come to their Feb. 14 meeting (9 a.m. at the governmental center in Beulah).

Specific questions included:

- What is the current ownership situation for the parcel? (If Conservancy owned, why is it not tax exempt?)
- Is there a buy-sell agreement in place that specifies proration of the taxes?
- Is it permissible to pay these taxes from proceeds of the Railroad Point Endowment?

Please let me know if you will be able to attend. I will meet with the County Administrator to see if there are additional questions, and I'll plan to get back with you next week, when the Conservancy headquarters move is complete.

Thanks for your work on this project.

Ed Hoogterp

Edward Hoogterp
Benzie County Drain Commissioner
(231) 882-4932

From: Claire Herman <cherman@gtrlc.org>
Sent: Friday, January 20, 2023 3:36 PM
To: Edward Hoogterp <EHoogterp@benzieco.net>
Subject: Re: Fw: ACQ Market Value Provided to Grantee

Hi Ed - nice talking with you, and thanks for taking this forward! The grant expiration date is May 31, 2023.

Claire Herman
Grand Traverse Regional Land Conservancy

Land Protection Specialist

web: www.gtrlc.org

telephone: 231.922.7911

2846 3 Mile Rd N

Traverse City, MI 49686



On Fri, Jan 20, 2023 at 2:54 PM Edward Hoogterp <EHoogterp@benzieco.net> wrote:

Hi Claire.

I tried to call the office, but I guess this is moving time.

For the Tuesday, Jan. 24 meeting of the Benzie Board of Commissioners, the administrator asked me to confirm the information.

I believe the request is for Benzie to pay the buyers' proration of 2023 taxes of \$4,223.13 (summer) plus \$15,064.20 (winter) for a total of \$19,287.32, and this is based on a proposed closing date of 3-14-2023.

Are these the correct numbers?

Also, are these exact figures or are they based on an estimate of taxes due?

Thanks
Ed Hoogterp

Edward Hoogterp
Benzie County Drain Commissioner
(231) 882-4932

From: Claire Herman <cherman@gtrlc.org>
Sent: Friday, January 20, 2023 10:12 AM
To: Edward Hoogterp <EHoogterp@benzieco.net>
Subject: Re: Fw: ACQ Market Value Provided to Grantee

Okay, thank you! What date is the Board meeting?

Claire Herman
Grand Traverse Regional Land Conservancy

Land Protection Specialist

web: www.gtrlc.org

telephone: 231.922.7911

2846 3 Mile Rd N

Traverse City, MI 49686



On Fri, Jan 20, 2023 at 9:52 AM Edward Hoogterp <EHoogterp@benzieco.net> wrote:

Hi Claire

I haven't heard anything this week. The administrator was hoping to have a response in time for the next County Board meeting, which is this coming Tuesday. I will see if I can find out where it stands.

Thanks

Ed H

Edward Hoogterp
Benzie County Drain Commissioner
(231) 882-4932

From: Claire Herman <cherman@gtrlc.org>
Sent: Friday, January 20, 2023 9:25 AM
To: Edward Hoogterp <EHoogterp@benzieco.net>
Subject: Re: Fw: ACQ Market Value Provided to Grantee

Hi Ed,
Just checking in, did you get any feedback from the County Administrator?

Thanks!
Claire Herman
Grand Traverse Regional Land Conservancy

Land Protection Specialist

web: www.gtrlc.org

telephone: 231.922.7911

2846 3 Mile Rd N

Traverse City, MI 49686



On Thu, Jan 12, 2023 at 1:54 PM Edward Hoogterp <EHoogterp@benzieco.net> wrote:

Thanks Claire

I have referred this to the county administrator. We'll get back to you when I have a response from her.

Thanks for your work on this acquisition.

Ed Hoogterp

Edward Hoogterp

Benzie County Drain Commissioner

(231) 882-4932

From: Claire Herman <cherman@gtrlc.org>

Sent: Tuesday, January 10, 2023 3:37 PM

To: Edward Hoogterp <EHoogterp@benzieco.net>

Subject: Re: Fw: ACQ Market Value Provided to Grantee

Hi Ed,

Thanks for reaching out. I am working on the closeout paperwork for the RRPNA Trust Fund grant and the transfer to Benzie County. GTRLC has agreed to cover the entire match and all the closing costs for the transaction. However, one thing I wanted to run by you is that at closing the property taxes will have to be paid through 2023 until it can come off the tax roll for 2024. GTRLC owns the parcel now and has paid the taxes for 2022 and will cover our portion of 2023, but I'm wondering if the County has funds on hand bring to the closing table to cover from the sale date on? GTRLC could potentially cover it but given our current project load and fundraising needs it would really help us out to have it covered.

I've attached a spreadsheet showing the projected closing date and proration calculation based on the 2022 tax rate to give you an idea of the figures. Let me know what you think and if you would like to discuss over the phone - the best way to reach me is my cell phone at 269-808-2245.

Thank you,

Claire Herman

Grand Traverse Regional Land Conservancy

Land Protection Specialist

email: cherman@gtrlc.org

web: www.gtrlc.org

office: 231.929.7911

3860 N. Long Lake Rd, St D

Traverse City, MI 49684



On Wed, Dec 7, 2022 at 10:27 AM Chris Garrock <cgarrock@gtrlc.org> wrote:
Anything I should relay to Ed?

----- Forwarded message -----

From: **Edward Hoogterp** <EHoogterp@benzieco.net>
Date: Wed, Dec 7, 2022 at 9:42 AM
Subject: Fw: ACQ Market Value Provided to Grantee
To: slagerquist@gtrlc.org <slagerquist@gtrlc.org>
Cc: Chris Garrock <cgarrock@gtrlc.org>

Hi Steve

Benzie Treasurer Michelle Thompson received this note from DNR, apparently in reference to the Cole Acquisition in Rail Road Point. I assume this is one of the final actions for closing this grant and actually incorporating the property into the county park. Please let me know what needs to be done on our end. (Copy to Chris, since I understand Steve is on vacation)

Thanks

Ed Hoogterp

Edward Hoogterp
Benzie County Drain Commissioner
(231) 882-4932

From: Edward Hoogterp <EHoogterp@benzieco.net>
Sent: Wednesday, December 7, 2022 9:36 AM
To: Michelle Thompson <MThompson@benzieco.net>
Cc: Katelyn Zeits <kzeits@Benzieco.net>
Subject: Re: ACQ Market Value Provided to Grantee

Thanks Michelle.

This is apparently in reference to the "Cole property" acquisition, for which Benzie got a grant (in 2020, I think) to purchase a 9-acre parcel from GTRLC.

It's probably best to direct this kind of thing to me, as Park and Rec chair, with copy to Katie as you deem appropriate. I will pass it along to the others involved.

In this case, I will definitely share it with the county administrator and the Railroad Point chair, as well as Steve Lagerquist from the Grand Traverse Conservancy.

My recollection is that the Conservancy handled all the match and wrote the grant application for us on this one. I know they had been waiting for approval of an appraisal. I'm hoping they will handle whatever is needed, and get back to you with closing information, etc., for the filing with MI Grant.

Thanks. And thanks for helping Shaun with the other grant possibility.

Ed Hoogterp

Edward Hoogterp
Benzie County Drain Commissioner

(231) 882-4932

From: Michelle Thompson <MThompson@benzieco.net>

Sent: Wednesday, December 7, 2022 8:55 AM

To: Edward Hoogterp <EHoogterp@benzieco.net>

Subject: FW: ACQ Market Value Provided to Grantee

I'm not sure who I should be sending this information to, so if you could please forward to them and let me know so that in the future it goes to them quickly.

Thank you,

Michelle Thompson

Benzie County Treasurer

Benzie County Land Bank Authority Chairman

www.benzieco.net

231.882.9672

CONFIDENTIALITY NOTICE:

Confidentiality Notice: Information contained in this email and/or attachments to it may be confidential and legally privileged. This information is intended only for the use of the individual to whom this email is addressed. If you are not that person, you are hereby notified that any use, disclosure, printing, or distribution of any of the information contained herein is strictly PROHIBITED. If you have received this email in error, please notify the sender and delete this email and any attachments immediately.

From: noreply-migrants@michigan.gov <noreply-migrants@michigan.gov>

Sent: Friday, December 2, 2022 5:00 PM

To: Michelle Thompson <MThompson@benzieco.net>

Subject: ACQ Market Value Provided to Grantee

Document Identifier: ACQ-TF20-0140-144

Parent Contract #: TF20-0140

Organization Name: Benzie County

This notice is to inform you the appraisal for the Railroad Point Natural Area Expansion acquisition project has been reviewed. A market value of \$1,200,000.00 has been approved. According to information you have provided in MiGrants, you indicated either there are no environmental contamination issues on the site or, a due care plan is in place to address any environmental contamination issues associated with the property. In addition, you agree that all non-recreation uses have been eliminated or will be removed within ninety days of closing. The title search you submitted was reviewed and approved.

You will now need to log in to MiGrants to provide the proposed closing date and required documents.

IF YOU OPTED FOR THE ESCROW CLOSING PROCESS:

You may proceed with preparing the escrow closing package, in compliance with Public Law 91-646 (the "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970"), as outlined in the *Acquisition Project Procedures* booklet located at the following link: http://www.michigan.gov/dnr/0,4570,7-153-58225_58301-254944--,00.html

Please upload the closing documents at least 60 days prior to the desired closing date. Upon our approval of the escrow closing documents, we will calculate the escrow deposit which is typically 90% of the MNRTF share of the total eligible project expense. You will need to deposit with the escrow agent an amount equal to your pledged match amount plus 10% of the eligible grant amount.

Please review the *Acquisition Project Procedures* booklet regarding the documentation that must be provided. Be sure to include documentation for incidental costs including appraisal, title search, and MNRTF recognition plaque.

IF YOU OPTED FOR THE REIMBURSEMENT PROCESS:

You are now approved to proceed with the acquisition, in compliance with Public Law 91-646 (the "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970"), as outlined in the *Acquisition Project Procedures* booklet located at the following link: http://www.michigan.gov/dnr/0,4570,7-153-58225_58301-254944--,00.html

Please consult the *Acquisition Project Procedures* booklet for information on the documentation that must be submitted in MiGrants before reimbursement can be made. Include actual acquisition and incidental costs including appraisal, title search, and MNRTF recognition plaque.

Grants Management staff is available for a preliminary review of documentation (uploaded in MiGrants) prior to the actual closing. We have found this to be a valuable aid in avoiding lengthy delays in receiving reimbursement. We will help ensure that the required documentation is in place prior to closing.

--

Chris Garrock
Grand Traverse Regional Land Conservancy

Director of Stewardship
email: cgarrock@gtrlc.org
web: www.gtrlc.org
telephone: 231.922.1272
3860 N. Long Lake Rd, St D
Traverse City, MI 49684

2023 Tax Proration (Parcel 02-021-015-00)

	Summer	Winter
Tax Period	July 1 - June 30	Dec 1 - Nov 30

Tax Payment	\$ 5,260.89	\$ 18,765.98
-------------	-------------	--------------

Closing Date: **March 14, 2023**

# days Buyer/Grantee owned	293	293
# days Seller owned	72	72
	<hr/> 365	<hr/> 365

				Total
Benzie County (Buyer/Grantee Proration)	\$	4,223.13	\$ 15,064.20	\$ 19,287.32
GTRLC (Seller Proration)	\$	1,037.76	\$ 3,701.78	\$ 4,739.55
	\$	5,260.89	\$ 18,765.98	

$$\$5260.89/365 \times 72 \text{ days} = \$1,037.76 \text{ (Seller's portion of Summer Taxes)}$$
$$\$5260.89/365 \times 293 \text{ days} = \$4,223.13 \text{ (Grantee's portion of Summer Taxes)}$$
$$\$18,765.98/365 \times 72 \text{ days} = \$3,701.78 \text{ (Seller's portion of Winter Taxes)}$$
$$\$18,765.98/365 \times 293 \text{ days} = \$15,064.20 \text{ (Grantee's portion of Winter Taxes)}$$

BENZIE COUNTY, MICHIGAN

RESOLUTION NO. 2020-023

JULY 28, 2020

**RESOLUTION AUTHORIZING A GRANT APPLICATION FOR ACQUISITION
OF LAND TO ADD TO THE RAILROAD POINT NATURAL AREA**

WHEREAS, Benzie County is the owner of that park land known as the Railroad Point Natural Area located on the south shore of Crystal Lake; and

WHEREAS, there is a privately owned parcel of land located within the Railroad Point Natural Area familiarly known as the "Cole Parcel" which is described as:

Beginning at a point on the South line of Government Lot 3, which is 320 feet west of the Southeast corner of said Government Lot 3; thence North 0 degrees 54 minutes West to the water's edge of Crystal Lake; thence Northwesterly along said water's edge 210 feet; thence South 0 degrees 54 minutes East to the South line of Government Lot 3; thence East along said South line to point of beginning. Being part of Lot 3, Section 2, Town 26 North, Range 15 West

WHEREAS, the owner of the Cole Parcel indicated a willingness to sell said land to Benzie County for inclusion in the Railroad Point Natural Area; and

WHEREAS, the Grand Traverse Regional Land Conservancy (Conservancy) indicated a willingness to assist the County in acquiring the Cole Parcel for inclusion in the Railroad Point Natural Area and to help the County raise the funds for the local match for Michigan Natural Resources Trust Fund grant titled Railroad Point Natural Area Cole Expansion (TF20-0140); and

WHEREAS, the DNR Trust Fund accepted the County's application, having waived the necessity of the County holding a public hearing on the acquisition prior to the submission of the grant application due to the ongoing COVID-19 pandemic; and

WHEREAS, the County held a public hearing on the grant application on July 28, 2020; and

NOW THEREFORE BE IT RESOLVED that the Benzie County Board of Commissioners, following the public hearing held as aforesaid, hereby approves the submission of a grant application to the Michigan DNR Trust Fund for acquisition of the Cole Parcel in the amount of \$718,900; and

BE IT FURTHER RESOLVED that the County accepts the local match through financial commitment and donation in the amount of \$252,600, said amount being 30% of the total project cost of \$971,500 during the 2020 grant year; and

BE IT FURTHER RESOLVED that the appropriate county officials are hereby authorized to take all actions necessary to have the grant application processed and submitted to the Michigan DNR Trust Fund, and are hereby further authorized and directed to comply with all requirements of the Michigan DNR Trust Fund in connection therewith.

The Chairperson called for the vote on the resolution.

Ayes: Commissioners Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke

Nays: None

The Chairperson declared the resolution adopted.

Dated: July 28, 2020


Bob Roelofs, Chairperson

CERTIFICATION

I, Dawn Olney, Clerk to the Benzie County Board of Commissioners, hereby do certify that the above resolution was adopted by the Benzie County Board of Commissioners on the 28th day of July, 2020.


Dawn Olney, Benzie County Clerk

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: February 7, 2023

Subject: **Change Order – Point Betsie Shoreline Protection Project**

When the Pointe Betsie Shoreline Protection project was approved in October 2021, the County entered into an agreement with Barr Engineering Company for the completion of final engineering and specifications for the shoreline project. The action taken by the Board allowed for administrative approval of change orders up to \$5,000, however Barr Engineering has recently submitted a third change order in the amount of \$62,000.

This change order has been approved by the Friends of Pointe Betsie for payment and now needs the Board's authorization.

Chuck Clark will be in attendance on Tuesday to answer any additional questions.

Recommendation:

That the Board of Commissioners approves Change Order #3 to the Point Betsie Shoreline Protect Project agreement with Barr Engineering in the amount of \$62,000 and that the Board Chair be authorized to sign and that the related budget amendment in the amount of \$62,000 for the project to allow for reimbursement revenues from the Friends of Point Betsie and payment of invoices by the County, be approved.

January 20, 2023

Katelyn Zeits
County Administrator
Benzie County
c/o Administration
448 Court Place
Beulah, MI 49617

Re: Change Order #3 to Agreement for Point Betsie Shoreline Protection System Design

Dear Ms. Zeits:

This letter sets forth changes to the Agreement dated November 1, 2021, between Benzie County and Barr Engineering Co. (Barr) regarding the Point Betsie Shoreline Protection System (SPS) Design Work Order No. 01.

The scope of professional consulting services we will provide is modified as follows:

1) Issued for Permit Design changes to scope

The Issued for Permit design activities, which were previously modified in Change Order #2 to incorporate safety-related project improvements, has incurred costs beyond those estimated in the development of Change Order #2 due to additional changes in the project scope. Specific items resulting in additional evaluation and design costs have included the following:

- At the request of the SPS Committee, evaluation of multiple configurations for the work on the north shoreline beyond the Benzie County property to include dune restoration and beach nourishment; the updates required significant changes to the project grading design and accounting of material quantities for bidding and permitting
- At the request of the SPS Committee, evaluation of wave overtopping at the south end of the Point Betsie site as discussed in Change Order #2 resulted in a lowering of a portion of the SPS structure to improve project sightlines, which required associated civil and structural design updates; lowering the structure introduced conflicts between the surface and subsurface structural elements that required significant updates to the structural design of the subsurface anchorage system to resolve
- At the request of the SPS Committee, preparation of an updated architectural rendering depicting the view of the project from the south beach

2) Permitting Applications changes to scope

The development of Permit Applications has incurred costs beyond those estimated in the development of Work Order No. 01 due to changes in the project scope and schedule. These permits include development of the Michigan Department of Environment, Great Lakes, and

Energy/U.S. Army Corps of Engineers Joint Permit Application; the Benzie County Soil Erosion Permit Application; and the State Historic Preservation Office Section 106 Application. Specific items resulting in additional permit development costs included the following:

- Extended permit development schedule due to delays in receipt of feedback from project stakeholders (primarily neighboring landowners) as compared to the original budget estimate, resulting in increased coordination and project management effort for both Barr and Quinn Evans
- At the request of the SPS Committee, attendance by Barr's project manager at a December site visit to review potential site access routes and conflicts with neighboring properties
- Preparation for and attendance at multiple meetings with neighboring landowners, including the U.S. Coast Guard and private landowners, to resolve site access and design comments
- Preparation of detailed correspondence seeking authorization from neighboring landowners for submittal of permit applications
- For subconsultant Quinn Evans, preparation of Section 106 application according to the recently-updated application requirements and forms, resulting in additional preparation labor beyond that assumed in the original proposal

3) Changes related to project schedule

The extension of the project schedule will require additional project management and coordination efforts during the permit application review period and through the bidding process.

4) Bidding assistance changes to scope

The previously-approved scope for bidding assistance is modified to include the following additional scope items:

- Preparation of front-end (Division 0) specifications, including advertisement for bids, instructions to bidders, bid form, agreement documents, bonding documents, and supplementary conditions for Benzie County review
- Online bid advertisement and administration of contractor requests for documents
- Bid opening administration, including public bid opening and announcement, review and evaluation of bids, identifying apparent low qualified bidder, and preparation of notice of award

At this time, the Issued for Permit design and permit application development activities are nearing completion, with only minor document edits and permit application submittal pending authorization of the neighboring landowners. With the acceptance of this Change Order, Barr will have sufficient remaining authorized budget under Work Order No. 01 for submittal of permit applications (including payment of anticipated application fees), project support during the permit review period, and preparation of the bid package and assistance during the bidding process.

The authorized cost for the revised scope of services is increased by \$62,000.00, see table below.

Item	Amount
Original Project Budget	\$228,310.00
Change Order #1 (3/25/2022)	\$15,187.00
Change Order #2 (8/12/2022)	\$82,500.00
Previously Authorized Budget	\$325,997.00
Requested Change Order #3 Items	--
1) Added Issued for Permitting design costs	\$29,300.00
2a) Added permit application costs (Barr)	\$7,800.00
2b) Added Section 106 application costs (Quinn Evans)	\$8,000.00
3) Project management and coordination extension	\$5,400.00
4) Added bidding assistance scope	\$11,500.00
Total Additional this Change Order	\$62,000.00
Revised Project Budget including Contract Amendment	\$387,997.00

If this Change Order to our Agreement is satisfactory, please sign the enclosed copy in the space provided, and return it to us.


Sincerely,

BARR ENGINEERING CO.

By William J. Forsmark
Its Vice President

Accepted this 14 day of February, 2023

BENZIE COUNTY

By 
Its Bob Roelofs, Board of Commissioners Chair

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: February 7, 2023

Subject: **Recreation Improvement Grant**

Attached is a Memorandum of Understanding and Agreement for the Recreation Improvement Fund related to the Betsy Valley Trail. Each year, the State grants Benzie County funds towards the maintenance of the trail and requires this document be signed. This grant can cover remaining expenses from the 2022 maintenance season as well as 2023 maintenance needs.

Recommended Motion:

That the Board of Commissioners accepts the Michigan Department of Natural Resources grant for Betsy Valley Trail maintenance in the amount of \$10,000 and authorizes the Chair to sign the Memorandum of Understanding and Agreement for the Recreation Improvement Funds, and further authorizes the necessary budget amendments to accept funds.



**MEMORANDUM OF UNDERSTANDING AND AGREEMENT
FOR THE
RECREATION IMPROVEMENT FUND**

*This information is required by authority of Part 711 of Act 451 of 1994,
as amended, to qualify for reimbursement.*

Grantee Betsie Valley Trail Management Council	
Attention Gary Sauer	
Address 448 Court Place	
City, State, ZIP Beulah, MI 49617	
Telephone 231-882-9671	SIGMA Vendor ID

It is expressly understood by and between the parties hereto that the proposal bears the above Grant Agreement Number and associated documents including all attachments, are by this reference made part of this understanding. All materials bearing this number constitute the entire understanding between the parties.

An agreement is made between the MICHIGAN DEPARTMENT OF NATURAL RESOURCES (hereinafter called the Department; **State Trails** Coordinator, contracting officer) and the above-named Grantee for funding **maintenance of the Betsie Valley Trail including supplies, materials, equipment rental, and other trail needs. Grant will cover any remaining expenses from 2022 maintenance season that the previous grant did not cover.**

The project period shall be from **Signature to September 30, 2023**. This understanding shall convey a sum of money for eligible costs, but which shall not in any event exceed **ten thousand (\$10,000)** dollars.

All projects will comply with the Americans with Disabilities Act of 1990.

All work must comply with State and Federal guidelines rules, regulations, and laws.

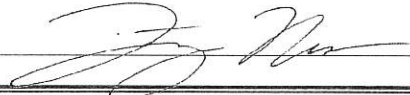
Additional guidelines and specifications for this agreement:

- **Project Coordination:** The Department contact for this project is **Scott Slavin**, hereinafter referred to as the Coordinator. The Grantee will confer regularly with the Coordinator on the progress of this project.
- **Suspended and Debarred Parties:** ***Sec. 3016.35 Sub awards to debarred and suspended parties.** Grantees and sub grantees must not make any award or permit any award (sub grant or contract) as any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." List of debarred parties: <http://www.epls.gov>.
- **Payment:** Where applicable, the Department agrees to reimburse the Grantee for authorized expenditures upon verification of actual expenditures up to 90 percent of the grant amount. The Department will pay the final 10 percent upon project completion and final audit. Total payment under this grant is not to exceed the actual costs or **\$10,000**, whichever is less. Initial request for payment shall be made by completing *Request for Grant Reimbursement, PR4121*, (additional forms are available from the address at the end of this agreement). All requests for payment must be submitted quarterly and received by the Department no later than the 15th of the month following the end of the quarter. A final request must be made by **September 30, 2023**. Requests for payment must include copies of invoices and cancelled checks for all expenditures. **A Sigma Vendor ID is required for reimbursement. To apply for the required ID, please follow the instructions found online <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>.**
- **Fiscal Control and Accounting Procedures:** In addition to the summary documentation submitted to the Department, the Grantee will maintain complete financial records. Documents required to be maintained for audit include purchase orders, vouchers, authorized payments, and time records for individual employee(s) charged to this program. All financial records for this Grant will be retained by the Grantee until audit, or for a minimum of three (3) years, whichever is less. Records under audit will be retained until the audit is closed.
- **Procurement:** The Grantee will use their own procurement procedures provided they reflect applicable state and local laws and regulations, to include low bidder competition bid process, as applicable.

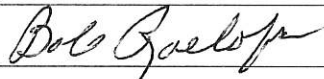
- **Prevailing Wage and Fringe Benefits:** Any sub-contractor performing work under this agreement must comply with the requirements of P.A. 166 of 1965.
- **Changes:** From time to time, changes may be needed in the scope or an extension of the project and the grant. All changes must be submitted in writing to the Coordinator and approved by the Department 45 days prior to September 30, 2023. Changes implemented prior to approval by the Department will not be eligible for reimbursement.
- **Audits:** The project and related reports are subject to audit by the Department. This may include both financial audits and site visits.
- **Hold Harmless:** Each party to this agreement will be responsible for its own negligent acts, including the acts of its officers, agents, and employees.
- **Right of Cancellation:** This grant agreement may be cancelled by either party upon giving thirty (30) days' written notice to that effect to the other party.

The individuals or officers signing on behalf of the parties to this Agreement certify by their signatures that they have read, understand and agree to comply with this Agreement, and have the authority to enter into this Agreement on behalf of the Grantee.

DEPARTMENT COORDINATOR

Printed Name: Timothy Novak Title: State Trails Coordinator
 Signature:  Date: 1/26/2023

GRANTEE'S REPRESENTATIVE(S)

Printed Name: Bob Roelofs Title: Board of Commissioners Chair
 Signature:  Date: February 14, 2023

Printed Name: _____ Title: _____
 Signature: _____ Date: _____

Printed Name: _____ Title: _____
 Signature: _____ Date: _____

Please sign and return both copies to:

**NON-MOTORIZED GRANT COORDINATOR
 PARKS AND RECREATION DIVISION
 MICHIGAN DEPARTMENT OF NATURAL RESOURCES
 PO BOX 30257
 LANSING MI 48909**

A fully executed copy will be returned via email for Grantee's files.

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: February 8, 2023

Subject: **Sheriff's Office Vehicles**

In the 22/23 fiscal year budget, we budgeted for the purchase of three vehicles for Sheriff's Office use. One for the School Resource Officer position, one for the dually trained social workers/deputy position, and one for annual vehicle replacement. These vehicles were ordered at this time because of the delay in receiving vehicles from manufacturers.

To be able to receive these vehicles, we need to approve payment for them.

Funds for these vehicles would come from the appropriate funds, including School and Youth Resource Officer Fund, and Capital Fund. One vehicle will be fully reimbursed by Centra Wellness in accordance with the County's agreement for the dually trained officer.

Recommended Motion:

That the Board of Commissioners approves the purchase of three Dodge Durango vehicles from Watson Benzie in the not-to-exceed amount of \$130,000 and further that it approves up-to \$45,000 to fully equip each vehicle for patrol purposes, with funds available in the School and Youth Resource Officer Fund and the Capital Fund, with reimbursement in the total amount of \$60,000 from Centra Wellness.

Commissioner Reports



BoC 14 Feb 2023

Commissioner Cunningham, District 3

kcunningham@benzieco.net

231.822.4067

Attended/Presented

HSBC Health Services Collaborative Thompsonville planning for a Summerfest. Benzie Area Youth (BAY) launching a campaign to counter youth addictions and provide mental health, contact: Sarah May, 231.882.2123. BAY article was in the Record Patriot.

Visited Grow Benzie for introduction

Airport Authority introduction, shared letter of intent for tower space on "Tank Hill", in Frankfort.

Attended Gilmore Twp board public discussion on housing development.

Attended public coffee with John Roth, State Rep

Lake Twp Board meeting new supervisor, Jeff Johnson. 23 Feb 23, 6pm, public hearing on Proposed Budget.

Ad Hoc interviews for Benzie Bus Authority

NMCA Northern Michigan County Assoc. MAC Legislative Report: State Priorities

Increasing resources for Juvenile Justice System

Compensating local government for funds diverted by veterans property tax exemption

Revamping the PPTax exemption to provide annual reimbursement to locals

Revising OMAct to meet demands of the 21st century

Creating a fair revenue sharing system for counties

Enacting reforms to ensure proper funding of local courts

Frankfort/Elberta School Board

Community

Garden Theatre is offering captioned movies at noon on Mondays.

Benzie/Leelanau Kinship, Zoom.

Art Jeannot
Commissioner Report
February 14, 2023

- Participated in 5 meetings on behalf of the County since our January 24th meeting.
- **1/26 – Northern MI Community Action Agency**
 - The agency updated the board on the weatherization program and tax preparation. These programs bring value to our community.
 - I have suggested that the agency make a presentation to the BOC at a future meeting.
- **2/3 – MI Association of Counties (Finance and General Governance)**
 - Legislative updates were given. We can anticipate amendments to the Open Meetings Act to allow remote participation, an increase to revenue sharing and expansion of Veterans property tax exemptions. There is ongoing discussion about the need for additional Juvenile Justice facilities.
- **2/9 – Platte Township**
 - The township is budgeting for upgrades to the facility that will include parking lot enhancements and implementing energy efficiencies to the building.
- **2/10 – Transportation Authority**
 - Participated in interviews for potential board members.
- **2/13 – Almira Township**
 - I will discuss any relevant information at our meeting.
- **Other**
 - Attended and presented at the “State of Benzie Event”. My role was to discuss current EDC activity. Several topics were covered to include housing, broadband and County updates.
 - Attended an event put on by the Benzie Historical Society that discussed the history of car ferry’s in Frankfort.

County Administrator Report

Committee Of The Whole

THE BENZIE COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE
January 24, 2023

The Benzie County Board of Commissioners met as a Committee of the Whole on Tuesday, January 24, 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, and Sauer

Excused: Commissioner Warsecke

The Pledge of Allegiance was recited.

Agenda:

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

Minutes:

Motion by Jeannot, seconded by Sauer, to approve the Committee of the Whole minutes of January 10, 2023, as presented. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, and Sauer Nays: None Exc: Warsecke Motion carried.

1:31 p.m. Public Comment - None

Human Resources:

- a. Jackie Palfey – HR updates: Working on W-2's and 2022 Total Compensation form for all employees. Rose has been incredibly helpful with this. Working with Brianne, Equalization Director, on a job description for the open position in their office. Have hired a few part-time EMS employees. Attended the Northern Michigan Policy Conference this past Friday. It had a lot of helpful information, and it was great to be there.

Buildings & Grounds Update:

- a. Meeting Room Policy: Discussion was held regarding proposed policy and the fees being assessed. Motion by Sauer, seconded by Markey, to recommend to the Board of Commissioners to adopt the Government Center Meeting Room Use Policy as amended regarding fee assessment. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, and Sauer Nays: None Exc: Warsecke Motion carried.

Topics for Continued Discussion:

- a. Youth Advocacy Dog Program: Sheriff Rosa was present for discussion. The dog was donated to the school, and they wish that the School Resource Officer take over total care. Looking into a voluntary contract with the individual that takes over the care of the dog, and a line number to receipt in donations for its care.
Motion by Jeannot, seconded by Sauer, to recommend to the Board of Commissioners for consideration of a Youth Advocacy Dog program, subject to documentation outlining procedures related to this activity with funds going through the School Resource Officer fund, and the School Resource Officer committee providing a recommendation.

Committee of the Whole

Page 2 of 3

January 24, 2023

Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, and Sauer Nays: None Exc: Warsecke Motion carried.

- b. Broadband Project update: Katie Zeits provided a status update as to the contract with Cherry Capital and the broadband project.
- c. Headlee: Katie Zeits provided information regarding the formation and role of the Tax Allocation Board and the Headlee process. Discussion was held. Her office will go through the 2020 Headlee manual that was in the Administration office, updated it, and give an executive summary.

3:07 p.m. Public Comment

Paula Eberhart, Register of Deeds, commended the Board of Commissioners for all they do.

I am impressed with all of you. You always do your research, and you have Benzie County's best interests in mind.

3:08 p.m. Public Comment - Closed

Motion by Roelofs, seconded by Markey, to adjourn at 3:09 p.m. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, and Sauer Nays: None Exc: Warsecke Motion carried.

Rhonda Nye, Vice Chair (BOC)

Tammy Bowers, Benzie County Clerk

Committee of the Whole

Page 3 of 3

January 24, 2023

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

1. Adopt the Government Center Meeting Room Use Policy as amended regarding fee assessment.
2. Consideration of a Youth Advocacy Dog program, subject to documentation outlining procedures related to this activity with funds going through the School Resource Officer fund, and the School Resource Officer committee providing a recommendation.



Updated: 3/8/2023

GOVERNMENTAL CENTER MEETING ROOM USE POLICY

Purpose

The purpose of this policy is to ensure consistent application of the use of meeting room space in the County-owned Governmental Center. This policy applies to Administrative Departments, Elected Offices, and Outside Agencies. Facilities within the Benzie County Parks System are specifically exempt from this policy. Meeting rooms located in the Governmental Center are primarily intended for the use of County Government. Other community groups or individuals may use these rooms if otherwise available, Monday through Friday only.

Definitions

Not-for-Profit Use means an organization holding a current 501(c)(3) tax-exempt designation from the Internal Revenue Service.

Government Use means an incorporated municipality within Benzie County, not including components units of Benzie County government itself.

Component Units means agencies of which are legally separate organizations of Benzie County but are financially accountable to Benzie County. (Ex. Benzie County Road Commission, Benzie/Leelanau District Health Department)

Legislative Body Use means an organization or committee established by resolution by one or more incorporated municipalities within Benzie County

Tenant Use means agencies with a valid rental agreement for space in the Governmental Center which includes provisions for meeting room use. (Ex. MDHHS, MSU Extension)

Business Meeting means an assembly of the members of an organization to develop, plan, or make arrangements to conduct the mission of the organization. This does not include banquets or social events of the organization.

Regular Business Day means a day in which the Government Center is regularly scheduled to be open for business, between the hours of 8:00 a.m. and 5:00 p.m.

For-Profit Use means a person, group, or organization who is established, maintained, or operated for the purpose of making a profit.

Benzie County Business means business conducted for the purpose of carrying out functions of Benzie County Government, including court services and filings, registration of deeds and other documents and requests for records.

Policy

It is the policy of Benzie County to ensure consistent application of the use of meeting room space in the Governmental Center.

- A. Departments and Agencies of the County with access to the calendar database are permitted to schedule the use of meeting room space for their own use in conducting the business of their Department or Agency.
- B. Tenants are permitted to use meeting room space. The County Administration Offices shall be the scheduling agent assigned to coordinate the scheduling of meeting room space for tenants.
- C. A list of all meeting rooms including the capacity, amenities, and location of each room shall be available in County Administration.
- D. When using a meeting room, the user shall work with the Maintenance Coordinator for all setup and breakdown. Meeting rooms are to be returned to the furniture arrangement set prior to use by the user; and are to be restored to equal or better condition than prior to use.
- E. When meetings will require the use of technology already available in the meeting room, the requesting department should contact County Administration to schedule any assistance and support of the requested technology. Technology is limited to County regular business days and hours (Monday-Friday, 8:00 a.m. to 5:00 p.m., excluding holidays) and the availability of County Administration.

Other Uses

Government organizations, Legislative bodies, other community groups, and individuals, are permitted to utilize the Benzie County Government Center under the following conditions:

- A. The organization, group or individual shall complete an Application for Facility Use which indemnifies and holds harmless Benzie County from all risk, damage, liability, and injury.
- B. Pay the appropriate fee.
- C. The applicant shall contact the scheduling agent for use of the Government Center meeting room with adequate notice to satisfy the conditions of use.
- D. The organization or body must agree to the terms and conditions of use as stated in this policy.
- E. The scheduled use by the organization or body as defined above must occur during the regular business day as defined above.

General Guidelines for Other Uses

- A. Scheduling: Meeting room use shall be scheduled on a first-come-first-served basis with priority provided to Departments and Agencies of the County or tenants with appropriate rental agreements over other uses as defined above. However, the County Board of Commissioners reserves the right to prioritize the use of a meeting room in the event of a scheduling conflict. If space is needed for a County purpose, Administration will strive to find another space for the applicant.
- B. Setup/Breakdown: Anyone using a meeting room shall be responsible for all setup and breakdown. Meeting rooms are to be returned to the furniture arrangement set prior to use by the user; and are to be restored to equal or better condition than prior to use. A \$30/hour fee will be assessed for any excessive clean-up required.
- C. Modifications: Modifications to a meeting room are not permitted without advance permission from County Administration. ***No tacks, tape, putty, paste or glue are to be applied to the walls, ceilings or furniture.***
- D. Technology: When meetings will require the use of technology already available in the meeting room, the requesting department should contact County Administration.

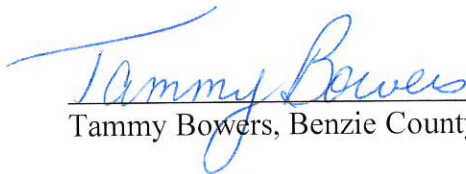
Assistance and support of the requested technology is limited to County regular business days and hours (Monday-Friday, 8:00 a.m. to 5:00 p.m., excluding holidays) and the availability of maintenance personnel. Wireless Internet Access that may be available in any meeting room is provided as a courtesy for general and/or county use. There should be no expectation of availability or support of this service. Misuse or inappropriate activity will result in a disconnection of service. In addition, all appropriate legal and/or disciplinary actions may be pursued.

- E. Time Reserved to Cover Entire Use: Hours shown on the application will cover the entire time for use, including set up and clean up. Facilities must be vacated promptly at the conclusion of the time specified on the permit. Occupancy beyond the end time specified on the permit will result in overtime charges at one and one-half times the hourly rental rate.
- F. No Alcohol or Smoking: The use of alcohol or tobacco products is prohibited.
- G. No verbal agreements: A facility use permit is the entire agreement between the parties. Verbal agreements not included in the permit are not binding on the County.

Fees

- A. Room Rental: For profit entities conducting business outside of Benzie County business shall pay a fee of \$30/hour; \$100/half day (up to 4 hours); or \$175/full day (4-8 hours).
- B. Cancellation by Applicant: Applicant must submit written notice of cancellation 24 hours before scheduled use. Applicant will 50% of their paid fee upon cancellation. The County reserves the right to modify these fees depending upon circumstances and in its sole discretion.

I, Tammy Bowers, duly appointed Clerk for the County of Benzie, Michigan, do hereby certify that the above policy was adopted by the Benzie County Board of Commissioners at a regular Board meeting held on February 14, 2023 and that related policies are hereby rescinded.



Tammy Bowers, Benzie County Clerk

Committee Appointments

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: February 07, 2023

Subject: **Appointments to the Parks and Recreation Commission**

Four terms on the Parks and Recreation Commission have expired, seats currently held by Lee Ferguson, Sean Duperron, Barbara Skurdall, and Shaun Johnson. All expiring members have submitted their letter of interest to be reappointed to the Parks and Recreation Commission. We also have an additional application on file from Marjorie Pearsall-Groenwald.

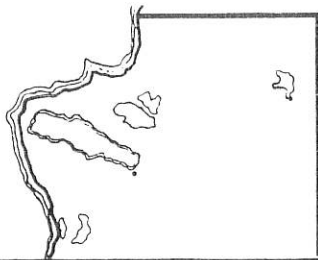
On January 24th, the Board of Commissioners established an ad hoc interview committee consisting of Chair Bob Roelofs, Commissioners Evan Warsecke and Gary Sauer, and Parks and Recreation Chair Ed Hoogterp to interview applicants.

As a result of meeting, the ad hoc interview committee is recommending that Lee Ferguson, Sean Duperron, Barbara Skurdall, and Shaun Johnson be appointed to the Parks and Recreation Commission.

Appointments are for 3-year terms expiring 12/31/2025.

Recommended Motion:

That the Board of Commissioners reappoints Lee Ferguson, Sean Duperron, Barbara Skurdall, and Shaun Johnson, to the Parks and Recreation Commission, terms expiring December 31, 2025.



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~~ ^{Cell} 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:

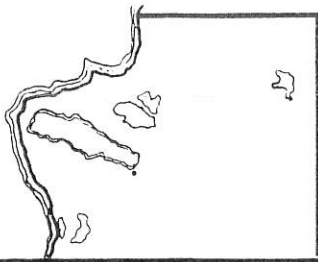
BENZIE COUNTY CLERK
448 COURT PLACE
BEULAH, MI 49617

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 Duperron

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

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

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

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

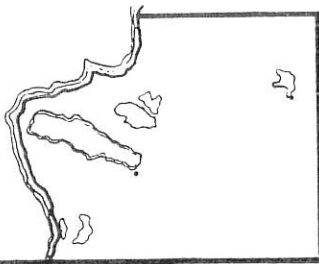
Dan Petterson Ed. D.
Motorcycle Safety Foundation Chief Instructor, retired.
231-843-2069

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.



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

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: February 07, 2023

Subject: **Appointment to Benzie Transportation Authority**

There is one available seat on the Benzie Transportation Authority (BTA). At the January 24th Board of Commissioners meeting, an ad hoc interview committee was established to interview and make recommendation regarding the available seat. Chair Bob Roelofs, Commissioners Art Jeannot and Karen Cunningham, Director Jessica Carland, and BTA Chair John Morse were appointed to such committee and are scheduled to interview applicants on Friday, February 10.

Applicants on file include Brian Halliday and Michael Smith; applications have been attached.

Because of timing of interviews and requirements of packet posting, a recommendation is not included in the packet.

Appointments are for 3-year terms expiring 04/30/2026.

Recommended Motion:

That the Board of Commissioners appoints _____ to the Benzie Transportation Authority, term expiring on April 30, 2026.

January 23, 2023

Dear Benzie Appointments Committee;

As a retired, experienced automotive industry professional, I believe I could make a significant contribution to Benzie Bus as a member of the Benzie Transportation Committee.

I retired in 2017 after a 30-year career at FiatChrysler 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 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 an elected Precinct Delegate and Election Inspector for the Crystal Lake Township precinct and worked the November 8th election.

I continue to support my former employer, (Chrysler) as a part-time 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.

Educational Experience:

- Ferris State University: Bachelor of Science; Automotive Management (1987)
- Northwestern Michigan College: Associate of Applied Science; Automotive Technology (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

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 8th 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

Benzie County
Application to Committee Appointments



Thank you for your interest in serving on one of Benzie County's Committees! Volunteers help to secure our community's future, promote its enhancement, and some may even pay a per diem and mileage.

Board/Committee you are interested in serving (indicate up to three): _____

Name: _____

Residential Address: _____
(Street) (City) (State) (Zip)

E-Mail Address: _____

Preferred Phone No.: _____ Additional Phone No.: _____

Occupation: _____ (if retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a committee seat?
- How do you believe your appointment would benefit the county?
- Describe your involvement in the community at any capacity.
- Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for the committees.

YES NO Are you in default to the County?
If yes, please note applicants in default to the County are not eligible for consideration.

YES NO Do you or immediate family members currently serve on a County board or committee?
If yes, which board? _____

YES NO Are you a veteran?

YES NO Did you attach the required letter outlining the items requested above?

The applicant acknowledges that the County may be required from time to time to release records in its possession. The applicant hereby gives permission to the County to release any records or materials received by the County from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq. The applicant further acknowledges the Benzie County Committees and appointments policy and agrees to it.

Signature

Date

Please return your application, letter, and optional resume to the Benzie County Administration Office, 448 Court Place Beulah, MI 49617. If you have any questions, please feel free to contact our office at (231) 882-0035. Again, thank you for your interest!

Benzie County
Application to Committee Appointments



Thank you for your interest in serving on one of Benzie County's Committees! Volunteers help to secure our community's future, promote its enhancement, and some may even pay a per diem and mileage.

Board/Committee you are interested in serving (indicate up to three): _____

Benzie Bus

Name: **Michael French Smith**

Residential Address: **10848 Bingo Lane, Honor, MI 49640**
(Street) (City) (State) (Zip)

E-Mail Address: **tauramat@gmail.com**

Preferred Phone No.: **301-675-1001** Additional Phone No.: _____

Occupation: **Anthropologist/Writer** (if retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a committee seat?
- How do you believe your appointment would benefit the county?
- Describe your involvement in the community at any capacity.
- Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for the committees.

YES ☒ NO Are you in default to the County?
If yes, please note applicants in default to the County are not eligible for consideration.

YES ☒ NO Do you or immediate family members currently serve on a County board or committee?
If yes, which board? _____

YES ☒ NO Are you a veteran?

☒ YES ☐ NO Did you attach the required letter outlining the items requested above?

The applicant acknowledges that the County may be required from time to time to release records in its possession. The applicant hereby gives permission to the County to release any records or materials received by the County from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq. The applicant further acknowledges the Benzie County Committees and appointments policy and agrees to it.

Signature

Date

Please return your application, letter, and optional resume to the Benzie County Administration Office, 448 Court Place Beulah, MI 49617. If you have any questions, please feel free to contact our office at (231) 882-0035. Again, thank you for your interest!

Michael French Smith

January 25, 2023

Tammy Bowers
Benzie Chief Deputy
448 Court Place
Beulah, MI 49617

Dear Ms. Bowers:

I enclose my application for a seat on the Benzie Bus advisory board. My wife and I moved to Benzie County permanently about three years ago. I want to contribute to the community that is now my home, and I can't think of a better way to do that than supporting public transportation.

My experience analyzing issues faced by state and local governments during my years as a public policy consultant may make me useful to the board. In that previous life, I also wrote and prepared budgets for many grant and project proposals. I was president of the City of Lansing Downtown Mall Advisory Board for a couple of years in the early 1990s. I am presently Recording Secretary of the Village of Honor Planning Commission.

I'll be out of town from January 31st through February 8th, but I look forward to talking with you when I get back.

Sincerely yours,



Michael French Smith

**10848 Bingo Lane
Honor, MI 49640
USA
301-675-1001
tauramat@gmail.com**

Correspondence

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
PUBLIC HEARING MINUTES
Monday, November 21, 2022 7:00 p.m.
Benzie Resource Center – Ingemar Johansson Conference Room
6051 Frankfort Hwy. Ste. 101
Benzonia, MI 49616**

Chairperson Dr. Barbara Conley called the meeting to order at 7:05 pm.

Members Present:

Gary Sauer - Benzie County Board of Commissioners
Ty Wessell – Leelanau County Board of Commissioners -at Leelanau Governmental Center
Dr. Barbara Conley – Leelanau County Member at Large
Rhonda Nye – Benzie County Board of Commissioners

Members Absent: Dr. Mark Kuiper – Benzie County Member at Large

Members Excused: Patricia Soutas-Little – Leelanau County Board of Commissioners

Staff Present:

Dodie Putney – Director of Administrative Services – at Leelanau Governmental Center
Eric Johnston – Director of Environmental Health
Dan Thorell – Interim Health Officer

Staff Excused: None

Guests Present: None

Pledge of Allegiance

Introductions

Summary of Proposed Amendments to the District Sanitary Code – Eric Johnston
A slide show presentation was presented to the public. Please refer to it for details.

Public Comment – Sanitary Code

Individuals who provided input:

Karen Cunningham
Tassie Boshier
Jane Wilde
Valerie Gerhart
Bruce Gerhart
Steve Stepheus
Susan Weedon
Lois Bahle

- Is the revised Sanitary Ordinance more or less stringent than the Federal standards?
 - Some parts of the ordinance are the same as the Federal regulations and other parts are stricter.
- How can BLDHD have stricter regulations than the Federal Government? A set of laws that were passed in 2018 prohibited this.

- The 2018 law is for wetlands, BLDHD does not regulate wetlands. BLDHD's ordinances are only for septic systems, which the Federal Government does not have any regulation stating that State or Local Governments cannot have stricter regulations.
- Could the ordinance list a better definition of wetlands and be mentioned throughout the revised ordinance?
 - The State of Michigan controls the definition of wetlands. BLDHD has no jurisdiction over wetlands but can control how close in proximity septic systems can be to standing water.
- Should the isolation distance be greater than 50 feet?
 - 50 feet is the State of Michigan standard for an isolation distance of a septic system and it is a suitable distance for the majority of the soils found in the State. If it is noted that the soil is not suitable for 50 feet then a further distance will be required.
 - This was followed up with the comment, BLDHD should really consider moving the isolation distance to 100 feet. Most environmental ordinances should be changed to help mitigate climate change.
- Could local townships have stricter requirements for septic systems than what the Health Department's ordinance list?
 - Yes, townships can have a stricter requirement for any septic systems being installed in their area.
- Will the current septic systems be grandfathered in?
 - Any septic system that is in place now will be grandfathered in as long as it is in good working condition. If one fails, the replacement will have to conform to the new ordinance.
- Could there be clarification of what property transfers would be exempt from the ordinance?
 - Currently there are no exemptions in Benzie County's current ordinance for inspections upon transfer. The current practice has been to allow an exemption for when property transferred to a spouse but not necessarily a child. The revised ordinance will clarify how this will work. A term called the Lady Bird Deed was brought up. It was suggested that before any answers or opinions are publicly given on this to have legal consultation. This would ensure that the true legal definition of this could be given and a proper interpretation of it.
- Why is the definition that was used in the ordinance for a bedroom different than one that is common in real estate?
 - The ordinance stated that a bedroom could be any place where a bed could be reasonably placed. The definition used is from the International Residential Code. The prerequisite of having a closet in a room is no longer a requirement to determine if an area could be used as a bedroom or not.
- How does the Health Department enforce an ordinance if someone is potentially violating it?
 - If a person is applying for a permit and it is discovered that their system is not up to code then it will be mandated to be fixed. If a complaint is filed, the property owner would have to allow a representative from the BLDHD to inspect their property/system. If they refuse to allow a staff member on the property then an administrative search warrant needs to be obtained.
- Are composting toilets a form of an ATS system?
 - Composting toilets are not a part of an ATS septic system.
- What is a disinfection system? Is it really the use of a cleaning solution such as bleach?
 - The disinfection process is the use of a chemical disinfectant or UV light. Currently someone can do this but once the revised ordinance becomes effective these types of septic systems can not be used. Two feet of suitable soil will need to be used instead of one foot of soil with a disinfection process.
- When building a new home how is the septic designed?
 - The decision of how big a septic system needs to be is determined by the potential of how many users there will be to a system and the type of soil that is available for the installation.

- How does the Health Department regulate septic systems for multiple house use?
 - The septic system will need to be large enough to be able to handle the estimated number of occupants for each one of the dwellings that it will be servicing. When a permit is being requested this information is gathered at the time to determine how large the system needs to be. Once a septic needs to be over 10,000 gallons it will be regulated by the State of Michigan. If a property has the opportunity to connect to a public sewage system it is highly encouraged.
 - There were public concerns about building projects that start before the septic systems are designed and approved. It was discussed that these projects should not start but sometimes do. At that point the Department will assist the individuals in getting their project compliant with code. BLDHD works with many County and Township Building Departments to keep all area projects in compliance with all the various permits and ordinances that would apply to the projects.
- At what point of a slope does the measurement begin for a septic system?
 - The measurements for how far a system need to be from a slope starts at the top of the slope.

Public Comment – General - None

Board Comments – It was brought up that the time limit should be monitored more closely for the next public hearing. It is also a good idea to allow Johnston and Thorell answer questions as they are presented instead of waiting until later in the Public Comment section. Conley thanked everyone in the audience for taking time out of the schedules to come and present their questions and comments.

Adjourned at 8:12p.m.

Barbara Conley M.D.

Dr. Barbara Conley, Chair

Shelley

Shelley Jablon, Recording Secretary

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
PUBLIC HEARING MINUTES
Monday, November 28, 2022 7:00 p.m.
Leelanau County Government Center-Upper Level Community Meeting Room
8527 E. Government Center
Suttons Bay, MI 49682**

Chairperson Dr. Barbara Conley called the meeting to order at 7:00 pm.

Members Present:

Gary Sauer - Benzie County Board of Commissioners
Ty Wessell – Leelanau County Board of Commissioners
Dr. Barbara Conley – Leelanau County Member at Large
Rhonda Nye – Benzie County Board of Commissioners – at Benzie Resource Center
Patricia Soutas-Little – Leelanau County Board of Commissioners

Members Absent: None

Members Excused: Dr. Mark Kuiper – Benzie County Member at Large

Staff Present:

Dodie Putney – Director of Administrative Services – at Benzie Resource Center
Eric Johnston – Director of Environmental Health
Dan Thorell – Interim Health Officer

Staff Excused: None

Guests Present: None

Pledge of Allegiance

Introductions

Summary of Proposed Amendments to the District Sanitary Code – Eric Johnston

A slide show presentation was presented to the public. Please refer to it for details.

Public Comment – Sanitary Code

- Dean Manikas, Whitney Roberts, Lois Bahle, Larry Mauby, Maureen Penfold, Gwenne Allgaier, and Susan Wheadon all expressed their support for the revised Sanitary Code.
- Nancy Poppa, Robert LaPorte, and John Poppa were in support of the revised Sanitary Code. They would like to have some additional language or amendments added to it to require a twenty to twenty-five year inspection of all septic in the area if the property has not transferred ownership. They would also like to see language that would require more frequent inspections for short term rental properties. Mr. Poppa had also dispersed a handout to the Board of Health Members during the meeting.
- Frank Clements had submitted a letter prior to the meeting, he read his letter at the meeting. He would like to see additional language that pertained to businesses within the villages. He did not feel that these were properly addressed in the revised ordinance.
- Jim Lautner and Steve Mikowski were not in support of the revised sanitary code. They believed it would be an extra burden for residents who were transferring property among family members either by trusts, wills or adding additional individuals to the deeds. Leelanau County has never had

an ordinance such as this and it does not seem like any residents have become ill from not having one.

Public Comment – General - None

Board Comments – Conley thanked everyone in the audience for taking time out of the schedules to come and present their questions and comments. The Board of Health will take all comments and questions into consideration when this item is discussed at the November 30, 2022 regularly scheduled Board of Health meeting.

Adjourned at 7:42p.m.

Barbara Conley M.D.

Dr. Barbara Conley, Chair

Shelley

Shelley Jablon, Recording Secretary

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
Wednesday, November 30, 2022 2:00 p.m.
Leelanau County Government Center
6527 E Government Center
Suttons Bay MI 49682**

Chairperson Dr. Barbara Conley called the meeting to order at 2:05 pm.

Members Present:

Gary Sauer - Benzie County Board of Commissioners
Ty Wessell – Leelanau County Board of Commissioners
Dr. Barbara Conley – Leelanau County Member at Large
Rhonda Nye – Benzie County Board of Commissioners
Dr. Mark Kuiper – Benzie County Member at Large
Patricia Soutas-Little – Leelanau County Board of Commissioners

Members Absent: None

Members Excused: None

Staff Present:

Dr. Joshua Meyerson – Medical Director
Dodie Putney – Director of Administrative Services
Eric Johnston – Director of Environmental Health
Michelle Klein - Director of Personal Health
Dan Thorell – Health Officer

Staff Excused: None

Guests Present: Attorney Jim Young – Via Teams

Pledge of Allegiance

Approval of Minutes:

Motion By: Wessell to approve the October 26, 2022, BOH meeting minutes.

Seconded By: Kuiper

Voice Vote: 6 yeas 0 nay 0 excused **Motion carried**

Approval of the Agenda:

Motion By: Sauer to approve the agenda with the revision that that any legal questions in regard to the revised Sanitary Code be moved before the first Public Comment section and that items 1. and 2. be reversed.

Seconded By: Wessell

Voice Vote: 6 yeas 0 nay 0 excused **Motion carried**

Legal Questions – Attorney Jim Young answered questions about what is legally considered a transfer of property. It is when a property deed has had a name change, such as adding an individual to the deed, or someone signing off their ownership rights to property and this is delivered to the Register of Deeds. When property trusts are formed, BLDHD would need to be notified of this as this would be a transfer of property

from the original owner to the trust. The issue with trusts is once they are formed individuals can be added to it, but the legality of the trust does not change, therefore a well or septic inspection would not be required after the initial formation. If individuals are being added or taken off deeds the percentage of ownership of the property has to shift so that one individual has more than a 50% ownership, than a transfer is considered.

Public Comment – None

Revised Sanitary Code

There was much discussion on when an inspection would occur for when a child or other individual was added to a deed. Would it happen at the time it was registered with the Register of Deeds, or would it happen when a death certificate was filed allowing the child/other individual full ownership of the property? It was also debated on what would be the best course of action for being informed for when this happened. It was suggested that the best way to handle a well and septic inspection to be enforced with a property transfer is by creating a policy that everyone could agree on. This policy would be approved by the BOH and could only be changed by the BOH.

Motion By: Conley to approve the District Sanitary Code with the amendment to remove the last sentence of Section 2.43 and with a stipulation that Benzie-Leelanau District Health Department will create a policy for affirming Benzie County's current practice for family property transfer.

Seconded By: Wessell

Roll Call Vote: Sauer- yea, Nye- yea, Conley- yea, Wessell- yea, Kuiper – yea, Soutas-Little-yea
6 yeas 0 nay 0 excused **Motion carried**

Revised Immunization Fee Schedule

Currently BLDHD charges a small administrative fee for providing immunizations. Every private insurance company, Medicaid and Medicare will pay a different set amount for services. BLDHD's Reimbursement Specialist researched how much on average the insurance companies were willing to pay for administration fees for immunizations and she assisted in creating a new fee schedule that better matched to what BLDHD could charge for immunizations. It was asked if the clients pay the difference of what an insurance company will reimburse BLDHD to what the actual cost is for the services. If a client has private insurance, they will not be billed the difference, the same thing for Medicaid or Medicare. If the client does not have insurance, they will be charged a \$10 administrative fee. If the client does not have the ability to pay, the fee will be waived.

Motion By: Sauer to accept the revised Immunization Fee Schedule.

Seconded By: Soutas-Little

Roll Call Vote: Sauer- yea, Nye- yea, Conley- yea, Wessell- yea, Kuiper – yea, Soutas-Little-yea
6 yeas 0 nay 0 excused **Motion carried**

Health Officer Update – Dan Thorell

A written report was distributed prior to the meeting for review. Please refer to it for details. The contract for Thorell as the official Health Officer for HDNWM will be voted on at December's HDNWM BOH meeting. The Oral Health Assessment Program should service approximately 300 kids in the Benzie and Leelanau Counties. Exams will be given by a dental hygienist during Kindergarten Roundups. Details are being finalized on how any further additional services will be provided or recommended. WIC is in the process of redoing their distribution of food products. Juice will be eliminated as one of the products a participant can receive, instead they will receive vouchers for more fresh produce.

Accounts Payable

Motion By: Sauer to approve accounts payable and pay the bills in the amount of \$312,669.58.

Seconded By: Wessell

Roll Call Vote: Sauer- yea, Nye- yea, Conley- yea, Wessell- yea, Kuiper – yea, Soutas-Little-yea
6 yeas 0 nay 0 excused **Motion carried**

September 2022 Financial Statements

Motion By: Soutas-Little to accept the financial statements as presented.

Seconded By: Wessell

Roll Call Vote: Sauer- yea, Nye- yea, Conley- yea, Wessell- yea, Kuiper - yea, Soutas-Little- yea
6 yeas 0 nay 0 excused **Motion carried**

October 2022 Financial Statements

Motion By: Wessell to accept the financial statements as presented.

Seconded By: Soutas-Little

Roll Call Vote: Sauer- yea, Nye- yea, Conley- yea, Wessell- yea, Kuiper – yea, Soutas-Little -yea
6 yeas 0 nay 0 excused **Motion carried**

Discussion: It was asked why BLDHD was starting the first month of the fiscal year with a large deficit. It was explained that revenue coming in for this month is typically slow. Also, there were some major expenditures that occurred, such as the roof for the Benzie Resource Center. The cost of this will be recouped as the year progresses through rent from the tenants.

Staff Reports:

Medical Director – Dr. Joshua Meyerson

A report was distributed prior to the meeting. Please refer to it for details. The best way to stop tobacco use is to prevent the start of it. A program had been started pre-Covid to help expectant mothers to quit smoking but had to stop once the pandemic began. It is in the process of starting back up. The number of teenagers that are smoking is down but the number vaping is up. It also has been studied that the percentage of smokers will go up as the rate of poverty goes up.

Personal Health – Michelle Klein

A report was distributed prior to the meeting. Please refer to it for details. It has been asked what can BLDHD do to bring up the immunization rate for the two counties. Klein responded that quarterly staff will produce and review a MCIRS report to see which clients are behind on their vaccinations. They then will contact clients that are behind on their immunizations and try to schedule them an appointment. They do this by calling the clients and sending letters in the mail. There have been vaccination clinics held at the local schools to try and get as many children vaccinated as possible. There also have been announcements and educational pieces put out on social media to address any concerns that there might be about vaccinations and to advertise when immunization clinics will be held. It was also discussed that the some of the low vaccination rates happen in areas that the population tends to have a higher education. The residents will do their own research and conclude that they do not need a vaccination because there has not been an outbreak of the disease. The problem with this thought process is when the population has a lower immunity to the disease an outbreak becomes more of a possibility. Currently there are no vaccines for RSV, there is medication to help alleviate the symptoms for children.

Harm Reduction, the group that BLDHD has partnered with for the Safe Syringe program will be sponsoring a billboard that will educate the public that NARCAN kits are available at BLDHD. The grant writing contract for the RFPs to MDHHS for the School Wellness Program was discussed. The issues that were discussed about this process was there needs to be a review for when contracts are going to be over a certain dollar value. It was decided that a policy should be created for any contracts that will be over \$5,000 be brought before the BOH, that certain relationships should be excluded from being able to contract with BLDHD and if any relationships may be questionable that they be presented to the Board Chair before a contract is signed. It was also recommended that when the policy is drafted to have an attorney review it to make sure that it does not violate any current law.

Environmental Health – Eric Johnston

A report was distributed prior to the meeting. Please refer to it for details. January is Radon Awareness Month. The Give a Can Get a Kit, event will be happening through January for this.

Food Management Classes will be hosted in Benzie and Leelanau Counties in December. Both classes can hold 25 individuals. Every licensed restaurant is required to have a minimum of one person on staff who has a valid food safety manager certification. Nick Dow, our Food Service Program Supervisor, provides trainings and proctor's the exam. Nick also conducts all of the food facility inspections and is constantly attending trainings to sharpen his skills as an inspector and to stay up to date on new cooking processes. In addition to administering the entire food program, he also conducts a majority of our campground inspections, and all of our pool and body art facility inspections for both Counties. He was recognized by Director Johnston for the exemplary work he performs for our division and in the community.

Administrative – Dodie Putney

A report was distributed prior to the meeting. Please refer to it for details. BLDHD's audit is scheduled for the week of January 9, 2023. There will be a meeting about the space sharing at the Leelanau County Government Center. BLDHD would be paying part of the cost of the remodel, the percentage or dollar value has not been determined yet. Once it has been determined, this will be brought back to the BOH for approval. BLDHD will not be charged a direct rent for using space at the Leelanau Government Center but will be charged a percentage of the operating cost for the building. BLDHD is also in the process of renegotiating an extended lease with the Leelanau Montessori School. The new phone system will go live on December 9, 2022. The all-staff meeting will be held on December 2, 2022 at the Grow Benzie Building. The Covid Workforce Development Grant will be paying for this event.

Public Comment – None.

Board Comments – The BLDHD BOH By-laws review has been completed. Soutas-Little expressed her pleasure for being a member of the BLDHD BOH, as this was her last meeting as a BOH member. The Board and staff thanked Soutas-Little for her service on the BOH. Wessell thanked the BOH for passing the revised Sanitary Code.

Adjourn:

Motion By: Soutas-Little to adjourn the BOH meeting at 4:32 p.m.

Second By: Conley

Voice Vote: 6 yeas 0 nay 0 excused **Motion carried**

Barbara Conley M.D.

Dr. Barbara Conley, Chair

Shelley

Shelley Jablon, Recording Secretary

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
Wednesday, December 7, 2022 4:15 p.m.
Leelanau County Government Center
6527 E Government Center
Suttons Bay MI 49682**

Chairperson Dr. Barbara Conley called the meeting to order at 4:15 pm.

Members Present:

Gary Sauer - Benzie County Board of Commissioners
Ty Wessell – Leelanau County Board of Commissioners
Dr. Barbara Conley – Leelanau County Member at Large
Rhonda Nye – Benzie County Board of Commissioners
Patricia Soutas-Little – Leelanau County Board of Commissioners

Members Absent: None

Members Excused: Dr. Mark Kuiper – Benzie County Member at Large

Staff Present:

Dan Thorell – Health Officer
Eric Jonston – Director of Environmental Health
Dodie Putney – Director of Administrative Services

Staff Excused: None

Guests Present: None

Pledge of Allegiance

Approval of the Agenda:

Motion By: Soutas-Little to approve the agenda.

Seconded By: Sauer

Voice Vote: 5 yeas 0 nay 1 excused **Motion carried**

Public Comment – None

Transfer Enforcement Policy

Motion By: Sauer to accept the Time of Transfer Evaluation Enforcement Policy

Seconded By: Wessell

Roll Call Vote: Nye - yea, Sauer - yea, Conley - yea, Soutas-Little - yea, Wessell - yea.

5 yeas 0 nay 1 excused Motion Carried.

Discussion: Nye commented she is appreciative of staff for getting this Policy done prior to the Benzie County Board of Commission meeting. Wessell also echoed Nye's comments on getting the Policy done quickly. Dan Thorell explained that the Policy was worked on last Thursday night with the attorney.

Adjourn:

Motion By: Soutas-Little to adjourn the BOH meeting at 4:22 p.m.

Second By: Nye

Voice Vote: 5 yeas 0 nay 1 excused Motion carried

Barbara Conley M.D.

Dr. Barbara Conley, Chair

Dodie Putney

Dodie Putney, Recording Secretary