

BENZIE COUNTY BOARD OF COMMISSIONERS

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

www.benzieco.net

MEETING AGENDA

March 28, 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
TRIBUTE PRESENTED BY BOARD CHAIR
APPROVAL OF AGENDA
APPROVAL OF MINUTES – 3/14/23
PUBLIC COMMENT
FINANCE –
 A) Approval of Bills
ELECTED OFFICIALS & DEPT HEAD COMMENTS
ACTION ITEMS –
 A) Consider committing up to 50% from ARPA funds for paving Henry Road
 B) Consider committing up to \$80,000 ARPA funds to Crystal Lake Outlet Project
 C) Consider purchase of super server for Sheriff's Office and Central Dispatch
 D) Consider "opting in" new Opioid Settlements, adopting a related resolution, and
 subdivision participation forms
 E) Consider adopting Vehicle Use Policy
 F) Consider adopting the Introduction to Employment Policy
 G) Consider adopting the Travel Policy
 H) Consider adopting the Violence in the Workplace Policy
 I) Consider rescinding the Canteen/Employee Fund Policy
 J) Consider confirming the retirement of K9 Rexo and gifting him to his handler
 K) Consider authorizing Benzie Senior Resources to place a temporary structure
COMMISSIONER REPORTS –
COUNTY ADMINISTRATOR'S REPORT – Katie Zeits
STUDY SESSION – None
COMMITTEE APPOINTMENTS – Jury Board – Elizabeth Shrake and Rick Drewyour
UNFINISHED BUSINESS –
NEW BUSINESS –
PRESENTATION OF CORRESPONDENCE
PUBLIC COMMENT
ADJOURNMENT

Times Subject to Change

PUBLIC COMMENT

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

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

Group Presentations – 15 minutes
Individual Presentations – 3 minutes

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

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

Commissioner Contacts:

District	I – Bob Roelofs (Almira East of Reynolds Road).....	231-645-1187
District	II - Art Jeannot (Almira Twp West of N. Reynolds Road, Platte Twp, Lake Twp East of Sutter Rd, and Inland Twp section 1-6, section 7 lying west of Maple City Hwy, north of US-31)	231-920-5028
District	III – Karen Cunningham (Crystal Lake, Frankfort and Lake Twp, at Sutter Road going West)	231-822-4067
District	IV – Rhonda Nye (Benzonia Twp, except for sections 31, 36 and 35 East of Case Road).....	231-822-4068
District	V – Tim Markey (Homestead and Benzonia Twp sections 31, 36 and 35 West of Case Road).....	231-822-4066
District	VI - Evan Warsecke (Colfax, Inland except sections 1-6, section 7 lying west of Maple City Hwy and North of US-31).....	231-822-4065
District	VII - Gary Sauer (Blaine, Gilmore, Joyfield, Weldon)	231-651-0647



Tribute to Benzie County Central Dispatch

April 9-15, 2023

9-1-1 is nationally recognized as the number to call in an emergency to receive immediate help from police, fire, emergency medical services, or other appropriate emergency response entities, and in Benzie County it is no different. In an emergency, the Benzie County community depends on 9-1-1.

9-1-1 was designated by Congress as the national emergency call number under the Wireless Communications and Public Safety Act of 1999 (Public Law 106-81); and the ENHANCE 911 Act of 2004 (Public Law 108-494) established enhanced 9-1-1 as a high national priority as part of our Nation's homeland security and public safety.

Each day, Benzie County Central Dispatchers join more than half a million public safety dispatchers to answer desperate calls for help, responding with services that save the lives and property of American citizens in need of assistance.

These dedicated men and women are more than anonymous voices on the telephone line. They are our neighbors who are trained to swiftly coordinate response to emergency calls. They are also support for public safety officials of all levels who use telecommunications for everything from drug interdiction to protecting homes and property.

We rely on their knowledge and professionalism as they make critical decisions, obtain information, and quickly dispatch needed aid. Benzie County's Central Dispatchers serve our citizens daily in countless ways. The work of these "unseen first responders" is invaluable in emergency situations, and each of these dedicated men and women deserves our heartfelt appreciation.

Americans place their trust in these individuals, not just this week, but every day of the year. The week of April 9, 2023 is a time for a grateful community to show its appreciation and to recognize that our health, safety, and well-being are often dependent on the commitment and steadfast devotion of our Benzie County Central Dispatchers.

I, Bob Roelofs, Board of Commissioners Chair of Benzie County, do hereby give this tribute to Benzie County Central Dispatch in celebration of Telecommunications week, April 9-15, 2023, and I call upon all government officials, parents, teachers, school administrators, caregivers, businesses leaders, non-profit organizations, and the people of Benzie County to observe this week and thank their local dispatchers for their service to our community.

Dated this 28th day of March 2023.

Bob Roelofs, Board Chair

THE BENZIE COUNTY BOARD OF COMMISSIONERS
March 14, 2023

The Benzie County Board of Commissioners met in a regular session on Tuesday, March 14, 2023, in the Frank Walterhouse Board of Commissioners Room, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chair Bob Roelofs.

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

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

Agenda:

Motion by Jeannot, seconded by Warsecke, to approve the agenda as amended, moving Action Item F to the first order of business under Action Items. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Minutes:

Motion by Nye, seconded by Markey, to approve the regular session minutes of February 28, 2023, as presented. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

9:02 a.m. Public Comment - None

FINANCE

Bills: Motion by Warsecke, seconded by Sauer, to approve payment of the bills from February 24, 2023, through March 09, 2023, in the amount of \$730,242.85, as presented. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS

Sheriff Rosa wanted to thank everyone for their part in 24-hour road patrol. Citizen's support is huge. There is a lot of moving parts to make this all come together and positive things are happening. The goal is to have 24-hour road patrol by mid to later summer.

Brianne Lindsay, Equalization Director provided a written report and explained the questions regarding roll books for the townships who request them.

Cory Ellis, 911 Director, read a letter of support regarding the emergency tower, from Jason Torrey, Grand Traverse 911 Director.

Luke Wassink, National Parks Service representative, stated that the National Parks Service is in support of the APRA funds allocation for the emergency tower.

Mike Cedarholm, City of Frankfort Fire Chief, stated his support of the ARPA funds allocation for the emergency tower.

Rob Lozowski, Police Chief for the City of Frankfort, stated his support of the ARPA funds allocation for the emergency tower.

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Steve Adams, Benzonia Township Fire Chief, stated his support of the ARPA funds allocation for the emergency tower.

Derek Smith, Almira Township Fire and EMS Assistant Chief, stated his support of the ARPA funds allocation for the emergency tower.

Sheriff Rosa stated his support of the ARPA funds allocation for the emergency tower.

Rebecca Huber, Emergency Manager, was present to answer any questions regarding the emergency tower and it's needs. A site has been identified and secured, with the help of the City of Frankfort and Motorola. Working with Peninsula Fiber Network (PFN) and Cherry Capital Connection regarding the fiber optic and connectivity to the location of the tower.

Chair Roelofs stated that this all started because of Rebecca and her commitment to safety. We all owe her a great debt of thanks for going above and below regarding the emergency tower and getting us to where we are.

ACTION ITEMS

Consider committing up to \$350,000 ARPA funds to the Emergency Communications Tower:

Motion by Sauer, seconded by Markey to commit up to \$350,000 of funds to the Emergency Communications Tower, with available funds from American Rescue Plan Act funding, and authorizes the Administration to release funds for the tower when appropriate documentation regarding the use of the funds is provided. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Declare security gates surplus and authorized their sale and disposal: Motion by Markey, seconded by Warsecke, to declare the gate system in the Governmental Center surplus, and authorizes their sale and disposal, with sale proceeds to be allocated towards building security upgrades. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Consider adopting Accounts Payable Policy: Motion by Warsecke, seconded by Markey, to adopt the Accounts Payable Policy to replace the current Accounts Payable Policy. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Consider committing \$250,000 ARPA funds to Point Betsie Preservation Project: Motion by Nye, seconded by Cunningham, to commit up to \$250,000 to the Point Betsie Preservation Projects, with funds available from American Rescue Plan Act funding, and authorizes the Administration to release funds for the project when appropriate documentation regarding use of funds is provided. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Consider committing up to 50% match from ARPA funds to pave Henry Road: Matt Skeels was present from the Road Commission. Discussion was held and it was decided that this matter will be adjourned until the March 28, 2023, meeting. Would like more information regarding how much Benzie Central School, Benzonia Township and the Road Commission would be contributing to the paving of Henry Road.

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Consider allocating 30% ARPA funds to Broadband Expansion commitment: Motion by Jeannot, seconded by Nye, to allocate up to 30% of its American Rescue Plan Act funding for the Internet for All, Benzie County Broadband Expansion Project and authorizes the Administration to release funds for the project when appropriate documentation regarding use of the funds is provided. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Consider committing up to \$80,000 ARPA funds to Crystal Lake Outlet project: Discussion was held, and it was decided that this matter will be adjourned until the March 28, 2023, meeting. Would like more information regarding the Parks and Recreation Committee request for ARPA fund for Crystal Lake Outlet project, and want other funding is being looked at.

Adopt amended Board Rules and the BOC/COTW meeting dates: Motion by Jeannot, seconded by Sauer, to approve the amended 2023 Calendar year meeting schedule for its meetings, and further adopts amended Board Rules as presented in the March 14, 2023, board packet. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, and Sauer Nays: Roelofs and Warsecke Motion carried.

COMMISSIONER REPORTS

Chair Roelofs attended Veterans Affairs meeting, and Ad Hoc Housing Committee meeting.

Comm Jeannot provided a written report.

Comm Cunningham provided a written report. In addition, she attended the Coffia Coffee event and the Frankfort Elberta School Board meeting.

Comm Nye attended Agenda Review, Centra Wellness Board meeting, Ad Hoc Housing Committee meeting, Benzonia Planning Commission meeting, 2 Sewer Feasibility Study meeting along with the March 7, 2023, presentation at the Mills Community House, Village of Benzonia Meeting, Benzonia Township meeting, and the Benzie Central School Board meeting.

Comm Markey attended the Northern Regional Entity Substance Abuse Oversight meeting, Homestead Township meeting, and Centra Network Board meeting.

Comm Warsecke attended Colfax Township meeting and Inland Township meeting.

Comm Sauer attended the Joyfield Township meeting, Blaine Township meeting, Maples meeting, Ironman update meeting, MAC Ag and Tourism meeting, Road Commission meeting, Traverse City Visitors Bureau meeting, Village of Elberta meeting, and Village of Thompsonville meeting.

COUNTY ADMINISTRATOR'S REPORT – Jackie Palfey, Human Resource Manager, reported that the Broadband Robin grant is being submitted today. An appropriation request application has been sent to Senator Peters and Senator Stabenow requesting funding for the emergency tower. Along with State Representative Coffia, Representative Bumstead and Representative Roth as well. In April we will start getting ready for the budget. If any Commissioner is going to the MAC conference, please get with Rose regarding your reservation.

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COMMITTEE OF THE WHOLE: It has been requested that the Committee of the Whole meeting for this afternoon be cancelled due to the County Administrators absents today. Motion by Warsecke, seconded by Nye, to cancel the Committee of the Whole meeting today and move the topics to the next meeting. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

COMMITTEE APPOINTMENTS - Jean Bowers resignation from Jury Board.

Motion by Jeannot, seconded by Sauer, to accept with regrets, Jean Bowers resignation from the Benzie County Jury Board. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Commissioner Jeannot stated that Jean has given many years of service to Benzie County, would like to see a letter of appreciation be sent to her signed by the Chair.

UNFINISHED BUSINESS - None

NEW BUSINESS - None

PRESENTATION OF CORRESPONDENCE

- Lapeer County Resolution 2023-R01- Honoring MAC 125th Anniversary
- Lapeer County Resolution 2023-R02 – Oppose all Firearms Control Legislation
- Calhoun County Resolution Res.024-2023 – Honoring MAC 125th Anniversary
- Clinton County Resolution 2023-3 – Honoring MAC 125th Anniversary
- Tuscola County Resolution 2023-02 – Honoring MAC 125th Anniversary
- Cheboygan County Resolution 2023-05 – Urge Repair of the Cornwall Creek Flooding Dam
- Leelanau County Resolution 2023-023 – Honoring MAC 125th Anniversary

11:00 a.m. Public Comment

Dan Hawkins, Village of Lake Ann President, publicly express his appreciations regarding how all of levels of government are working together. Pleasure to work with you all, and there are good things going on in Benzie County.

Anne Browning, Village of Beulah, stated that she is glad to see the Board of Commissioners are investing in safety. She is on the Village of Beulah Planning Commission and they are working on planning and looking to the future.

11:03 a.m. Public Comment Closed

Motion by Markey, seconded by Sauer, to adjourn at 11:03 a.m. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

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1. Approve the agenda as amended.
2. Approve the regular session minutes of February 28, 2023, as presented.
3. Commit up to \$350,000 of funds to the Emergency Communications Tower, with available funds from American Rescue Plan Act funding, and authorizes the Administration to release funds for the tower when appropriate documentation regarding the use of the funds is provided.
4. Declare the gate system in the Governmental Center surplus, and authorizes their sale and disposal, with sale proceeds to be allocated towards building security upgrades.
5. Adopt the Accounts Payable Operational Policy to replace the current Accounts Payables Policy.
6. Commit up to \$250,000 to the Point Betsie Preservation Projects, with funds available from American Rescue Plan Act funding, and authorizes the Administration to release funds for the project when appropriate documentation regarding use of funds is provided.
7. Allocate up to 30% of its American Rescue Plan Act funding for the Internet for All, Benzie County Broadband Expansion Project and authorizes the Administration to release funds for the project when appropriate documentation regarding use of the funds is provided.
8. Approve the amended 2023 Calendar year meeting schedule for its meetings, and further adopts amended Board Rules as presented in the March 14, 2023, board packet.
9. Cancel the Committee of the Whole meeting today and move the topics to the next meeting.
10. Accept with regrets, Jean Bowers resignation from the Benzie County Jury Board.

Art Jeannot
Commissioner Report
March 14, 2023

- Participated in 5 meetings on behalf of the County since our February 28th meeting.
- **3/2 – Ad hoc Committee (Housing Committee)**
 - We met to discuss the future of our Housing Committee. As a reminder, this committee was formed in the 1980s for the purpose of allocating CBDG monies to repair homes for those in financial need. After many years of the committee members remaining consistent, the majority of the committee resigned due to health or retirements. The administrative function was contracted out to Northwest MI Community Action Agency several years ago. The ad hoc committee is reviewing the need to continue on with a local housing committee or to consider a different arrangement. This action is consistent with our goal over the past 6 years to review the viability of each of our committees, boards or authorities. More information will be provided as we continue to review this issue.
- **3/2 – Lake Township**
 - There is request to relocate Sutter Rd to improve safety for users of the road. This request is coming from members of Crystal Downs. The members would pay for the relocation.
 - The Township is considering a donation to the Friends of Point Betsie for light house repairs and/or the County for our need for a new tower for public safety.
- **3/3 – MI Association of Counties (Finance and General Governance Committee)**
 - We discussed new regulations for broad band and non-partisan elections locally.
 - A discussion was led by the MI Association of County Clerks regarding new election laws. There was concern expressed about the 9 days of early voting and the logistics related to this regulation.
- **3/13 – Almira Township**
 - I will report any relevant information at our BOC meeting.
- **Other**
 - Attended the presentation on the sewer feasibility study between Benzonia and Beulah. Rhonda facilitated the meeting and I will invite her to give you the details.



BoC 14 Mar 2023

Commissioner Cunningham, District 3

kcunningham@benzieco.net

231.822.4067

Attended/Presented

- 2 Mar** **Lake Twp Board** Upcoming meetings: 6 Mar, 7pm, Planning Commission,
9 Mar, 7pm, Zoning Board of Appeals, the board anticipates more than usual appeals because of increased property values.
- 7 Mar** **Kinship Coalition** This group advocates for children who are living with other than their parents because of detrimental home lives. Kinship providers are often relatives or friends. There are 54,000+ documented children who are living in Kinship situations in Michigan, but there are many more, "hidden in plain sight." Benzie and Manistee Counties are coordinating efforts to support these families and children.
- 10 Mar** **MAC Environmental Regulatory Committee** I will report any information that needs to be shared.
- 13 Mar** **FEAS** I will report any information that needs to be shared.

Community

- 1 Mar** Met with Paul May about sustainable agriculture.
- 2 Mar** Introduction to Commissioner Kama Ross, Leelanau County.
- 6 Mar** volunteered, Garden Theatre.
- 7 Mar** Attended Betsie Hosick Health and Fitness Center meeting; potential local buyer, who will keep it as a fitness center.
Drop in visit to CLT
- 8 Mar** I saw my first robin!
- 13 Mar** **Coffia coffee**, 1pm at the Red Door in Lake Ann.

Correspondence

Shared Government for Tomorrow, govfortomorrow.org, with the superintendent and several board members.

FEAS established a curricula committee, Government for Tomorrow, a 501 C3, Helping to create high school positions in local government.

Emails to Reps Roth and Coffia about sustainable ag. Email to Commissioner Evan Warseke, solid waste.

Finance Report

BILLS TO BE APPROVED March 28th

Motion to approve Vouchers in the amount of:

\$ 142,515.69 General Fund (101)

\$ 14,336.97 Jail Fund (213)

\$ 15,744.55 Ambulance Fund & ALS (214)

\$ 6,858.27 Funds 105-238

\$ 1,465.27 ACO Fund (247)

\$ 244.30 Building (249)

\$ 4,438.51 Dispatch 911 Fund (261)

\$ 52,741.44 Funds 239-292

\$ 1,347,416.82 Funds 293-640

\$ 221,605.95 701 Fund

\$ 75,406.18 Trust and Agency Funds & MSU Trust and Agency Fund (702-771)

\$ 1,882,773.95

Payable March 10 to March 23

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
3/16/2023	\$ 44,053.00	\$ 5,600.48	\$ 8,601.81	\$ 794.83	\$ 124.68	\$ -	\$ 554.89	\$ 44,062.50	\$ 2,487.84	\$ 4,176.34	\$ -	\$ 110,456.37
3/23/2023	\$ 90,776.89	\$ 8,736.49	\$ 7,142.74	\$ 6,063.44	\$ 1,340.59	\$ 244.30	\$ 3,883.62	\$ 8,678.94	\$ 1,344,928.98	\$ 217,429.61	\$ 75,406.18	\$ 1,764,631.78
EFT 3/23/2023	\$ 7,685.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,685.80
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Totals	\$ 142,515.69	\$ 14,336.97	\$ 15,744.55	\$ 6,858.27	\$ 1,465.27	\$ 244.30	\$ 4,438.51	\$ 52,741.44	\$ 1,347,416.82	\$ 221,605.95	\$ 75,406.18	\$ 1,882,773.95

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

03/23/2023 01:54 PM

User: RLYnn

DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 03/10/2023 - 03/23/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 1/12

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 101 BOARD OF COMMISSIONERS							
101-101-727.00	OFFICE SUPPLIES	BOWERS, TAMMY	REIMBURSTMENT FOR COMMISSIONER COFF	SAMS REFUND	03/31/23	11.98	89099
Total For Dept 101 BOARD OF COMMISSIONERS						11.98	
Dept 131 CIRCUIT COURT							
101-131-702.00	CIR CT JUDGE	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR FEBRU	FEBRUARY 2023	03/31/23	1,524.13	89132
101-131-702.03	SALARY-COURT ADMINISTRATOR	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR FEBRU	FEBRUARY 2023	03/31/23	2,414.52	89132
101-131-704.00	WAGES-COURT REPORTER	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR FEBRU	FEBRUARY 2023	03/31/23	1,160.25	89132
101-131-704.01	WAGES - ADR CLERK	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR FEBRU	FEBRUARY 2023	03/31/23	1,705.48	89132
101-131-704.02	WAGES-CLERICAL ASSISTANT	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR FEBRU	FEBRUARY 2023	03/31/23	1,160.25	89132
101-131-712.00	WAGES - RESEARCH ATTORNEY	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR FEBRU	FEBRUARY 2023	03/31/23	1,858.21	89132
101-131-725.00	COST OF FRINGE BENEFITS -	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR FEBRU	FEBRUARY 2023	03/31/23	6,390.86	89132
101-131-727.00	OFFICE SUPPLIES	MANISTEE COUNTY	REIMBURSTMENT FROM BENZIE COUNTY TO	JANUARY 2023	03/31/23	216.52	89131
101-131-800.00	CONTRACTED SERV - THINKING	CATHOLIC HUMAN SERVICE	SPLIT INVOICE BETWEEN MANISTEE & BE	01/31/23	03/30/23	150.00	89013
101-131-800.00	CONTRACTED SERV - THINKING	CATHOLIC HUMAN SERVICE	SPLIT INVOICE BETWEEN MANISTEE & BE	02/28/23	03/30/23	416.67	89013
101-131-800.00	19-3071-NA	MCDONALD, PATRICK	COURT APPOINTED ATTY FOR VARIOUS NA	JANUARY 2023	03/30/23	127.50	89133
101-131-802.00	TRANSCRIPTS	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR FEBRU	FEBRUARY 2023	03/31/23	844.65	89132
101-131-810.00	20-3109-NA	DAUGHERTY, JOHN	COURT APPOINTED ATTY VARIOUS CASES	JANUARY	03/30/23	1,048.75	89027
101-131-810.00	18-3016-NA	MCDONALD, PATRICK	COURT APPOINTED ATTY FOR VARIOUS NA	FEBRUARY 2023	03/30/23	850.95	89054
101-131-810.00	22-3189-NA	NICHOLAS BROWN LAW, PL	COURT APPOINTED ATTY FOR VARIOUS NA	JANUARY 2023	03/30/23	1,612.85	89060
101-131-810.00	13-9659-DP	ERIC OHEARN	COURT APPOINTED ATTY	00106	03/30/23	127.50	89116
101-131-810.00	18-3016-NA	MCDONALD, PATRICK	COURT APPOINTED ATTY FOR VARIOUS NA	JANUARY 2023	03/30/23	494.43	89133
101-131-810.00	18-3032-NA	SPILLAN, JOHN	COURT APPOINTED ATTY - NA FEES	JANUARY 2023	03/31/23	2,872.50	89153
101-131-860.00	TRAVEL	QUAGLIA, VINCENT	MILEAGE & MEALS FROM 02/28/23-03/14	03/15/2023	03/31/23	172.50	89146
101-131-860.00	TRAVEL	QUAGLIA, VINCENT	01/31-02/07/23 TRAVEL EXPENSES FOR	02/08/23	03/30/23	157.50	89146
101-131-962.00	JIS RELATED COSTS	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR FEBRU	FEBRUARY 2023	03/31/23	638.08	89132
101-131-967.00	PROJECT EXPENSES - DRUG C	BENZIE COUNTY SHERIFF	9 DRUG TESTS FOR THORPE	FEB 2023	03/30/23	36.00	89006
101-131-967.00	PROJECT EXPENSES - DRUG C	BENZIE COUNTY SHERIFF	11 DRUG TESTS FOR HOFFMAN	FEB 2023	03/30/23	44.00	89006
101-131-967.00	PROJECT EXPENSES - DRUG C	KENNETH HILLIARD	CORRECTIONS FOR JANUARY & FEBRUARY	CORRECTIONS 2023	03/30/23	246.24	89043
Total For Dept 131 CIRCUIT COURT						26,270.34	
Dept 136 DISTRICT COURT							
101-136-805.10	PROBATE CT APPOINTED ATT	KISH DYKSTRA & SCOTT	HARVEY MASTY-PETITION FOR APPOINTME	34206	03/30/23	50.00	89046
101-136-805.10	PROBATE CT APPOINTED ATT	KISH DYKSTRA & SCOTT	JASMIN SCHUPBACK-GUARDIANSHIP	34207	03/30/23	25.00	89046
101-136-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT#842083652-0001 FOR FEB 13-MAR	9930008008	03/31/23	195.13	89162
101-136-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT#842083652-00001 FOR JAN 13- FE	9927611081	03/31/23	195.13	89162
Total For Dept 136 DISTRICT COURT						465.26	
Dept 141 FRIEND OF THE COURT							
101-141-964.10	REIMBURSEMENT TO MANISTEE	MANISTEE COUNTY FOC	FOC REIMBURSEMENT FOR JANUARY 2023	JANUARY 2023	03/31/23	13,475.36	89052
Total For Dept 141 FRIEND OF THE COURT						13,475.36	
Dept 142 JUVENILE DIVISION							
101-142-704.01	SALARY-DIRECTOR OF YOUTH	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR FEBRU	FEBRUARY 2023	03/31/23	2,701.95	89132
101-142-727.00	OFFICE SUPPLIES	WELLS FARGO FINANCIAL	603-0236145-000 SHARP COPIER	5024143393	03/28/23	79.90	89080
Total For Dept 142 JUVENILE DIVISION						2,781.85	
Dept 172 ADMINISTRATOR							
101-172-900.00	PRINTING & PUBLISHING	MICHIGAN ASSESSORS ASS	ONE MONTH FOR AD FROM 03/20/23-04-1	MAA-844 (03-23)	03/31/23	300.00	89135
101-172-963.00	COMPUTER SUPPORT	VC3 INC	OFFICE 365 & EXCHANGE ONLINE- PROAT	101795	03/31/23	166.00	89082
Total For Dept 172 ADMINISTRATOR						466.00	
Dept 215 COUNTY CLERK							
101-215-727.00	OFFICE SUPPLIES	ODP BUSINESS SOLUTIONS	POST-IT NOTES, AND NOTE PAPER	294805311001	03/31/23	41.32	89063

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Fund 101 GENERAL FUND							
Dept 215 COUNTY CLERK							
101-215-727.00	OFFICE SUPPLIES	ODP BUSINESS SOLUTIONS	MOISTENERS, CAPE NOTES	294773815001	03/31/23	23.85	89063
101-215-727.00	OFFICE SUPPLIES	THE EBCO COMPANY	#C1 FILE BACKS, LETTER SIZE WITH F.	023054	03/30/23	307.00	89072
101-215-860.00	TRAVEL	BOWERS, TAMMY	MILEAGE TO CLERK MEETING IN CADILLAC	03/10/23	03/30/23	71.20	89010
Total For Dept 215 COUNTY CLERK						443.37	
Dept 253 COUNTY TREASURER							
101-253-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CENT	CASE OF PAPER FOR TAX ROLLS	483360-0	03/23/23	89.70	89125
Total For Dept 253 COUNTY TREASURER						89.70	
Dept 257 EQUALIZATION DEPARTMENT							
101-257-703.00	SALARY-DEPARTMENT HEAD	W.A.S LLC	CONTRACT FOR INTERM EQUALIZATION DI	MARCH 2023	03/31/23	7,500.00	19
101-257-800.00	CONTRACTED SVCS - DESIGNATION	W.A.S LLC	CONTRACT FOR INTERM EQUALIZATION DI	MARCH 2023	03/31/23	15.50	19
101-257-860.00	TRAVEL	LINDSAY, BRIANNE	MILEAGE FOR NMEDA MEETING	03/13/23	03/16/23	104.80	89048
101-257-961.00	TRAINING & SCHOOLS	W.A.S LLC	CONTRACT FOR INTERM EQUALIZATION DI	MARCH 2023	03/31/23	170.30	19
Total For Dept 257 EQUALIZATION DEPARTMENT						7,790.60	
Dept 261 MSU EXTENSION							
101-261-703.04	WAGES-PART TIME SECRETARY	MICHIGAN STATE UNIV	DANA DOBIS WAGE AND FRINGE PAY	TOINV08-23-BENZIE	03/31/23	874.13	89139
101-261-800.00	CONTRACTED SERVICES	MICHIGAN STATE UNIV	3RD QUARTER PAYMENT APRIL-JUNE 2023	3 BENZIE 2023	03/31/23	11,095.25	89140
Total For Dept 261 MSU EXTENSION						11,969.38	
Dept 265 BUILDING & GROUNDS							
101-265-750.00	MAINTENANCE SUPPLIES	HURST MECHANICAL	REPLACE AUTO FILL VALVE ON BOILER	12471368	03/31/23	575.00	89038
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	BULBS FOR ELEVATOR	201672	03/30/23	59.96	89062
101-265-750.00	MAINTENANCE SUPPLIES	KSS	HOT PAPER CUPS & FACIAL TISSUES	145275	03/31/23	114.92	89129
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	BATTERIES	201830	03/31/23	38.97	89144
101-265-850.00	TELEPHONE	CENTURYLINK	30343955 COMMUNICATION	632407651	03/31/23	43.65	89014
101-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT#842083652-0001 FOR FEB 13-MAR	9930008008	03/31/23	87.10	89162
101-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT#842083652-00001 FOR JAN 13- FEB	9927611081	03/31/23	87.10	89162
101-265-923.00	FUEL/PROPANE-MAIN BUILDING	DTE ENERGY	ACCT #9100 209 3120 0 MAIN BUILDING	2829902533-08	03/31/23	886.32	89112
101-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	ACCT #9100 209 2920 4 JAIL 02/11/23	2478900657-08	03/31/23	401.79	89113
101-265-924.00	ELECTRIC-MAIN BUILDING 100	CONSUMERS ENERGY	ACCT 1000 0051 4248 MAIN BUILDING E	206169175568	03/31/23	5,859.84	89022
101-265-924.00	ELECTRIC-MAIN BUILDING 100	CONSUMERS ENERGY	ACCT #1000 0051 4313 JAIL ELECTRIC	206169175765	03/31/23	740.00	89023
101-265-924.00	ELECTRIC- GARAGE 1000 0586	CONSUMERS ENERGY	ACCT #1000 0586 8649 GARAGE ELECTRIC	204656456004	03/31/23	161.32	89107
101-265-935.00	BUILDING REPAIRS	HURST MECHANICAL	LABOR TO INSPECT SERVER ROOM AND BO	12471367	03/31/23	297.30	89038
101-265-935.00	BUILDING REPAIRS	HURST MECHANICAL	REPLACE STEAM CANISTER IN SERVER RO	12471369	03/31/23	2,176.58	89038
101-265-935.00	BUILDING REPAIRS	TKS SECURITY	INTERVIEW ROOM CAMERA ISSUES	21953	03/16/23	160.00	89074
101-265-935.00	BUILDING REPAIRS	SHERWIN-WILLIAMS	03/16/2023 PAINT - SHERIFF'S OFFICE	0175-3 E88/17886	03/23/23	42.47	89150
Total For Dept 265 BUILDING & GROUNDS						11,732.32	
Dept 266 LEGAL & CONTRACTED SERVICES							
101-266-810.00	INVOICE #54329	COHL, STOKER, TOSKEY,	PROFESSIONAL SERVICES RENDERED FOR	FEBRUARY 2023	03/30/23	4,339.94	89019
101-266-815.20	ADMINISTRATION FEES - MANISTEE	MANISTEE COUNTY - ADMIN	MANISTEE COURT COST REIMB FOR FEBRU	FEBRUARY 2023	03/31/23	1,166.67	89132
Total For Dept 266 LEGAL & CONTRACTED SERVICES						5,506.61	
Dept 267 PROSECUTING ATTORNEY							
101-267-808.00	WITNESS FEES	JEFFREY SCOTT WENDT	STRATTON CRIMINAL RESPONSIBILITY	22-2866-FC 22-28	03/16/23	3,537.50	89040
101-267-814.00	DIRECT VICTIMS NEEDS - EX	BENZIE COUNTY SHERIFF	CIVIL PROCESS SERVICE - DVN Q2	5415	03/16/23	26.00	89007
101-267-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT#842083652-0001 FOR FEB 13-MAR	9930008008	03/31/23	87.10	89162
101-267-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT#842083652-00001 FOR JAN 13- FEB	9927611081	03/31/23	87.10	89162
101-267-901.00	RESOURCE MATERIALS	THOMSON REUTER	MICHIGAN RULES OF COURT VOL 1 3 SET	6153545570	03/23/23	861.00	89158
Total For Dept 267 PROSECUTING ATTORNEY						4,598.70	
Dept 268 REGISTER OF DEEDS							

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Fund 101 GENERAL FUND							
Dept 268 REGISTER OF DEEDS							
101-268-860.00	TRAVEL	EBERHART, PAULA	MILEAGE TO MINI MARD CONFERENCE FRA	03/12/2023	03/16/23	216.81	89030
Total For Dept 268 REGISTER OF DEEDS						216.81	
Dept 285 CENTRAL SERVICES							
101-285-940.20	EQUIPMENT LEASE	APPLIED INNOVATION	SUM OF EQUIPMENT BASE CHARGES	2165041	03/16/23	35.04	89003
101-285-940.20	EQUIPMENT LEASE-40032368	TEAM FINANCIAL GROUP,	CUSTOMER #40032368 CONTRACT #400323	00091367	03/31/23	375.75	89070
101-285-940.20	EQUIPMENT LEASE-40027957	TEAM FINANCIAL GROUP,	CUSTOMER 40027957 CONTRACT40027957-	00091074	03/26/23	120.97	89070
Total For Dept 285 CENTRAL SERVICES						531.76	
Dept 301 SHERIFF							
101-301-748.00	GAS, OIL & GREASE	WATSON BENZIE LLC	18-2 OIL C/TIRE ROT CONTRACT X3	319574 OC TR CON	03/16/23	245.00	89079
101-301-748.00	GAS, OIL & GREASE	WATSON BENZIE LLC	21-4 OC TR CONTRACT X 3	MC864833 OC TR	03/23/23	245.00	89169
101-301-748.00	GAS, OIL & GREASE	WEX BANK	0496-00-471994-4 FUEL FEB 2023	87885312	03/23/23	238.41	89171
101-301-749.00	VEHICLE REPAIRS	HEIGES PERFORMANCE, IN	14-1 BRAKES AND OIL CHANGE	015210	03/16/23	339.74	89035
101-301-749.00	VEHICLE REPAIRS	MICHIGAN DEPARTMENT OF 5	NEW SHERIFF PLATES	SHERIFF PLATES	03/16/23	65.00	89056
101-301-749.00	VEHICLE REPAIRS	NAPA AUTO SUPPLY, INC.	18-2 HEADLIGHT LAMP	5366-497493	03/16/23	16.29	89059
101-301-749.00	VEHICLE REPAIRS	RYAN DUMOND	ACCIDENT INVEST SCHOOL MEALS 10 DAY	03/10/2023	03/16/23	350.00	89068
101-301-751.00	UNIFORMS	EMBROID ME OF TRAVERSE MHO -	UNIFORMS RMCL	E21281	03/16/23	100.00	89031
101-301-800.00	CONTRACTED SERVICES	ID NETWORKS, INC.	ANN MAINT 04012023 TO 03312024 RMS/I	280500	03/23/23	1,350.00	89123
101-301-853.00	CELLULAR PHONES-ROAD PATRO	VERIZON WIRELESS	842083652-00007 MARCH 2023 ROAD/TN	9930008009	03/23/23	896.40	89162
101-301-853.00	CELLULAR PHONES-ROAD PATRO	VERIZON WIRELESS	842083652-00007 ROAD/JAIL/SRO/TNT	9927611082	03/23/23	671.89	89162
101-301-961.00	TRAINING & SCHOOLS	MICHIGAN STATE POLICE	TRAFFIC INVESTIGATION SCHOOL - RD	55-1611400	03/16/23	800.00	89057
101-301-970.00	EQUIPMENT	KIESLER POLICE SUPPLY	FAE 223 REM 55 GRAIN FMJ AMMO	IN210020	03/16/23	1,992.00	89044
101-301-970.00	EQUIPMENT	AMAZON CAPITAL SERVICE	ACCIDENT INVESTIGATION TOOLS	19FY-YGDN-76Y9	03/23/23	442.73	89084
101-301-970.06	EQUIPMENT - COMPUTERS	AMAZON CAPITAL SERVICE	KEYBOARDS/MICE	1PX1-6TQM-34NX	03/16/23	24.99	89002
Total For Dept 301 SHERIFF						7,777.45	
Dept 333 SECONDARY ROAD PATROL							
101-333-725.00	FRINGE BENEFITS	DELTA DENTAL PLAN OF M 0110900001	DENTAL FOR 04/01/23-04/3	RIS004794092	03/31/23	97.96	89028
101-333-725.00	FRINGE BENEFITS	STANDARD INSURANCE COM 007614760001	INSURANCE FOR APRIL	APRIL 2023	03/31/23	38.58	89154
Total For Dept 333 SECONDARY ROAD PATROL						136.54	
Dept 426 EMERGENCY MANAGEMENT							
101-426-725.00	FRINGE BENEFITS	DELTA DENTAL PLAN OF M 0110900001	DENTAL FOR 04/01/23-04/3	RIS004794092	03/31/23	50.63	89028
101-426-725.00	FRINGE BENEFITS	STANDARD INSURANCE COM 007614760001	INSURANCE FOR APRIL	APRIL 2023	03/31/23	40.10	89154
101-426-850.00	TELEPHONE	VERIZON WIRELESS	ACCT# 786787479-00001 BILL SUMMARY	9929064009	03/24/23	43.55	89078
Total For Dept 426 EMERGENCY MANAGEMENT						134.28	
Dept 648 MEDICAL EXAMINER							
101-648-800.00	CONTRACTED SERVICES	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR FEBRU	FEBRUARY 2023	03/31/23	2,127.94	89132
101-648-970.00	EQUIPMENT- MEDICAL EXAMINE	TRINITY FLUIDS	SUPPLIES	10541	03/30/23	66.50	89076
Total For Dept 648 MEDICAL EXAMINER						2,194.44	
Dept 851 INSURANCE & BONDS							
101-851-725.06	LIFE INSURANCE	STANDARD INSURANCE COM 007614760001	INSURANCE FOR APRIL	APRIL 2023	03/31/23	185.70	89154
101-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS BLDG & LIAB	ILITY-M0001121 FOR INSTA	M0001121	03/31/23	36,624.20	89137
101-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS BLDG & LIAB	ILITY-R0001121 2ND QTR P	R0001121	03/31/23	1,975.00	89137
Total For Dept 851 INSURANCE & BONDS						38,784.90	
Dept 852 MEDICAL INSURANCE							
101-852-717.00	MEDICAL/DENTAL/VISION INS	DELTA DENTAL PLAN OF M 0110900001	DENTAL FOR 04/01/23-04/3	RIS004794092	03/31/23	2,528.88	89028
101-852-717.01	MEDICAL INSURANCE TO MANI	MANISTEE COUNTY - ADMI	MANISTEE COURT COST REIMB FOR FEBRU	FEBRUARY 2023	03/31/23	1,401.93	89132
101-852-718.00	SHORT/LONG TERM DISABILIT	Y STANDARD INSURANCE COM 007614760001	INSURANCE FOR APRIL	APRIL 2023	03/31/23	1,336.96	89154
101-852-874.00	MEDICAL INSURANCE - RETIF	DELTA DENTAL PLAN OF M 0110900001	DENTAL FOR 04/01/23-04/3	RIS004794092	03/31/23	184.23	89028

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Fund 101 GENERAL FUND							
Dept 852 MEDICAL INSURANCE							
101-852-874.00	MEDICAL INSURANCE - RETIF	BLUE CARE NETWORK	GROUP# 00189733 SUB#0002 FROM 04/01	230660070243	03/31/23	1,686.04	89096
Total For Dept 852 MEDICAL INSURANCE						7,138.04	
Total For Fund 101 GENERAL FUND						142,515.69	
Fund 205 TNT OFFICER MILLAGE FUND							
Dept 000							
205-000-725.00	FRINGE BENEFITS	DELTA DENTAL PLAN OF M	0110900001 DENTAL FOR 04/01/23-04/3	RIS004794092	03/31/23	26.72	89028
205-000-725.00	FRINGE BENEFITS	STANDARD INSURANCE COM	007614760001 INSURANCE FOR APRIL	APRIL 2023	03/31/23	38.58	89154
205-000-748.00	GAS, OIL & GREASE	WEX BANK	0496-00-471994-4 FUEL FEB 2023	87885312	03/23/23	114.99	89171
205-000-840.00	INTELL/INVESTIGATIONS	TRAVERSE NARCOTICS TEA	SERVICE CONTRACT 10/01/2022 TO 09/3	TNT-2023-02	03/23/23	2,000.00	89161
205-000-853.00	CELLULAR PHONES-TNT	VERIZON WIRELESS	842083652-00007 MARCH 2023 ROAD/TN	9930008009	03/23/23	40.63	89162
205-000-853.00	CELLULAR PHONES-TNT	VERIZON WIRELESS	842083652-00007 ROAD/JAIL/SRO/TNT	9927611082	03/23/23	40.63	89162
Total For Dept 000						2,261.55	
Dept 851 INSURANCE & BONDS							
205-851-828.10	LIABILITY & BUILDING INS-	MICHIGAN MUNICIPAL RIS	BLDG & LIABILITY-M0001121 FOR INSTA	M0001121	03/31/23	1,390.79	89137
205-851-828.10	LIABILITY & BUILDING INS-	MICHIGAN MUNICIPAL RIS	BLDG & LIABILITY R0001121 2ND QTR P.	R0001121	03/31/23	75.00	89137
Total For Dept 851 INSURANCE & BONDS						1,465.79	
Total For Fund 205 TNT OFFICER MILLAGE FUND						3,727.34	
Fund 209 SCHOOL RESOURCE OFFICER							
Dept 000							
209-000-725.00	FRINGE BENEFITS	DELTA DENTAL PLAN OF M	0110900001 DENTAL FOR 04/01/23-04/3	RIS004794092	03/31/23	148.59	89028
209-000-725.00	FRINGE BENEFITS	STANDARD INSURANCE COM	007614760001 INSURANCE FOR APRIL	APRIL 2023	03/31/23	75.23	89154
209-000-748.00	GAS, OIL & GREASE	WEX BANK	0496-00-471994-4 FUEL FEB 2023	87885312	03/23/23	52.33	89171
209-000-957.00	MISCELLANEOUS	VERIZON WIRELESS	842083652-00007 MARCH 2023 ROAD/TN	9930008009	03/23/23	94.17	89162
209-000-957.00	MISCELLANEOUS	VERIZON WIRELESS	842083652-00007 ROAD/JAIL/SRO/TNT	9927611082	03/23/23	94.22	89162
Total For Dept 000						464.54	
Dept 851 INSURANCE & BONDS							
209-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	BLDG & LIABILITY-M0001121 FOR INSTA	M0001121	03/31/23	1,437.15	89137
209-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	BLDG & LIABILITY R0001121 2ND QTR P.	R0001121	03/31/23	77.50	89137
Total For Dept 851 INSURANCE & BONDS						1,514.65	
Total For Fund 209 SCHOOL RESOURCE OFFICER						1,979.19	
Fund 212 BENZIE KIDS							
Dept 000							
212-000-967.00	PROJECT EXPENSES	TOP GEAR INC	BENZIE KIDS - HELMETS	64694	03/16/23	405.30	89075
Total For Dept 000						405.30	
Total For Fund 212 BENZIE KIDS						405.30	
Fund 213 JAIL OPERATIONS FUND							
Dept 265 BUILDING & GROUNDS							
213-265-782.00	MAINTENANCE SUPPLIES	AMAZON CAPITAL SERVICE	JAIL VAN PARTS, COMP CABLE, MAINT I	1YHM-R3Y9-4MNV	03/23/23	27.99	89084
213-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT#842083652-00001 FOR JAN 13- FE	9927611081	03/31/23	(34.99)	89162
213-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	842083652-00007 MARCH 2023 ROAD/TN	9930008009	03/23/23	256.25	89162
213-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	842083652-00007 ROAD/JAIL/SRO/TNT	9927611082	03/23/23	266.26	89162
213-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	ACCT #9100 209 2920 4 JAIL 02/11/23	2478900657-08	03/31/23	983.68	89113
213-265-924.00	ELECTRIC-JAIL 1000 0051 4	CONSUMERS ENERGY	ACCT #1000 0051 4313 JAIL ELECTRIC	206169175765	03/31/23	1,811.68	89023
213-265-935.00	JAIL REPAIRS	AMAZON CAPITAL SERVICE	TV MOUNTS - JAIL	1VQ4-RVFM-1QL7	03/16/23	33.98	89002

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Fund 213 JAIL OPERATIONS FUND							
Dept 265 BUILDING & GROUNDS							
213-265-935.00	JAIL REPAIRS	AMAZON CAPITAL SERVICE	POWER STRIPS/UNIFORMS - BOOTS - COO	1DF1-PGYJ-97HJ	03/23/23	53.57	89084
Total For Dept 265 BUILDING & GROUNDS						3,398.42	
Dept 351 JAIL - CORRECTIONS							
213-351-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICE	OFFICE SUPPLIES	1L39-7L7Y-GF7M	03/23/23	110.82	89084
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPPLIES 03/05 TO 03/11/2023	124240	03/16/23	2,855.50	89012
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPPLIES WK OF 03122023 TO 031	124427	03/23/23	3,028.95	89101
213-351-748.00	GAS, OIL & GREASE	WEX BANK	0496-00-471994-4 FUEL FEB 2023	87885312	03/23/23	251.88	89171
213-351-749.00	VEHICLE REPAIRS	AMAZON CAPITAL SERVICE	JAIL VAN PARTS, COMP CABLE, MAINT I	1YHM-R3Y9-4MNV	03/23/23	6.75	89084
213-351-749.00	VEHICLE REPAIRS	HEIGES PERFORMANCE, IN	14 VAN - LR WHEEL BEARING/HOSE CLAM	015223	03/23/23	519.47	89120
213-351-749.00	VEHICLE REPAIRS	NAPA AUTO SUPPLY, INC.	17 CARAVAN REAR WIPER BLADE	5366-497857	03/23/23	9.13	89142
213-351-751.00	UNIFORMS	AMAZON CAPITAL SERVICE	POWER STRIPS/UNIFORMS - BOOTS - COO	1DF1-PGYJ-97HJ	03/23/23	63.79	89084
213-351-961.00	TRAINING & SCHOOLS	CHRIS CODDEN	MILEAGE - 03142023	03142023 T&S	03/23/23	134.93	89102
213-351-963.00	COMPUTER EQUIPMENT	AMAZON CAPITAL SERVICE	KEYBOARDS/MICE	1PX1-6TQM-34NX	03/16/23	49.98	89002
213-351-963.00	COMPUTER EQUIPMENT	AMAZON CAPITAL SERVICE	JAIL VAN PARTS, COMP CABLE, MAINT I	1YHM-R3Y9-4MNV	03/23/23	15.64	89084
Total For Dept 351 JAIL - CORRECTIONS						7,046.84	
Dept 851 INSURANCE & BONDS							
213-851-725.06	LIFE INSURANCE	STANDARD INSURANCE COM	007614760001 INSURANCE FOR APRIL	APRIL 2023	03/31/23	59.50	89154
213-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	BLDG & LIABILITY-M0001121 FOR INSTA	M0001121	03/31/23	2,317.99	89137
213-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	BLDG & LIABILITY R0001121 2ND QTR P.	R0001121	03/31/23	125.00	89137
Total For Dept 851 INSURANCE & BONDS						2,502.49	
Dept 852 MEDICAL INSURANCE							
213-852-717.00	MEDICAL/DENTAL/VISION INSU	DELTA DENTAL PLAN OF M	0110900001 DENTAL FOR 04/01/23-04/3	RIS004794092	03/31/23	849.34	89028
213-852-718.00	SHORT/LONG TERM DISABILIT	STANDARD INSURANCE COM	007614760001 INSURANCE FOR APRIL	APRIL 2023	03/31/23	539.88	89154
Total For Dept 852 MEDICAL INSURANCE						1,389.22	
Total For Fund 213 JAIL OPERATIONS FUND						14,336.97	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 265 BUILDING & GROUNDS							
214-265-750.00	MAINTENANCE SUPPLIES	HONOR BUILDING SUPPLY,	BATTERIES FOR ST 2	2303-169765	03/16/23	44.47	89037
214-265-750.00	MAINTENANCE SUPPLIES	MI PEST	ST 3	46370	03/16/23	61.00	89055
214-265-750.00	MAINTENANCE SUPPLIES	KSS	STATION CLEANING SUPLIES	1465272	03/23/23	77.81	89129
214-265-750.00	MAINTENANCE SUPPLIES	MI PEST	ST 2 PEST CONTROL	46475	03/23/23	66.00	89134
214-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	ST2 SUPPLIES	201905	03/23/23	42.76	89144
214-265-850.01	INTERNET SERVICE	CHARTER COMMUNICATIONS	ST 3 INTERNET, PHONE, TV	0016011030123	03/16/23	276.38	89015
214-265-850.01	INTERNET SERVICE	DIRECT TV	ST 2 TV	005211534X230311	03/23/23	133.98	89109
214-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT# 786787479-00001 BILL SUMMARY	9929064009	03/24/23	44.38	89078
214-265-922.00	WATER & SEWER	CITY OF FRANKFORT	ST 3 WATER AND SEWER	3-27-23	03/16/23	69.49	89017
214-265-923.00	FUEL/PROPANE-EMS PARK AVE	DTE ENERGY	ACCT 9100 209 2902 2 EMS PARK 02/11	4007940128-08	03/31/23	146.17	89110
214-265-923.00	FUEL/PROPANE-EMS PINE LN	DTE ENERGY	ACCT #9100 209 3107 7 EMS PINE 02/1	4029628292-08	03/31/23	236.36	89111
214-265-923.00	FUEL/PROPANE-EMS TVILLE 92	DTE ENERGY	ACCT #9200 059 5461 4 EMS TVILLE 02	402175101509	03/31/23	347.97	89114
214-265-924.00	ELECTRIC	CHERRYLAND ELECTRIC	ST 2 ELECTRIC	3-28-23	03/16/23	198.99	89016
214-265-924.00	ELECTRIC-STATION 3 1000 1	CONSUMERS ENERGY	ACCT#1000 1354 3556 ST 3 EMS FOR FE	206791832558	03/16/23	118.65	89020
214-265-924.00	ELECTRIC-STATION 3 GARAGE	CONSUMERS ENERGY	ACCT# 1000 1354 3937 ST. 3 GARAGE F	206791832559	03/16/23	80.28	89021
214-265-935.00	BUILDING REPAIRS	POMEROY HOME FURNISHIN	MATT & BOXES, FRAMES	4545	03/30/23	1,865.00	89064
214-265-970.00	EQUIPMENT & REPAIR	SUMMIT FIRE PROTECTION	ANNUAL FIRE EXTINGUESHER SERVICE	121038035	03/23/23	855.60	89156
214-265-970.00	EQUIPMENT & REPAIR	SUMMIT FIRE PROTECTION	ANNUAL FIRE EXTINGUESHER SERVICE ST	121036156	03/23/23	131.00	89156
Total For Dept 265 BUILDING & GROUNDS						4,796.29	
Dept 655 ADVANCED LIFE SUPPORT (ALS)							

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Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
214-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	OXYGEN	9994990790	03/16/23	68.07	89001
214-655-749.00	VEHICLE REPAIRS	QUALITY CAR & TRUCK RE	REPAIR HEAT ISSUE IN A23	0105812	03/16/23	123.26	89065
214-655-749.00	VEHICLE REPAIRS	XPRESS LUBE	A23 OIL CHANGE	75852	03/16/23	101.39	89081
214-655-749.00	VEHICLE REPAIRS	QUALITY CAR & TRUCK RE	A32 REPAIR SOFT FLOOR IN BACK OF UN	0105582	03/23/23	1,018.33	89147
214-655-751.00	UNIFORMS	TELE-RAD, INC.	WINTER COAT FOR MATT MAUS	909902	03/16/23	210.00	89071
214-655-751.00	UNIFORMS	BAY SUPPLY & MARKETING	WINTER COAT EMBROIDERY	65315	03/23/23	10.50	89086
214-655-751.00	UNIFORMS	TELE-RAD, INC.	COAT FOR MATT MAUS	909990	03/23/23	63.99	89157
214-655-800.01	CONTRACTED SERVICES - BILI	FIRE RECOVERY EMS	BILLING INVOICE FOR FEB 23	032023CBMI	03/16/23	4,223.46	89033
Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)						5,819.00	
Dept 851 INSURANCE & BONDS							
214-851-725.06	LIFE INSURANCE	STANDARD INSURANCE COM	007614760001 INSURANCE FOR APRIL	APRIL 2023	03/31/23	56.00	89154
214-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	BLDG & LIABILITY-M0001121 FOR INSTA	M0001121	03/31/23	3,245.18	89137
214-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	BLDG & LIABILITY R0001121 2ND QTR P.	R0001121	03/31/23	175.00	89137
Total For Dept 851 INSURANCE & BONDS						3,476.18	
Dept 852 MEDICAL INSURANCE							
214-852-717.00	MEDICAL/DENTAL/VISION INSU	DELTA DENTAL PLAN OF M	0110900001 DENTAL FOR 04/01/23-04/3	RIS004794092	03/31/23	1,116.99	89028
214-852-718.00	SHORT/LONG TERM DISABILIT	STANDARD INSURANCE COM	007614760001 INSURANCE FOR APRIL	APRIL 2023	03/31/23	536.09	89154
Total For Dept 852 MEDICAL INSURANCE						1,653.08	
Total For Fund 214 EMERGENCY MEDICAL SERVICES (EM						15,744.55	
Fund 217 SNOWMOBILE PATROL FUND							
Dept 332 SNOWMOBILE LAW ENFORCEMENT							
217-332-748.00	GAS, OIL & GREASE	WEX BANK	0496-00-471994-4 FUEL FEB 2023	87885312	03/23/23	20.78	89171
Total For Dept 332 SNOWMOBILE LAW ENFORCEMENT						20.78	
Total For Fund 217 SNOWMOBILE PATROL FUND						20.78	
Fund 228 SOLID WASTE/RECYCLING FUND							
Dept 000							
228-000-850.00	TELEPHONE	VERIZON WIRELESS	ACCT#842083652-0001 FOR FEB 13-MAR	9930008008	03/31/23	43.55	89162
228-000-850.00	TELEPHONE	VERIZON WIRELESS	ACCT#842083652-00001 FOR JAN 13- FE	9927611081	03/31/23	43.55	89162
228-000-900.00	PUBLIC RELATIONS-PRINTG/P	BENZIE TRANSPORTATION	BUS ADVERTISING	299	03/16/23	187.50	89008
Total For Dept 000						274.60	
Dept 851 INSURANCE & BONDS							
228-851-725.06	LIFE INSURANCE	STANDARD INSURANCE COM	007614760001 INSURANCE FOR APRIL	APRIL 2023	03/31/23	3.50	89154
228-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	BLDG & LIABILITY-M0001121 FOR INSTA	M0001121	03/31/23	370.88	89137
228-851-828.10	LIABILITY & BUILDING INSUF	MICHIGAN MUNICIPAL RIS	BLDG & LIABILITY R0001121 2ND QTR P.	R0001121	03/31/23	20.00	89137
Total For Dept 851 INSURANCE & BONDS						394.38	
Dept 852 MEDICAL INSURANCE							
228-852-717.00	MEDICAL/DENTAL/VISION INSU	DELTA DENTAL PLAN OF M	0110900001 DENTAL FOR 04/01/23-04/3	RIS004794092	03/31/23	26.72	89028
228-852-718.00	SHORT/LONG TERM DISABILIT	STANDARD INSURANCE COM	007614760001 INSURANCE FOR APRIL	APRIL 2023	03/31/23	29.96	89154
Total For Dept 852 MEDICAL INSURANCE						56.68	
Total For Fund 228 SOLID WASTE/RECYCLING FUND						725.66	
Fund 241 LAND BANK AUTHOITY FUND							
Dept 000							
241-000-967.00	PROJECT EXPENSES	LUCAS V. MIDDLETON	LAND BANK SERVICES	204	03/16/23	125.00	89049

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Fund 241 LAND BANK AUTHORITY FUND							
Dept 000							
			Total For Dept 000			125.00	
			Total For Fund 241 LAND BANK AUTHORITY FUND			125.00	
Fund 247 ANIMAL CONTROL FUND							
Dept 265 BUILDING & GROUNDS							
247-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT#842083652-0001 FOR FEB 13-MAR	9930008008	03/31/23	88.56	89162
247-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT#842083652-00001 FOR JAN 13- FEB	9927611081	03/31/23	88.56	89162
247-265-924.00	ELECTRIC-ANIMAL CONTROL 10	CONSUMERS ENERGY	ACCT #1000 0608 1572 ANIMAL CONTROL	203944540720	03/31/23	196.83	89106
247-265-924.00	ELECTRIC & HEATING	DTE ENERGY	910020929329 GAS BILL FOR FEB	910020929329	03/23/23	252.77	89115
			Total For Dept 265 BUILDING & GROUNDS			626.72	
Dept 430 ANIMAL CONTROL							
247-430-727.00	OFFICE SUPPLIES	NUGENT ACE HARDWARE	GLOVES/TARPS/BUNGIE CORDS/VOLTAGE T	200496	03/23/23	87.92	89144
247-430-727.00	OFFICE SUPPLIES	SUMMIT FIRE PROTECTION	ANNUAL INSPECTION OF FIRE EXTINGUIS	121024075	03/23/23	48.40	89156
247-430-945.20	DISPOSALS & BURIALS	GFL ENVIRONMENTAL	002129320	0059992855	03/23/23	23.02	89118
			Total For Dept 430 ANIMAL CONTROL			159.34	
Dept 851 INSURANCE & BONDS							
247-851-725.06	LIFE INSURANCE	STANDARD INSURANCE COM	007614760001 INSURANCE FOR APRIL	APRIL 2023	03/31/23	7.00	89154
247-851-828.10	LIABILITY & BUILDING INSUR	MICHIGAN MUNICIPAL RIS	BLDG & LIABILITY-M0001121 FOR INSTA	M0001121	03/31/23	463.60	89137
247-851-828.10	LIABILITY & BUILDING INSUR	MICHIGAN MUNICIPAL RIS	BLDG & LIABILITY R0001121 2ND QTR P	R0001121	03/31/23	25.00	89137
			Total For Dept 851 INSURANCE & BONDS			495.60	
Dept 852 MEDICAL INSURANCE							
247-852-717.00	MEDICAL/DENTAL/VISION INSUR	DELTA DENTAL PLAN OF M	0110900001 DENTAL FOR 04/01/23-04/3	RIS004794092	03/31/23	124.68	89028
247-852-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COM	007614760001 INSURANCE FOR APRIL	APRIL 2023	03/31/23	58.93	89154
			Total For Dept 852 MEDICAL INSURANCE			183.61	
			Total For Fund 247 ANIMAL CONTROL FUND			1,465.27	
Fund 249 BUILDING DEPARTMENT FUND							
Dept 851 INSURANCE & BONDS							
249-851-828.10	LIABILITY & BUILDING INSUR	MICHIGAN MUNICIPAL RIS	BLDG & LIABILITY-M0001121 FOR INSTA	M0001121	03/31/23	231.80	89137
249-851-828.10	LIABILITY & BUILDING INSUR	MICHIGAN MUNICIPAL RIS	BLDG & LIABILITY R0001121 2ND QTR P	R0001121	03/31/23	12.50	89137
			Total For Dept 851 INSURANCE & BONDS			244.30	
			Total For Fund 249 BUILDING DEPARTMENT FUND			244.30	
Fund 256 REG OF DEEDS AUTOMATION FUND							
Dept 000							
256-000-001.00	CASH SSB SAV 213	MANISTEE COUNTY - ADMIN	MANISTEE COURT COST REIMB FOR FEBRU	FEBRUARY 2023	03/31/23	2,533.25	89132
			Total For Dept 000			2,533.25	
			Total For Fund 256 REG OF DEEDS AUTOMATION FUND			2,533.25	
Fund 261 911 EMERGENCY SERVICE FUND							
Dept 325 DISPATCH/COMMUNICATION							
261-325-830.00	911 MAINTENANCE CONTRACT	ID NETWORKS, INC.	NETMOTION MAINTENANCE - 5 LICENSES	280501	03/23/23	344.00	89123
261-325-853.00	CELLULAR PHONES	VERIZON WIRELESS	DISPATCH BACKUP CELL PHONES	9928987549	03/16/23	42.35	89077
261-325-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCT# 786787479-00001 BILL SUMMARY	9929064009	03/24/23	87.10	89078
261-325-853.00	CELLULAR PHONES	AT & T MOBILITY	FIRSTNET DEVICE ACCESS FEB 07 THRU	287318149419X314	03/23/23	1,345.72	89085
261-325-853.00	CELLULAR PHONES	AT & T MOBILITY	MDT DATA CONNECTION JAN 7 THRU FEB	287318149419X214	03/23/23	1,310.64	89085
261-325-954.10	RENT	CONSUMERS ENERGY	ACCT #1000 0051 4313 JAIL ELECTRIC	206169175765	03/31/23	41.99	89023
261-325-954.10	RENT	DTE ENERGY	ACCT #9100 209 2920 4 JAIL 02/11/23	2478900657-08	03/31/23	22.80	89113

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Fund 261 911 EMERGENCY SERVICE FUND							
Dept 325 DISPATCH/COMMUNICATION							
261-325-970.00	EQUIPMENT	AT & T MOBILITY	FIRSTNET DEVICE ACCESS FEB 07 THRU 1287318149419X314:03/23/23			224.99	89085
Total For Dept 325 DISPATCH/COMMUNICATION						3,419.59	
Dept 851 INSURANCE & BONDS							
261-851-725.06	LIFE INSURANCE	STANDARD INSURANCE COM 007614760001	INSURANCE FOR APRIL APRIL 2023		03/31/23	35.00	89154
261-851-828.10	LIABILITY & BUILDING INSURANCE	MICHIGAN MUNICIPAL RIS BLDG & LIABILITY-M0001121	FOR INSTAL M0001121		03/31/23	278.16	89137
261-851-828.10	LIABILITY & BUILDING INSURANCE	MICHIGAN MUNICIPAL RIS BLDG & LIABILITY R0001121	2ND QTR P. R0001121		03/31/23	15.00	89137
Total For Dept 851 INSURANCE & BONDS						328.16	
Dept 852 MEDICAL INSURANCE							
261-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	DELTA DENTAL PLAN OF M 0110900001	DENTAL FOR 04/01/23-04/3 RIS004794092		03/31/23	383.45	89028
261-852-718.00	SHORT/LONG TERM DISABILITY INSURANCE	STANDARD INSURANCE COM 007614760001	INSURANCE FOR APRIL APRIL 2023		03/31/23	307.31	89154
Total For Dept 852 MEDICAL INSURANCE						690.76	
Total For Fund 261 911 EMERGENCY SERVICE FUND						4,438.51	
Fund 262 DISPATCHER TRAINING FUND							
Dept 000							
262-000-961.00	TRAINING & SCHOOLS	CORY ELLIS	2023 MPSCS INTEROPERABILITY CONFERENCE 23MPSCSCONF		03/16/23	240.65	89024
262-000-961.00	TRAINING & SCHOOLS	MACNLOW ASSOCIATES	ACTIVE SHOOTER INCIDENTS FOR DISPATCHER 2110		03/16/23	275.00	89051
Total For Dept 000						515.65	
Total For Fund 262 DISPATCHER TRAINING FUND						515.65	
Fund 269 LAW LIBRARY FUND							
Dept 000							
269-000-901.00	RESOURCE MATERIALS	MANISTEE COUNTY	REIMBURSTMENT FROM BENZIE COUNTY TO JANUARY 2023		03/31/23	126.87	89131
Total For Dept 000						126.87	
Total For Fund 269 LAW LIBRARY FUND						126.87	
Fund 286 AMERICAN RESCUE PLAN ACT (ARPA) GRANT							
Dept 000							
286-000-967.00	PROJECT EXPENSES	AMAZON CAPITAL SERVICE	SCANNERS FOR CLERKS OFFICE 1W49-KDP3-67KL		03/30/23	1,484.95	89002
286-000-967.00	PROJECT EXPENSES	NORTHERN MICHIGAN GLASS	TEMPERED GLASS FOR VESTIBULE 58485		03/31/23	11,235.00	89061
286-000-967.00	PROJECT EXPENSES	NORTHERN MICHIGAN GLASS	TEMPERED SAFETY GLASS FOR PROBATE COURT 58486		03/30/23	9,191.00	89061
286-000-967.00	PROJECT EXPENSES	TKS SECURITY	DOOR CONTROLLERS FOR PROBATE COURT 21961		03/31/23	4,012.50	89074
286-000-967.00	PROJECT EXPENSES	BLUEWATER ELECTRIC LLC	INSTALLED A NEW CIRCUIT FOR DOOR AL 2809		03/31/23	263.00	89098
Total For Dept 000						26,186.45	
Total For Fund 286 AMERICAN RESCUE PLAN ACT (ARPA)						26,186.45	
Fund 292 CHILD CARE FUND							
Dept 000							
292-000-704.02	SALARY - CASEWORKER	MANISTEE COUNTY - ADMIN	MANISTEE COURT COST REIMB FOR FEBRUARY FEBRUARY 2023		03/31/23	4,705.31	89132
292-000-725.00	FRINGE BENEFITS - JUVENILE	MANISTEE COUNTY - ADMIN	MANISTEE COURT COST REIMB FOR FEBRUARY FEBRUARY 2023		03/31/23	429.01	89132
292-000-840.70	INSTITUTIONAL ROOM & BOARD	COUNTY OF MONROE	23-0088 JANUARY CHILD CARE DAYS, SUMMER 88-012023		03/20/23	6,290.90	89025
292-000-840.70	INSTITUTIONAL ROOM & BOARD	COUNTY OF MONROE	23-0088 FEBRUARY CHILD CARE DAYS FOR 88-022023		03/31/23	3,325.00	89026
292-000-840.70	INSTITUTIONAL ROOM & BOARD	EATON COUNTY	RESIDENTIAL TREATMENT FOR 2/1/23-02 2023-00000017		03/16/23	7,000.00	89029
292-000-840.70	INSTITUTIONAL ROOM & BOARD	MIDLAND COUNTY JUVENILE	#CA-56042 -BOARD AND CARE PROVIDED 231009		03/30/23	882.50	89058
292-000-840.95	IN HOME CARE MISC.	SMART TRACKING SERVICE	2/21/23 SERVICES FOR DOCK AND CHARGE 22112023TB		03/31/23	500.00	89151
292-000-850.00	TELEPHONE	ROBINSON, KELLIE	TRAVEL EXPENSES FOR JUVENILE PROBATE FEB 2023		03/31/23	50.00	89148
292-000-860.00	TRAVEL/GAS CARDS	ROBINSON, KELLIE	TRAVEL EXPENSES FOR JUVENILE PROBATE FEB 2023		03/31/23	49.25	89148
292-000-862.01	INCENTIVES	ROBINSON, KELLIE	TRAVEL EXPENSES FOR JUVENILE PROBATE FEB 2023		03/31/23	22.25	89148

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Fund 292 CHILD CARE FUND							
Dept 000							
Total For Dept 000						23,254.22	
Total For Fund 292 CHILD CARE FUND						23,254.22	
Fund 293 VETERAN'S RELIEF FUND							
Dept 000							
293-000-721.00	PER DIEM-VETERAN'S AFFAIRS	BAILEY, LAWRENCE	VETERANS AFFAIRS COMMITTEE MEETING	MARCH 2023	03/30/23	40.00	89005
293-000-721.00	PER DIEM-VETERAN'S AFFAIRS	BURCH, TYSON	VETERANS AFFAIRS COMMITTEE MEETING	MARCH 2023	03/30/23	40.00	89011
293-000-721.00	PER DIEM-VETERAN'S AFFAIRS	FENDER, GARY	VETERANS AFFAIRS COMMITTEE MEETING	MARCH 2023	03/30/23	40.00	89032
293-000-721.00	PER DIEM-VETERAN'S AFFAIRS	GIDDIS, KIRT	VETERANS AFFAIRS COMMITTEE MEETING	MARCH 2023	03/30/23	40.00	89034
293-000-721.00	PER DIEM-VETERAN'S AFFAIRS	KOWALSKI, ED	VETERANS AFFAIRS COMMITTEE MEETING	MARCH 2023	03/30/23	40.00	89047
293-000-721.00	PER DIEM-VA PER DIEM	SCHAFFER, DONALD E.	VETERANS AFFAIRS COMMITTEE MEETING	MARCH 2023	03/30/23	40.00	89069
293-000-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CENT	DESK FILE, AAG BOOK, PENS, CORRECTI	482059-0	03/30/23	98.92	89039
293-000-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CENT	PEN, SORTER,M&M BLUE INK	482256-0	03/30/23	37.93	89039
293-000-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CENT	CLIPBOARD	482281-0	03/30/23	10.79	89039
293-000-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CENT	DATE STAMP,	482321-0	03/30/23	60.25	89039
293-000-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CENT	CREDIT FOR DESK FILE	C482059-0	03/30/23	(29.97)	89039
293-000-860.00	TRAVE-VETERAN'S AFFAIRS	BAILEY, LAWRENCE	VETERANS AFFAIRS COMMITTEE MEETING	MARCH 2023	03/30/23	2.41	89005
293-000-860.00	TRAVE-VETERAN'S AFFAIRS	BURCH, TYSON	VETERANS AFFAIRS COMMITTEE MEETING	MARCH 2023	03/30/23	22.14	89011
293-000-860.00	TRAVEL-VETERAN'S AFFAIRS	FENDER, GARY	VETERANS AFFAIRS COMMITTEE MEETING	MARCH 2023	03/30/23	7.86	89032
293-000-860.00	TRAVE-VETERAN'S AFFAIRS	GIDDIS, KIRT	VETERANS AFFAIRS COMMITTEE MEETING	MARCH 2023	03/30/23	20.83	89034
293-000-860.00	TRAVE-VETERAN'S AFFAIRS	KOWALSKI, ED	VETERANS AFFAIRS COMMITTEE MEETING	MARCH 2023	03/30/23	3.93	89047
293-000-860.00	TRAVEL	ROELOFS, ROBERT	VETERANS AFFAIRS COMMITTEE MEETING	MARCH 2023	03/30/23	27.51	89066
293-000-860.00	TRAVEL-VA MILEAGE	SCHAFFER, DONALD E.	VETERANS AFFAIRS COMMITTEE MEETING	MARCH 2023	03/30/23	2.88	89069
293-000-900.00	PRINTING & PUBLISHING	THE PIONEER GROUP	VETERANS AFFAIRS	43100328	03/30/23	507.36	89073
Total For Dept 000						1,012.84	
Total For Fund 293 VETERAN'S RELIEF FUND						1,012.84	
Fund 425 EQUIPMENT REPLACEMENT FUND							
Dept 301 SHERIFF							
425-301-749.00	PATROL CAR EXPENSES	MICHIGAN SHERIFFS ASSO	4X DECALS - NEW CARS	20230384	03/23/23	89.80	89138
Total For Dept 301 SHERIFF						89.80	
Dept 351 JAIL - CORRECTIONS							
425-351-957.00	MISCELLANEOUS - INMATE TEI	SOLID DESIGN SOFTWARE	CADMUS INTEGRATION/SETUP	SC10725	03/23/23	1,250.00	89152
425-351-957.00	MISCELLANEOUS - INMATE TEI	SOLID DESIGN SOFTWARE	JMS/STELLAR INTEGRATION	SC10724	03/23/23	850.00	89152
Total For Dept 351 JAIL - CORRECTIONS						2,100.00	
Total For Fund 425 EQUIPMENT REPLACEMENT FUND						2,189.80	
Fund 516 DELINQUENT TAX REVOLVING FUND							
Dept 000							
516-000-230.00	DUE OTHER UNITS - SETTLEME	ALMIRA TOWNSHIP TREASU	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	20,490.28	89083
516-000-230.00	DUE OTHER UNITS - SETTLEME	BENZIE CONSERVATION DI	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	71,059.36	89088
516-000-230.00	DUE OTHER UNITS - SETTLEME	BENZIE COUNTY CENTRAL	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	615,948.28	89089
516-000-230.00	DUE OTHER UNITS - SETTLEME	BENZIE SHORES DISTRICT	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	15,832.76	89090
516-000-230.00	DUE OTHER UNITS - SETTLEME	BENZIE TRANSPORTATION	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	36,876.10	89091
516-000-230.00	DUE OTHER UNITS - SETTLEME	BENZONIA TOWNSHIP TREA	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	59,690.13	89092
516-000-230.00	DUE OTHER UNITS - SETTLEME	BETSIE VALLEY LIBRARY	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	2,747.00	89093
516-000-230.00	DUE OTHER UNITS - SETTLEME	BLAINE TOWNSHIP TREASU	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	3,673.57	89094
516-000-230.00	DUE OTHER UNITS - SETTLEME	CITY OF FRANKFORT	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	66,603.92	89104
516-000-230.00	DUE OTHER UNITS - SETTLEME	COLFAX TOWNSHIP	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	6,226.17	89105
516-000-230.00	DUE OTHER UNITS - SETTLEME	CRYSTAL LAKE TOWNSHIP	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	28,732.58	89108

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 516 DELINQUENT TAX REVOLVING FUND							
Dept 000							
516-000-230.00	DUE OTHER UNITS - SETTLEME	FRANKFORT-ELBERTA SCHO	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	142,478.43	89117
516-000-230.00	DUE OTHER UNITS - SETTLEME	GILMORE TOWNSHIP TREAS	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	9,849.27	89119
516-000-230.00	DUE OTHER UNITS - SETTLEME	HOMESTEAD TOWNSHIP	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	17,372.88	89121
516-000-230.00	DUE OTHER UNITS - SETTLEME	INLAND TOWNSHIP TREASU	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	27,015.71	89124
516-000-230.00	DUE OTHER UNITS - SETTLEME	JOYFIELD TOWNSHIP	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	3,771.35	89128
516-000-230.00	DUE OTHER UNITS - SETTLEME	LAKE TOWNSHIP TREASURE	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	10,320.26	89130
516-000-230.00	DUE OTHER UNITS - SETTLEME	MICHIGAN DEPARTMENT OF	STATE SHARE DENIAL INTEREST	03152023	03/23/23	2,237.76	89136
516-000-230.00	DUE OTHER UNITS - SETTLEME	NORTHWEST EDUCATION SE	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	175,274.05	89143
516-000-230.00	DUE OTHER UNITS - SETTLEME	PLATTE TOWNSHIP TREASU	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	4,313.50	89145
516-000-230.00	DUE OTHER UNITS - SETTLEME	TRAVERSE CITY AREA PUB	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	8,729.36	89160
516-000-230.00	DUE OTHER UNITS - SETTLEME	WELDON TOWNSHIP TREASU	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	10,363.30	89170
516-000-694.00	CASH OVER/SHORT	BELL TITLE AGENCY LAKE	OVERPAID ON DLQ TAXES FOR 01-502-01	03172023	03/23/23	7.49	89087
516-000-694.00	CASH OVER/SHORT	HOMESTEAD TOWNSHIP	REFUND FOR OVERPAYMENT ON DLQ TXS F	03222023	03/23/23	1,077.92	89122
516-000-694.00	CASH OVER/SHORT	MONICA JONES	OVERPAID ON DLQ TAXES	03162023	03/23/23	1,394.12	89141
516-000-694.00	CASH OVER/SHORT	RON E. WITZKE	OVERPAID ON DLQ TAXES	03162023	03/23/23	28.30	89149
516-000-999.00	CONTINGENCY	AUTOMATED BUSINESS EQU	SERVICE CONTRACT ON BAILER 5/23-/5/	22535	03/16/23	1,100.00	89004
Total For Dept 000						1,343,213.85	
Total For Fund 516 DELINQUENT TAX REVOLVING FUND						1,343,213.85	
Fund 532 TAX FORECLOSURE FUND							
Dept 253 COUNTY TREASURER							
532-253-801.00	CONTRACTED SERVICES	TITLE CHECK LLC	PARCEL ADMIN FEE 2020 FORFEITURE CY	2303-42	03/23/23	625.33	89159
532-253-810.00	LEGAL FEES	LUCAS V. MIDDLETON	BENZIE FORECLOSURE 2020 TAX YEAR	217	03/16/23	375.00	89050
Total For Dept 253 COUNTY TREASURER						1,000.33	
Total For Fund 532 TAX FORECLOSURE FUND						1,000.33	
Fund 701 GENERAL AGENCY FUND							
Dept 136 DISTRICT COURT							
701-136-265.00	CASH BONDS PAYABLE	KIMBERLY J WEBER	BOND RETURN	23-039-SD-2	03/30/23	1,000.00	89045
701-136-271.00	51505	BRAD RYKSE	RESTITUTION 19-203-FY	DP23-219	03/31/23	100.00	89100
701-136-275.00	REFUNDS	HELEN SNYDER	REFUND OF \$2 OVERPAYMENT 22-328-SM-	22-328-SM-2	03/30/23	2.00	89036
701-136-275.00	REFUNDS	RONI RAE WOODS	OVERPAYMENT OF FINES & COSTS	22-385-SI-2	03/30/23	52.00	89067
Total For Dept 136 DISTRICT COURT						1,154.00	
Dept 215 COUNTY CLERK							
701-215-265.00	CASH BONDS PAYABLE	KASEY ROGERS	BOND RETURN FOR JASON AUSTIN	21-2778-FH	03/30/23	2,500.00	89042
701-215-265.00	CASH BONDS PAYABLE	JORDAN ROBERT MOORE	BOND RETURN 15-10079-DM RE: JORDAN	111	03/31/23	300.00	89127
701-215-271.00	RESTITUTIONS PAYABLE	BLARNEY CASTLE	RESITITUTION FROM MICHAEL REED 02-1	107	03/30/23	37.50	89009
701-215-271.00	RESTITUTIONS PAYABLE	JOHN LEONE	RESTITUTION-CIRCUIT 21-2784-FC FROM	109	03/30/23	158.70	89041
701-215-271.00	RESTITUTIONS PAYABLE	MBNA AMERICA	RESTITUTION-CIRCUIT 03-1848-FH FROM	108	03/30/23	48.74	89053
701-215-271.00	RESTITUTIONS PAYABLE	JANET POMERLEAU	RESTITUTION-CIRUIT LUCAS BRIGHT 11-	110	03/31/23	10.00	89126
701-215-271.00	RESTITUTIONS PAYABLE	JANET POMERLEAU	RESTITUTION-CIRUIT LUCAS BRIGHT 11-	113	03/31/23	10.00	89126
701-215-271.00	RESTITUTIONS PAYABLE	STEFAN GRAVIS	RESTITUTION BRANDON PIPER 17-2534-F	112	03/31/23	25.00	89155
Total For Dept 215 COUNTY CLERK						3,089.94	
Dept 253 COUNTY TREASURER							
701-253-230.30	DUE TO CONSERVATION DISTRI	BENZIE CONSERVATION DI	2022 DLQ TAX DISBURSEMENT	03152023	03/23/23	3,251.64	89088
701-253-233.00	ROAD IMPROVEMENT MILLAGE I	CITY OF FRANKFORT	2022 ROAD IMPROVEMENT MILLAGE DISTN	2022 DISTN	03/23/23	100,215.64	89103
701-253-233.00	ROAD IMPROVEMENT MILLAGE I	VILLAGE OF BENZONIA	2022 ROAD IMPROVEMENT MILLAGE DISTN	2022 DISTN	03/23/23	17,212.30	89163
701-253-233.00	ROAD IMPROVEMENT MILLAGE I	VILLAGE OF BEULAH	2022 ROAD IMPROVEMENT MILLAGE DISTN	2022 DISTN	03/23/23	42,032.40	89164
701-253-233.00	ROAD IMPROVEMENT MILLAGE I	VILLAGE OF ELBERTA	2022 ROAD IMPROVEMENT MILLAGE DISTN	2022 DISTN	03/23/23	18,861.73	89165

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GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 701 GENERAL AGENCY FUND							
Dept 253 COUNTY TREASURER							
701-253-233.00	ROAD IMPROVEMENT MILLAGE	IVILLAGE OF HONOR	2022 ROAD IMPROVEMENT MILLAGE DISTN	2022 DISTN	03/23/23	11,707.66	89166
701-253-233.00	ROAD IMPROVEMENT MILLAGE	IVILLAGE OF LAKE ANN	2022 ROAD IMPROVEMENT MILLAGE DISTN	2022 DISTN	03/23/23	16,390.76	89167
701-253-233.00	ROAD IMPROVEMENT MILLAGE	IVILLAGE OF THOMPSONVIL	2022 ROAD IMPROVEMENT MILLAGE DISTN	2022 DISTN	03/23/23	7,312.48	89168
Total For Dept 253 COUNTY TREASURER						216,984.61	
Dept 267 PROSECUTING ATTORNEY							
701-267-268.00	CANINE ADVOCATE FUND	CODY KASTL	K9 ADVOCATE CARE REIMBURSEMENT	K9 ADV Q2 2023	03/16/23	377.40	89018
Total For Dept 267 PROSECUTING ATTORNEY						377.40	
Total For Fund 701 GENERAL AGENCY FUND						221,605.95	
Fund 704 PAYROLL CLEARING FUND							
Dept 000							
704-000-231.11	INSURANCE CO-PAY	BLUE CARE NETWORK	GROU#00189733 SUB#0001 FROM 04/01/2	230660031923	03/31/23	71,580.00	89095
704-000-231.11	INSURANCE CO-PAY	BLUE CROSS BLUE SHIELD GROUP	#007016437710 DIVISON#0005 FR	APRIL 2023	03/31/23	2,417.91	89097
704-000-231.11	INSURANCE CO-PAY	STANDARD INSURANCE COM	007614760001 INSURANCE FOR APRIL	APRIL 2023	03/31/23	1,408.27	89154
Total For Dept 000						75,406.18	
Total For Fund 704 PAYROLL CLEARING FUND						75,406.18	

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INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 03/10/2023 - 03/23/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amountcheck #
Fund Totals:						
			Fund 101 GENERAL FUND			142,515.69
			Fund 205 TNT OFFICER MILLAGE FUND			3,727.34
			Fund 209 SCHOOL RESOURCE OFFICER			1,979.19
			Fund 212 BENZIE KIDS			405.30
			Fund 213 JAIL OPERATIONS FUND			14,336.97
			Fund 214 EMERGENCY MEDICAL SERVICES (15,744.55
			Fund 217 SNOWMOBILE PATROL FUND			20.78
			Fund 228 SOLID WASTE/RECYCLING FUND			725.66
			Fund 241 LAND BANK AUTHOITY FUND			125.00
			Fund 247 ANIMAL CONTROL FUND			1,465.27
			Fund 249 BUILDING DEPARTMENT FUND			244.30
			Fund 256 REG OF DEEDS AUTOMATION FUND			2,533.25
			Fund 261 911 EMERGENCY SERVICE FUND			4,438.51
			Fund 262 DISPATCHER TRAINING FUND			515.65
			Fund 269 LAW LIBRARY FUND			126.87
			Fund 286 AMERICAN RESCUE PLAN ACT (AR			26,186.45
			Fund 292 CHILD CARE FUND			23,254.22
			Fund 293 VETERAN'S RELIEF FUND			1,012.84
			Fund 425 EQUIPMENT REPLACEMENT FUND			2,189.80
			Fund 516 DELINQUENT TAX REVOLVING FUN			1,343,213.85
			Fund 532 TAX FORECLOSURE FUND			1,000.33
			Fund 701 GENERAL AGENCY FUND			221,605.95
			Fund 704 PAYROLL CLEARING FUND			75,406.18
Total For All Funds:						1,882,773.95

Elected Officials And Department Heads



BENZIE

SENIOR RESOURCES

Be connected. Be supported. Be home.

**BENZIE SENIOR RESOURCES
BOARD OF DIRECTORS MEETING**

MARCH 15, 2023

4:30 P.M.

The Gathering Place Senior Center & Conference Call-In

Agenda

Conference Call-In Information

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

Call to Order

Pledge of Allegiance

Roll Call

Approval of the March 15, 2023 Agenda

Approval of Minutes from the previous meeting of February 15, 2023

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

Information Items

- A. Leadership Committee Report
- B. Fund Development Report
- C. Governance Committee Report
- D. Personnel and Program Committee Report
- E. Director's Report
- F. Program/Services Report – February 2023
- G. Assistant Director's Report – Communications and Public Relations
 - a. March for Meals Community Leaders Report
- H. Board of Commissioners Update

Action Items

- 1. Finance Committee Report on the February 2023 Financials and Board Approval of the February 2023

New Business

- 1. Senior Center Benchmarking Report & Doug's Response
- 2. Agency 2022 Survey Results
- 3. Agency Presentations to Townships, Villages, Civic Groups, etc.

Old Business

- 1.

Board Round Table Discussion/Evaluation of Meeting

Adjournment – Board Approval

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

NEXT MEETING – April 19, 2023 @ 4:30 pm

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

Benzie Senior Resources
Board of Directors Meeting
February 15th, 2023 Meeting Minutes
The Gathering Place Senior Center and Conference Call-in

Call to Order: Paul Turner called the meeting to order at 4:32pm

Pledge of Allegiance: Said by all present

Roll Call:

In Person: Victor Dinsmoore, Dinah Haag, Leo Hughes, Linda Ringleka, Deb Rogers, Ingrid Turner, & Paul Turner

Via Conference Call: Nancy Mullen Call, Pam Howe-Perry and Rosemary Russell

Also, In-Person: Doug Durand, Dawn Bousamra, and Sabra Boyle

Excused: Tim Markey

Approval of the February 15, 2023 Agenda – A motion to approve the agenda as written was made by Ingrid Turner and seconded by Leo Hughes. All in-person board members said Aye. Motion approved.

Approval of Minutes from the January 18, 2023 Board Meeting – A motion to accept the minutes as presented was made by Linda Ringleka and seconded by Ingrid Turner. All in-person board members said Aye. Motion approved.

Public Input: No public at the meeting

Information Items:

- A. Leadership Committee Report** – Nancy Mullen Call summarized the February 8th Leadership Committee meeting content which included: Discussion on the agenda items for the upcoming Board of Directors meeting; Discussion on the items Doug Durand and Dawn Bousamra prioritized for action from the Senior Center Benchmarking findings.
- B. Fund Development Committee Report** – Ingrid Turner summarized the content of the February Fund Development Committee meeting which included: Status of the Year-end Appeal at \$64,242 from 209 donors; Working on Golf outing with Jamie Gray to determine details; Dawn Bousamra advising that “March for Meals” March 20th-24th several community leaders will help deliver meals; Donor Perfect training coming up and Ingrid will participate as well as staff members; Linda Ringleka, Doug Durand and Dawn Bousamra are meeting to match interns with specific functions within BSR.
- C. Governance Committee Report** – Leo Hughes summarized the January Governance Committee meeting content which included: Discussion on the potential Facility Benchmarking Report next steps; Discussion on the Board Member Committee Membership summary; Discussion on the revised New Board Member orientation package and the potential to post the most current version on the Portal; Discussion on the need to continue searching for additional Board members based on Doug Durand’s desired member skill set/experience.
- D. Program/Personnel Committee Report** – Paul Turner summarized the content of yesterday’s Program/Personnel Committee meeting which included: Continuing efforts to update the Employee Handbook; 50 people joined last evening’s event for dinner and 42 stayed for Produce Bingo; other opportunities being considered include an offsite meal (provided by BSR) at Trinity Lutheran in Frankfort and a plan to look at some Veterans programming in the future.
- E. Director’s Report** – Doug Durand summarized the key elements of his report which include: The Tax Preparation effort is having record client participation; BACN has agreed to sponsor 3 months of “Produce Bingo”; The details of the recent announcement by the Grand Traverse Band of Ottawa and Chippewa Indians 2% funds will be providing \$10,000 toward the purchase of a replacement Meals on Wheels delivery vehicle.

- F. Program/Services Report – January 2023** – Doug Durand general comments are included above in the Director’s report summary. He added that they are off to a great start for the evening programs, and everyone has really enjoyed the evening events. There has been great volunteer support for each evening event. Family Fare will also be supporting “Produce Bingo” and details are being worked out; BSR has hired a new homemaker and the waitlist is shrinking; BSR is still in need of an additional CNA, but they are hopeful they have a good candidate.
- G. Assistant Director’s Report – Communications and Public Relations** – Dawn Bousamra summarized that she is working with Kaitlyn Nance of Northern Express, Business Insider and The Ticker relative to various media placements. They also have supplements they publish one for charities and one for seniors specifically; The Benzie Current will publish our first article in April 2023; Various other Gathering Place activities are being communicated via Facebook (Holiday Cards from Benzie Central Students, the new oven installation, all upcoming evening events); Dawn Bousamra and the staff are also working on the upcoming volunteer event.
- H. Board of Commissioners Update** – Tim Markey, County Commissioner, was unable to attend the Board meeting, but provided the following update that Sabra Boyle presented:
- The Benzie County jail is housing 20 inmates for Grand Traverse County
 - County approved the purchase of 3 new patrol cars for the Sheriff’s office. These were a planned purchase and budgeted for.
 - They are now live streaming the county commissioner’s meetings on a YouTube channel “Benzie County – YouTube”
 - New carpet has/is being installed in areas that had not been updated recently.
 - The friends of the Betsie Valley Trail are trying to get grants to pave the trail from Beulah to Thompsonville.
 - The Board of Commissioners started working on the County Board of Commissioner’s goals for 2023 and updating the strategic plan.
 - The Homestead Township Fire department Pancake breakfast will run every Sunday starting March 12 and ending on April 2nd from 8am to noon at the township hall.

Action Items:

- 1. Finance Committee Report on the January 2023 Financials and Board Approval of the January 2023 Financials** – Paul turner advised that the Finance Committee has reviewed the financial report and are recommending the Board approve the report. A motion to approve the January 2023 Financials was made by Deb Rogers and seconded by Ingrid Turner. Roll Call: Victor Dinsmoore – Yes; Dinah Haag – Yes; Leo Hughes – Yes; Linda Ringleka – Yes; Deb Rogers – Yes; Ingrid Turner – Yes; and Paul Turner – Yes. Motion approved.
- 2. Approval of the Fiscal Year 2022 Financial Audit** –A motion to approve the Financial Audit report was made by Linda Ringleka and seconded by Paul Turner. All in-person board members said Aye. Motion approved.
- 3. Approval of the Revised Operating Reserve Fund Policy** – Doug Durand requested approval of the draft policy that was distributed at last month’s Board meeting for review. A motion to approve the revised Operating Reserve Fund Policy was made by Paul Turner and seconded by Deb Rogers. Roll Call: Victor Dinsmoore – Yes; Dinah Haag – Yes; Leo Hughes – Yes; Linda Ringleka – Yes; Deb Rogers – Yes; Ingrid Turner – Yes; and Paul Turner – Yes. Motion approved.
- 4. Acceptance of Deb Rogers Board of Directors Resignation Letter** – Doug Durand advised that Deb Rogers has submitted her resignation from the Board. He thanked her for her contributions over the years and advised that she plans to stay active on the Fund Development Committee as a non-board member. A motion to accept Deb Roger’s resignation was made by Paul Turner and was seconded by Leo Hughes. All in-person board members said Aye. Motion approved.

New Business:

- 1. Hand out the BSR Insurance Policies and Coverages** – Paul summarized and there were no questions.

Old Business:

- 1. None**

Board Round Table Discussion/Evaluation of Meeting – Doug Durand advised that he will be having coffee with State Representative, Betsy Coffia at the Grand Traverse Pie Company. Doug advised he will also be attending a Commission on Aging event that will include State Representative, John Roth at Area Agency on Aging of NW Michigan office.

Adjournment: There being no further business to discuss a motion to adjourn at 5:27pm was made by Deb Rogers and seconded by Leo Hughes. All in-person board members said Aye. Motion approved.

Respectfully submitted:

Leo Hughes

Secretary, Benzie Senior Resources Board

NEXT MEETING: Wednesday, March 15th, 2023 at 4:30 p.m.

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

Benzie Senior Resources
Executive Directors Report
February 2023 – March 2023

Items of Information

- We recently received a \$10,000 grant from Benzie County Community Chest to help fund the Senior Essential Needs Fund. This award gift helps those in need of financial assistance bringing peace of mind to the most vulnerable seniors living in our community. Medical services, home and vehicle maintenance repairs, home safety modifications, mobility devices, and home energy assistance are just a handful of the critical needs that will be met thanks to the Community Chest's generosity.
- I have established a new collaboration with Family Fare of Benzonia to provide some produce for the Produce Bingo Activity. They donated a large quantity of 3 lb. bag of potatoes for the March evening activity.
- We have officially kicked off our fundraising campaign for the purchase of a new delivery vehicle for our Home Delivered Meals Program. This kick off event also coincides with the March for Meals that is sponsored by Meals on Wheels America, for which BSR is a member of. Dawn has organized the "Community Champions Ride Along" Event that is set for the week of March 20th.
- I continue to work with the Personnel/Program Committee on updating the Employee Handbook. The committee is making great progress on this large task.
- I am excited to have completed a new communication tool with the completion of the Client Handbook and Home Safety-How To Protect Yourself At Home Handbook. Both handbooks will help to improve our communication with our Home Healthcare clients and their families with BSR programs, operations, and policies.
- I will be turning my attention to several large projects in the next several weeks with the focus on updating policies and procedures and reviewing all the necessary procedures, employee and volunteer files that are related to the upcoming monitoring visits regarding both nutritional programs and the Home Healthcare Program.
- Dawn and I continue to research and write grants and the latest proposals that have been worked on is with the Cherryland Electric Cooperative's Cherryland Cares that was submitted last week and now in the process of writing a grant to the Oleson Foundation. Both grants are for the HDM new delivery vehicle.
- I continue to schedule presentations with agencies to present the 2022 BSR Annual Report. The extensive meeting list is now ready to share with the Board of Directors for opportunities to organize presentations.

Staffing Updates

- Ongoing ad for a full-time CNA/HHA position.

Volunteer Report

- We have added four new TGP volunteers and one new HDM volunteer.

Legislative News

Federal – On Thursday, 3/9, the President released his proposed fiscal year (FY) 2024 Budget. The budget request outlines top-line funding for the federal government and provides insight into the Administration's key legislative priorities.

- Notably, this budget request builds off the momentum of the White House Conference on Hunger, Nutrition, and Health – the historic event and related national strategy to solve the issues of hunger and diet-related diseases.
- The proposed budget would strengthen federal nutrition programs and initiatives, including increased support for senior nutrition programs and pilot coverage of medically tailored meals in Medicare.

The budget request released 3/9, did not include specific proposed funding levels for the Older Americans Act (OAA) and other critical federal programs related to senior nutrition and other senior programs. This information most likely will be released next week.

State – I met with Representative John Roth on Friday, March 3rd at the Area Agency on Aging. Shared BSR's 2022 Annual Report, agency brochure and my article on "The Facts on Food Insecurity and Older Adults in Benzie County." Overall, it was a good meeting with Representative Roth.

Program Report for February 2023

Nutritional Programs

Home Delivered Meals

A total of 4,547 meals were provided to 187 clients in February 2023. The number of meals delivered also includes 119 shelf stable meals. **This is a decrease of 15% as compared to February 2022. Part of the decline is related to the 4 days that HDM meals did not go out due to weather and the 1 day for the installation of the convection oven.**

Congregate Meals

In February 2023, we provided 1,266 congregate and takeout meals. **This is an increase of 27.6% as compared to February 2022.**

Year to date we have provided/delivered 36,078 meals. Overall, we are down by 170 meals as compared to the same period a year ago.

Other Programs

Homemaker Program – In February 2023, we provided 304 service hours to 98 clients. **This is an increase of 4.8% increase over February 2022. We removed 9 clients from the waiting list.**

Guardian Medical Monitoring – Currently we are paying for thirty-six clients. The waiting list has five clients and we should be able to move at three of those individuals to BSR full pay list.

Snow Removal – Contractors turned in 124 vouchers for reimbursement for snow plowing. We have signed up 167 individuals and this is the largest number ever for the program's participation.

Benzie Bus Senior Rides – In February 2023, we paid for 1,425 regular senior rides in Benzie County; paid for 241 for regular in county medical appointments; 26 rides for the Healthrides for non-emergency appointments and 11 rides into Traverse City. This is a 117.2% increase as compared to February 2022. Six new riders signed up in February 2023.

Information & Assistance - The agency handled 1,140 calls in February 2023 regarding Information and Assistance for services and questions related to older adults. **This is an increase of 15.7% over February 2022.**

Senior Companion Program – No services were provided in February 2023.

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

Medicare/MMAP's – Our certified MMAP's counselor was off for the month of February 2023.

Income Tax – We had 158 packets dropped off to be picked up by the tax preparers and 122 were processed and submitted during February 2023.

Foot Care – Eight clients received in-home foot care and forty-one clients attended the foot care clinic in February 2023.

Hearing Clinic – We had two individuals come in for an appointment in February 2023.

Estate Planning – Due to a weather day, the February appointments were cancelled and rescheduled for March.

Emergency Senior Essential Needs Fund – BSR assisted three clients for financial assistance in February 2023. Financial support was provided for two clients for emergency partial fill of propane and partial payment related to a veterinary bill.

The Gathering Place Senior Center – The Gathering Place Senior Center offered 12 core activities that 380-cumulative number of individuals participated in February 2023. We had one complete closure due to weather and several days that the weather impacted the attendance. **This is a 94% increase over February 2022.**

In-Home Care Services for February 2023 – Compared to February 2022, we had an increase of 8 clients, an 8.4% in hours and a 19.2% in the number of client visits.

Number of Home Health Care Clients

Month	Medicaid Waiver Care Management PACENorth	Sliding Scale Fee	Private Pay	Total Clients
October 2022	26	61	3	90
November 2022	27	66	3	96
December 2022	25	70	3	98
January 2023	26	72	3	101
February 2023	25	68	3	96
March 2023				
April 2023				
May 2023				
June 2023				
July 2023				
August 2023				
September 2023				

Client Total Hours

Month	Medicaid Waiver Care Management PACENorth	Sliding Scale Fee	Private Pay	Assessments And Wound Care	Total Hours
October 2022	409	459.5	9.25	61	938.75
November 2022	410.25	472.25	20	49	951.5
December 2022	367.25	525.5	11.25	25	929
January 2023	325.5	541.5	17.5	38	922.5
February 2023	320	449	7.5	80	856.5
March 2023					
April 2023					
May 2023					
June 2023					7

July 2023					
August 2023					
September 2023					
TOTALS	1832	2447.75	65.5	253	4598.25

Client Total Visits

	RN Assessments	RN Med Management	Personal Care	Respite	Homemaking	In home Foot Care/ Wound care	Totals
October 2022	61	50	366	13	27	12	529
November 2022	49	51	368	7	37	8	520
December 2022	25	55	365	3	43	3	494
January 2023	38	53	367	5	39	1	503
February 2023	80	41	320	9	32	8	490
March 2023							
April 2023							
May 2023							
June 2023							
July 2023							
August 2023							
September 2023							
Totals	253	250	1786	37	178	32	2536

BENZIE SENIOR RESOURCES
Statement of Financial Position
As of February 28, 2023

	Feb 28, 23
ASSETS	
Current Assets	
Checking/Savings	
001 · STATE SAVINGS BANK CHECKING	212,931.55
003 · STATE SAVINGS BANK HRA	1,521.51
011 · AMERICAN DEPOSIT MANAGEMENT	108,770.74
011.3 · BOARD DESIGNATED OP RESERV FUND	565,700.00
Total Checking/Savings	888,923.80
Accounts Receivable	
1200 · Accounts Receivable	6,233.76
Total Accounts Receivable	6,233.76
Other Current Assets	
109 · INVENTORY	13,716.43
1499 · Undeposited Funds	15,485.62
Total Other Current Assets	29,202.05
Total Current Assets	924,359.61
Fixed Assets	
150 · BUILDING	480,375.70
151 · VEHICLES	173,363.00
152 · EQUIPMENT	152,634.03
157 · LAND IMPROVEMENTS	1,800.00
160 · ACCUMULATED DEPRECIATION	(453,419.45)
Total Fixed Assets	354,753.28
TOTAL ASSETS	1,279,112.89
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	31,192.47
Total Accounts Payable	31,192.47
Other Current Liabilities	
205 · PREPAID TRIP/INSURANCE	8,888.00
2100 · Payroll Liabilities	13,659.39
232 · AFLAC PAYABLE	1,967.85
Total Other Current Liabilities	24,515.24
Total Current Liabilities	55,707.71
Long Term Liabilities	
250 · MORTGAGE PAYABLE	98,853.38
253 · LEASE PAYABLE	5,072.72
260 · NET PENSION LIABILITY	503,007.00
Total Long Term Liabilities	606,933.10
Total Liabilities	662,640.81
Equity	
3900 · FUND BALANCE	491,471.91
Net Income	125,000.17
Total Equity	616,472.08
TOTAL LIABILITIES & EQUITY	1,279,112.89

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
February 2023

	Feb 2023	Budget	\$ Change
ORDINARY INCOME/EXPENSE			
INCOME			
519.03 · TITLE III C2 INCOME	9,774.00	9,774.00	0.00
519.06 WAIVER SNOW REMOVAL	180.00	450.00	(270.00)
540 · GRANTS	22,500.00	9,585.00	12,915.00
561 - HDM WAIVER	2,294.50	1,773.00	521.50
642 · CHARGES FOR SERVICES/CONT	239.00	406.00	(167.00)
642.02 · FEE FOR SERVICE/HOMEMAKER	2,849.00	3,000.00	(151.00)
642.03 - FEE FOR SERV/SNOW REMOVAL	2,978.00	2,400.00	578.00
642.06 - BENZIE BUS HEALTH RIDE	45.00	150.00	(105.00)
642.1 - FEE FOR SLIDING SCALE CLIENTS	8,241.88	6,665.00	1,576.88
642.05 - FEE FOR PRIVATE PAY & INS	544.50	180.00	364.50
670 - CLIENT INCOME	9,383.18	10,365.00	(981.82)
671 - PACE NORTH Client Income	331.50	550.00	(218.50)
673 · NEWSLETTER SUB	70.00	35.00	35.00
675 · DONATIONS	14,590.00	13,285.00	1,305.00
676 · MILLAGE	102,577.17	102,577.00	0.17
677· FUNDRAISING INCOME	2,309.22	1,000.00	1,309.22
680 · VOLUNTEER WAGES (IN-KIND).	8,253.00	7,350.00	903.00
TOTAL INCOME	187,159.95	169,545.00	17,614.95
GROSS PROFIT	187,159.95	169,545.00	17,614.95
EXPENSE			
700 - ACCOUNTING FEES	625.00	800.00	(175.00)
705 · SALARY AND WAGES	76,441.98	79,796.00	(3,354.02)
705.1 TRAVEL TIME	1,381.51	1,308.00	73.51
708 · PAYROLL TAX EXPENSE	5,788.33	5,231.00	557.33
708.1 UNEMPLOYMENT INSURANCE AGEN	1,163.55	500.00	663.55
709 · EDUCATION/TRAINING	55.00	315.00	(260.00)
710 · EVENTS	272.46	300.00	(27.54)
711 · TGPSC ACTIVITIES	543.28	350.00	193.28
717 · DUES/SUBSCRIPTIONS	250.00	0.00	250.00
721 · COMPUTER EXPENSES	2,828.38	2,850.00	(21.62)
725 · FRINGE BENEFITS	11,882.35	13,246.00	(1,363.65)
726 - FUNDRAISING/MARKETING EXP	144.26	400.00	(255.74)
727 · SUPPLIES	2,793.67	3,335.00	(541.33)
727.2 · OFFICE EXP	494.42	1,185.00	(690.58)
727.3 - POSTAGE	1,364.49	390.00	974.49
727.4 - ADVERTISING	216.25	550.00	(333.75)
740 · FOOD	21,397.24	19,670.00	1,727.24
819 · CONTRACTUAL	16,334.75	39,820.00	(23,485.25)
820 · VOLUNTEER WAGES (IN-KIND)	8,253.00	7,350.00	903.00
825 · VOLUNTEER EXPENSES	564.62	860.00	(295.38)
850 · TELEPHONE	492.68	520.00	(27.32)

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
February 2023

	Feb 2023	Budget	\$ Change
861 · TRAVEL/MILEAGE/GAS	3,056.28	3,220.00	(163.72)
900 · INTEREST EXPENSE	251.33	265.00	(13.67)
910 · INSURANCE	4,105.80	4,100.00	5.80
915 · PROJECTS	936.14	830.00	106.14
920 · UTILITIES	4,184.22	2,870.00	1,314.22
940 · DEPRECIATION EXPENSE	3,398.88	3,550.00	(151.12)
980 · EQUIPMENT/REPAIRS	1,877.51	2,100.00	(222.49)
980.1 - OUTDOOR MAINTENANCE	96.97	2,000.00	(1,903.03)
980.2 - INDOOR MAINTENANCE	(4.99)	150.00	(154.99)
981-HDM FLEET MAINTENANCE/GAS	3,174.34	1,720.00	1,454.34
			0.00
TOTAL EXPENSE	174,363.70	199,581.00	(25,217.30)
NET ORDINARY INCOME	12,796.25	(30,036.00)	42,832.25
OTHER INCOME/EXPENSES			
OTHER INCOME			
990 · INTEREST/DIVIDEND INCOME	1,984.27	375.00	1,609.27
999 - OTHER INCOME	374.69	350.00	24.69
TOTAL OTHER INCOME	2,358.96	725.00	1,633.96
OTHER EXPENSE			
999.1 · OTHER EXPENSE	0.00	80.00	(80.00)
99999 - LEGAL EXPENSE	0.00	165.00	(165.00)
TOTAL OTHER EXPENSE	0.00	245.00	(245.00)
NET OTHER INCOME	2,358.96	480.00	1,878.96
NET INCOME	15,155.21	(29,556.00)	44,711.21

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
October 2022 - February 2023

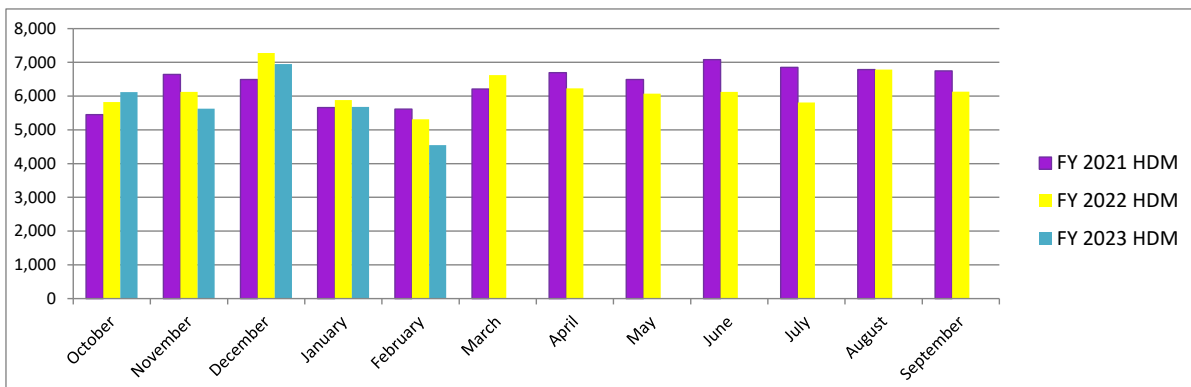
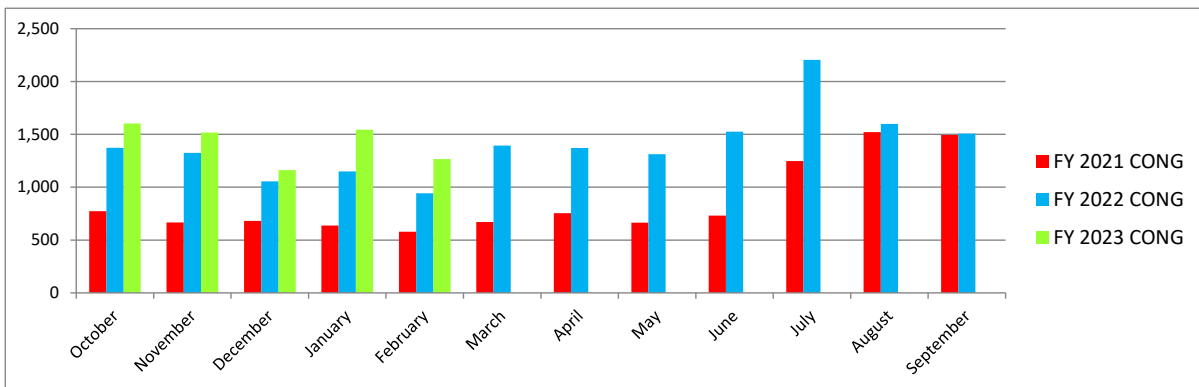
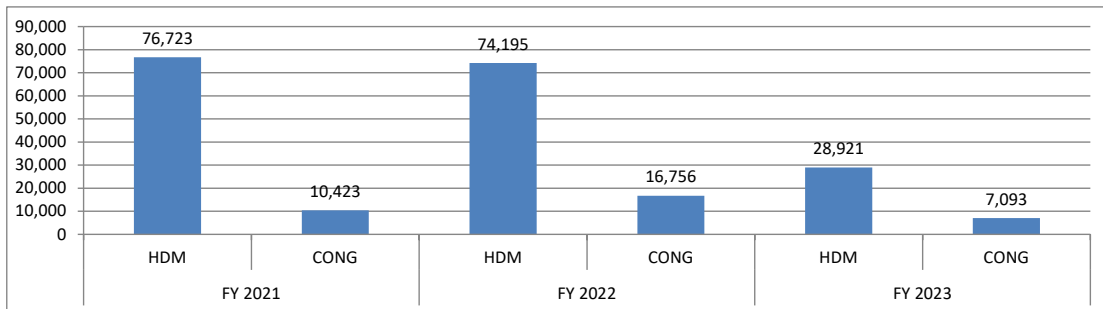
	Oct-Feb 2023	Budget	\$ Change
ORDINARY INCOME/EXPENSE			
INCOME			
519.03 · TITLE III C2 INCOME	48,870.00	48,870.00	0.00
519.04 · FEDERAL USDA	57,338.76	32,000.00	25,338.76
519.05 MIPPA (MMAP)	1,550.00	950.00	600.00
519.06 WAIVER SNOW REMOVAL	1,045.00	810.00	235.00
540 · GRANTS	73,850.00	47,925.00	25,925.00
561 - HDM WAIVER	8,931.00	7,090.00	1,841.00
642 · CHARGES FOR SERVICES/CONT	1,226.17	2,039.00	(812.83)
642.01 · FEE FOR SERVICE/CHORE	(298.00)	1,000.00	(1,298.00)
642.02 · FEE FOR SERVICE/HOMEMAKER	14,410.00	13,000.00	1,410.00
642.03 - FEE FOR SERV/SNOW REMOVAL	23,183.00	23,400.00	(217.00)
642.06 - BENZIE BUS HEALTH RIDE	495.00	750.00	(255.00)
642.1 - FEE FOR SLIDING SCALE CLIENTS	31,395.78	26,660.00	4,735.78
642.05 - FEE FOR PRIVATE PAY & INS	1,808.00	720.00	1,088.00
670 - CLIENT INCOME	41,519.86	42,245.00	(725.14)
671 - PACE NORTH Client Income	2,190.50	1,940.00	250.50
673 · NEWSLETTER SUB	250.00	155.00	95.00
675 · DONATIONS	60,075.64	67,445.00	(7,369.36)
676 · MILLAGE	512,885.85	512,885.00	0.85
677· FUNDRAISING INCOME	67,456.44	63,870.00	3,586.44
680 · VOLUNTEER WAGES (IN-KIND).	38,196.96	36,750.00	1,446.96
681 - IN-KIND (non-volunteer)	5,549.44	4,900.00	649.44
TOTAL INCOME	991,929.40	935,404.00	56,525.40
GROSS PROFIT	991,929.40	935,404.00	56,525.40
EXPENSE			
700 - ACCOUNTING FEES	8,625.00	8,400.00	225.00
705 · SALARY AND WAGES	396,116.79	405,879.00	(9,762.21)
705.1 TRAVEL TIME	7,116.43	7,393.00	(276.57)
708 · PAYROLL TAX EXPENSE	25,412.39	29,922.00	(4,509.61)
708.1 UNEMPLOYMENT INSURANCE AGENCY	2,711.26	2,750.00	(38.74)
709 · EDUCATION/TRAINING	828.90	1,575.00	(746.10)
710 · EVENTS	941.32	1,500.00	(558.68)
711 · TGPSC ACTIVITIES	1,282.62	1,750.00	(467.38)
717 · DUES/SUBSCRIPTIONS	4,296.00	3,700.00	596.00
720 - BAD DEBT	61.00	0.00	61.00
721 · COMPUTER EXPENSES	15,263.49	14,250.00	1,013.49
725 · FRINGE BENEFITS	7,611.57	22,409.00	(14,797.43)
726 - FUNDRAISING/MARKETING EXP	2,688.46	2,000.00	688.46
727 · SUPPLIES	16,831.68	16,660.00	171.68
727.2 · OFFICE EXP	6,194.37	5,925.00	269.37
727.3 - POSTAGE	2,873.60	1,950.00	923.60
727.4 - ADVERTISING	2,064.83	2,750.00	(685.17)

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
October 2022 - February 2023

	Oct-Feb 2023	Budget	\$ Change
740 · FOOD	105,651.43	98,335.00	7,316.43
819 · CONTRACTUAL	94,987.38	119,325.00	(24,337.62)
820 · VOLUNTEER WAGES (IN-KIND)	38,196.96	36,750.00	1,446.96
825 · VOLUNTEER EXPENSES	4,096.33	5,035.00	(938.67)
850 · TELEPHONE	2,660.11	2,600.00	60.11
861 · TRAVEL/MILEAGE/GAS	17,061.64	18,505.00	(1,443.36)
900 · INTEREST EXPENSE	1,260.20	1,325.00	(64.80)
910 · INSURANCE	23,999.32	25,500.00	(1,500.68)
915 · PROJECTS	14,338.69	11,360.00	2,978.69
920 · UTILITIES	15,483.83	14,335.00	1,148.83
940 · DEPRECIATION EXPENSE	16,994.40	17,750.00	(755.60)
980 · EQUIPMENT/REPAIRS	13,704.33	10,500.00	3,204.33
980.1 - OUTDOOR MAINTENANCE	2,788.14	5,880.00	(3,091.86)
980.2 - INDOOR MAINTENANCE	254.02	750.00	(495.98)
981-HDM FLEET MAINTENANCE/GAS	22,114.27	8,600.00	13,514.27
			0.00
TOTAL EXPENSE	874,510.76	905,363.00	(30,852.24)
NET ORDINARY INCOME	117,418.64	30,041.00	87,377.64
OTHER INCOME/EXPENSES			
OTHER INCOME			
990 · INTEREST/DIVIDEND INCOME	6,783.07	1,500.00	5,283.07
999 - OTHER INCOME	798.46	1,400.00	(601.54)
TOTAL OTHER INCOME	7,581.53	2,900.00	4,681.53
OTHER EXPENSE			
999.1 · OTHER EXPENSE	0.00	410.00	(410.00)
99999 - LEGAL EXPENSE	0.00	835.00	(835.00)
TOTAL OTHER EXPENSE	0.00	1,245.00	(1,245.00)
NET OTHER INCOME	7,581.53	1,655.00	5,926.53
NET INCOME	125,000.17	31,696.00	93,304.17

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

	FY 2021		FY 2022		FY 2023	
	HDM	CONG	HDM	CONG	HDM	CONG
October	5,451	774	5,827	1,374	6,116	1,603
November	6,644	666	6,124	1,324	5,627	1,518
December	6,490	682	7,274	1,055	6,949	1,162
January	5,658	638	5,881	1,149	5,682	1,544
February	5,616	579	5,314	942	4,547	1,266
March	6,212	671	6,622	1,394		
April	6,695	754	6,230	1,370		
May	6,495	664	6,073	1,313		
June	7,079	731	6,123	1,526		
July	6,853	1,247	5,810	2,204		
August	6,786	1,522	6,786	1,599		
September	6,744	1,495	6,131	1,506		
total meals	76,723	10,423	74,195	16,756	28,921	7,093



February 2023 Journal Entry Summary

- 877. JE to record NSF check
- 878. JE to record monthly depreciation expense (non-cash transaction) *
- 879. JE to record inventory at month end *
- 880. JE to record payroll wages/taxes across all programs – original payroll entry posts to one class *
- 881. JE to record payroll wages/taxes across all programs – original payroll entry posts to one class *
- 882. JE to record 401K payroll deferrals across all programs - original payroll entry posts to one class *
- 883. JE to reclass payroll mileage reimbursements from “uncategorized” to appropriate class, i.e. Home Health and Admin *
- 884.** JE to record volunteer hours in-kind wages *
- 885.

* **Monthly recurring Journal Entries.**

February 2023

[illegible]

BENZIE SENIOR RESOURCES**Monthly Journal Entries**

February 2023

Trans #	Type	Date	Num	Memo	Debit	Credit
					3,056.28	3,056.28
132261	General Journal	02/28/2023	884	TO RECORD INKIND WAGES	6,895.00	6,895.00
				TO RECORD INKIND WAGES	1,358.00	1,358.00
				TO RECORD INKIND WAGES		
				TO RECORD INKIND WAGES		
					8,253.00	8,253.00
TOTAL					61,904.34	61,904.34

Benzie Senior Resources

2021 and 2022 New and Reassign Homemaker Program Client Survey

BASED ON 98 RESPONSES

The New Home and Reassign Homemaker Program Client Survey is our glimpse of how well the assigned Homemaker Contractors are performing their assigned light duty house cleaning responsibilities based on responses from their assigned client.

Over the past two years, the Homemaker Program has struggled to meet the needs of our expanding senior needs in Benzie County. We have had waiting lists during this same period for this service. Finding qualified individuals to hire has been a challenge that we have faced during these trying times.

But despite these struggles, those clients in the Homemaker Program have been overwhelmingly satisfied with their services and assigned contractor.

Below is a list of the questions posed to our seniors and a review of the feedback we received.

Questions & Responses:

Q: Have the homemaker services met your expectations?

Yes: 98%

No: 2%

Q: Has the homemaker kept to her schedule?

Yes: 99%

No: 1%

Sampling of actual responses to this question:

Always – she does give me a few extra minutes just to talk- visit. That is nice as I am alone much of the time • Excellent, always dependable • Also willing to accommodate my schedule • Sometimes a little early, but that's good • Yes, right on time • Very good and prompt • Yes, once she missed but came the next day

Q: Has the homemaker asked for your input in what your cleaning needs are?

Yes: 96%

No: 4%

Sampling of actual responses to this question:

We discussed certain needs I had and she has done a good job fulfilling those needs • She's very good & asks • Will do anything asked of her • Doing great with this & she's doing a wonderful job for her • I leave her notes for areas that need the most attention • She is very good in cleaning, and I had very little to tell

her things to do • She has valuable input. If she sees something that needs attention, she will tell me • She is always asking and such a help

Q: Does the homemaker do things the way you want them done?

Yes: 96%

No: 4%

Sampling of actual responses to this question:

My floors have never been so clean • She does everything the way it needs to be done. I am very happy with her cleaning • My kitchen floors look beautiful even though they are so old • She does a better job than I would do • No complaints • For the most part, everything is okay. Pretty good • Wishes she would dust and little better • Shower needs to be done better

Q: Does the homemaker have a positive and helpful attitude?

100% of the respondents reported that their assigned contractor has a positive and helpful attitude.

Q: Are there any homemaking needs of yours that we are not meeting?

Yes: 3 Responses

No: 95 Responses

Sampling of actual responses to this question:

Swiffer mop does not deep clean tiles • Interested in spring and fall clean-ups • Am I allowed to ask her to wash windows? How about Kitchen cabinets?

**New Home Delivered Meals Client Questions –
2 weeks after starting services
01/02/2022 – 12/31/2022
Based on 150 Responses out of 169 Contacted**

Throughout the calendar year 2022, Benzie Senior Resources called all new Home Delivered Meals Clients two weeks after starting on a meal route. These calls were made by the Kitchen Management Team to establish a line of communication between the client and those preparing their meals.

The intent behind this survey was to have the client and staff discuss the meals they received. Staff asked for comments on the variety, quality, challenges, suggestions, overall satisfaction of their meals and if they required additional nutritional needs.

Below is a list of the questions posed to our seniors and a review of the feedback we received.

Questions & Responses:

1. When your meal arrived, did the temperature meet your approval? Yes-149 No-1

Positive: 99.3%

The Sampling is of actual responses to this question and the replies were typical of these top 2 responses: *"Meals are warm enough."* *"I eat a little later, so I put it in the refrigerator to reheat up the meal later."*

2. When your meal arrived, did the appearance meet your approval? Yes-148 No-2

Positive: 98.7%

A sampling of actual responses to this question: *"Nice variety"* *"The food is great."* *"Not always, I don't like when everything is the same color."*

3. Are there any meals or sides that you struggle to chew or swallow? Yes-6 No-144

Yes: 4%

No: 96%

A sampling of actual responses to this question: *"Roast beef sandwich meat is tough to chew."* *"Hard protein bars in the breakfast bags."* *"The ham was tough for me to chew."*

Every year since 2019, we have lowered the number of clients that struggle to chew foods. We have worked to offer softer meats (ground meat) when completing the assessment. We also offer a substitute meal to clients that in general cannot tolerate a certain cut of meat. In 2022, we had a significant decline from 2021.

4. Are you satisfied with the variety of meals you have received? Yes-149 No-1

Positive: 99.3%

A sampling of top 3 responses: *"These are good well-balanced meals" "Nice variety." The meals are all very good."*

5. Is there an entrée or side item that you would like added to the menu or like to see more frequently? Yes-37 No-113

Yes: 25%

No: 75%

This is a 5% improvement as compared to the 2021 survey. Top requests were meatloaf, fish, chicken and breakfast food items for lunch.

6. Is there an entrée or side item that you would like to see less often or not at all? Yes-28 No-122

Yes: 15%

No: 85%

This is an improvement of 12% as compared to the 2021 survey. The top 2 request were catfish and fish.

7. Are the people who deliver my meals are polite, friendly, and helpful? Yes-150 No-0

Positive: 100%

A sampling of actual responses to this question: *"Very nice people" mentioned 30 times. "Wonderful and great people." Was mentioned 6 times. "Very happy with the meals." Was mentioned 6 times.*

8. In general, do you enjoy the meals you get from the home delivered meals program? Yes-149 No-1

Positive: 99.3%

A sampling of actual responses to this question: *"Wonderful program" mentioned 4 times. "I Oh yes, I get lots of good food" "I am putting on weight" "I enjoy the vegetables and fruit"*

9. Are your meals flavored with the appropriate amount of spice? Yes-146 No-4

Yes: 97.3%

No: 2.7%

Sampling of actual responses to this question: *"I add more spices." "We add salt and pepper." "I was pleasantly surprised-not overly salty or spicy." "Very healthy meals and they do a good job."*

10. Are you satisfied with eating the frozen meals on the weekends? Yes-101 No-3

Positive: 97%

A sampling of actual responses to this question: "Does not get frozen meals" mentioned forty-six times.

11. What is the one thing you would do to improve our meals?

A sampling of actual responses to this question: *"Everything is fine/good."* Mentioned 29 times.

"Nothing to change." Mentioned 8 times. *"Very pleased with the meals."* Mentioned 7 times. *"I love the meals and with my diabetes, I am getting all the vegetables I need."* *"Love the bread."* *"Breakfast type meals for lunch."*

Benzie Senior Resources (BSR)
2022 Discharged Home Delivered Meals Clients Survey
BASED ON 47 RESPONSES

The Home Delivered Meals Discharge Survey is our way to connect with clients that no longer need Home Delivered Meals. It is important for us to see if our service was beneficial in their time of need and did, we meet and exceed their expectations. We are also interested in their opinion of our agency, staff and volunteers in order for us to do our very best.

Below is a list of the questions posed to our seniors and a review of the feedback we received.

Questions & Responses:

Q: If you had not received these meals in your time of need, would you still have had at least one hot, freshly prepared, well-balanced meal to eat daily?

Yes: 43%

Maybe: 19%

No: 38%

Many of the discharged clients improved in their overall health and no longer qualified for Home Delivered Meals or they felt that they could resume making their own meals. A sizeable number of clients would not have had or were unsure if they had the ability or means to have a well-balanced meal.

Q: The temperature of the meals I received met my approval.

96% reported that their meals arrived at a desired temperature.

Only two people reported that only on one occasion did the meal did not meet their expectation.

We temperature test our meals upon leaving the building and the meals are at 165-168 degrees. When the test meal returns from the route, the temperature is taken, and the temperature stays consistent at 165-168 degrees. This is accomplished through electric totes.

Q: I liked the variety of meals that I received.

92% of the respondents reported that they like the variety of the meals provided to them.

Q: Did the people who delivered your meals; were they polite, friendly and helpful.

100% of the respondents reported that they had a positive experience with our volunteers/staff drivers.

Our volunteer drivers deliver more than a meal. They are a positive representation of Benzie Senior Resources and the mainstay of the Home Delivered Meals Program.

Q: If you had to make a phone call to our office, was our office staff friendly and respectful when answering your telephone calls?

100% of the respondents reported that staff were friendly and respectful on the phone to them.

Q: Did you have to contact our office for a problem to be resolved regarding the meals you received?

Yes: 4

No: 43

Q: If yes, was the problem resolved?

Yes-4

Q: Would you recommend BSR to your family or friends if they needed Home Delivered Meals?

98% of the respondents answered yes.

1 person reported that no, they would not recommend BSR.

Q: Using the number from 0 to 10, when 0 is the worst service possible and 10 is the best service possible what number would you use to rate your service from Benzie Senior Resources?

Best Service												Worst Service
Possible												Possible
10-39	9-5	8-3	7	6	5	4	3	2	1	0	Average Score 9.77	

Sampling of actual responses to this question:

Thank you for helping during this difficult time • My spouse and I both had surgery and we couldn't cook afterwards. We thank BSR for taking care of us • I was very satisfied with the service of the people making the food, working, preparing the meal • The people that brought them were very thoughtful, courteous, kind! • I used this service because I don't like to drive on ice and snow, so I don't go out much in the cold weather. I'm planning to contact you again next fall. Thank you • Thank you all for helping me. I am feeling better, also cooking for myself. But I know you're all there for me • The comfort – i.e. security feeling when visiting very nice also a the team was a watchful blessing • Very thankful for this service while I was recovering from major surgery. I moved up here 2 years ago and had no idea how great the senior services are! I was alone after surgery and glad that the people delivery the meals were checking in on me • Your staff is very wonderful and very much appreciated the help • I stopped the meals because of summer being here and me going places – didn't want to be tied down to that lunch time. I enjoyed the meals and sometimes miss them • Thank you for being such a great help when we needed it

Benzie Senior Resources
2021 and 2022 Benzie County Senior Essential Needs Fund Program
Client Satisfaction Survey
BASED ON 58 RESPONSES

The Benzie County Senior Essential Needs Fund Program Client Survey allows our funders to see their impact in granting BSR the necessary funding through their grants to assist the seniors in Benzie County when a financial crisis overwhelms their ability to cope and handle a situation in their lives.

Below is a list of the questions posed to our seniors and a review of the feedback we received.

Questions & Responses:

Q: Overall, how would you rate the quality of services received through the Benzie County Senior Essential Needs Fund Program?

Excellent: 98%

Good: 2%

Q: Did staff offer additional information about other agencies and or contractors to contact for additional assistance?

Yes: 85%

No: 15%

Q: Were you referred to Benzie Senior Resources by another agency?

Yes: 22%

No: 78%

Q: Where services provided in a timely manner?

Yes: 98%

No: 2%

Q: Were your needs met?

My needs have been met 88%

Most of my needs have been met 10%

Only a few of my needs have been met 2%

Those who reported that most or only a few of their needs have been met, presented more than one need and the financial requirements exceeded the program's ability to pay and for our other non-profits partners. However, we were able to help them with their most urgent requests at the time. A couple had unrealistic expectations to help them.

Q: Because of Benzie Senior Resources assistance, I have improved my situation

Yes: 98%

No: 2%

Q: Additional Comments:

Sampling of actual responses:

Thank you for your help with getting glasses. I didn't have any money to do it on my own. And thank you for your referral to BACN to pick up the remaining balance. I love Benzie Senior Resources • The staff at Benzie Senior Resources were very courteous and accommodating with helping me with my situation • I truly appreciate the assistance I have been given through Benzie Senior Resources. The application was not complicated to fill out, and I hope in the future to utilize more of the programs offered. From my homestead, having some trees removed decreased the possibility of what could have been a dangerous situation. It also decreased my stress every time the wind picked up. I have a few more trees to go to that pose a potential hazard. I was very thankful that a friend suggested your agency. Thank you • Very fast response • Everyone in the different agencies were so helpful on those January days when our furnace went out. Leslie from NMCAA was amazing as she guided us through the paperwork and finally to heat in our home again. At the most financially difficult time of the year for us, we are so grateful for Benzie Senior Resources assistance • What a pleasure working with Doug to receive new compression socks (no more holes in heels!) And new air filters. I love where I live but must have nice air to breathe is wonderful. Even my sleep has improved and so has my cough from secondhand smoke. Thank you • Once again, I am immensely grateful for your services and your staff. In this life we never know when will find ourselves in a less than fortunate situation. It's comforting to know that there are folks like yourselves to help • Lower teeth don't hurt. They have been bad since I got them 2 years ago. I want to thank you so much for I never even dreamed this could happen • Thank you for the help, as I had many additional expenses at the same time. BSR is doing a terrific job helping seniors stay in their homes • Thank you for everything. Bella (pet) was very ill. Her infection is one now and she is happy. Having her teeth cleaned and some pulled has helped and has given her a longer and better life. You all are so awesome. My sweet little girl thanks you • My monthly income is not very much. I had to have a new roof before winter. I am so grateful for the assistance from BSR. I really can't thank you enough. Everyone there is always so helpful and caring • Having my furnace cleaned was essential for my health and prevention of a fire because it was getting hot and shutting off because it was full of dry wall dust. Thank you so very much, it was more than greatly appreciated. Thank you again • Without you, I more than likely wouldn't be living at home. I really appreciate you being here for me and looking out for me

EMS Department head Update

Fleet Report

21 Honor: running good
23 Honor: running good,
31 Frankfort, running good

32 Backup: running good
33 Day Car: running good

Ambulance purchase

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

Education

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

Rescue Task Force training took place in Honor on the 15th and 16th of this month and was organized by EOC Director Hubers. This class was put on MMRMA and was designed to work with EMS and Fire services on how to address entering warm zones and treat patients after a mass shooting.

Michigan's Spring EMS Expo is in May and located in Traverse City this year. Expo allows EMS providers to obtain many EMS credits needed to renew their license, listen to expert speakers in various backgrounds and to learn more about upcoming trends and equipment that will be the future of EMS.

Currently working on renewing our agency license as well as getting ready to start submitting financial data to Medicare for their “Ground Ambulance Collection Period”. This is mandated reporting for every ambulance service in the country over the next several years. Medicare will be using this information to determine future funding for EMS.

[illegible]

ACTION ITEMS

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: March 8, 2023

Subject: **Henry Road Paving – ARPA Funding Commitment**

At the February 28, 2023 Committee of the Whole meeting, the Board had a robust discussion related to allocation and commitment of American Rescue Plan Act (ARPA) funding. During that meeting, we also heard from the Benzie County Road Commission and Superintendent of Benzie Central Schools regarding their request for funding to pave Henry Road from Homestead Road to the new Homestead Hills Elementary School.

After the discussion, I believe the consensus of the Board is to commit up to 50% of the funding needed to pave Henry Road from ARPA funding. Benzonia Township has already committed 50% of the paving project costs.

After the March 14th Board meeting, I followed up with Superintendent Erfourth about their potential commitment of funding to the paving project. Ms. Erfourth was able to provide me with an email from her attorney which indicates use of bond funds to pave Henry Road is not a permitted expense.

Since the March 14th meeting, bids have been received and the County's 50% match would be just shy of \$38,000.

Administrative reporting for ARPA funding as indicated by the Department of Treasury, has specific requirements for County's when committing and spending this funding. Therefore, to ensure proper reporting, I recommend the Board take action to commit these funds.

Recommendation:

That the Board of Commissioners commits up to 50% of the funding necessary to pave Henry Road, with funds available from American Rescue Plan Act funding, and authorizes the Administration to release funds for the project when appropriate documentation regarding use of the funds is provided.

BENZIE COUNTY ROAD COMMISSION

POLICY #901

LOCAL ROAD IMPROVEMENTS

I. PURPOSE

To establish a policy governing the sharing of costs associated with local road improvements, procedures for requesting such improvements and specifications used for construction.

II. FUNDING ELIGIBILITY & SOURCES

To be eligible for funding using any Benzie County Road Commission funds the specific section of local road to be improved must be certified on the annual Act 51 Certification Maps submitted to the Michigan Department of Transportation. Funding for Local Road improvements will come from one of the following categories:

1. Benzie County Road Commission Countywide Road Millage funds (approved by the Local Road Committee)
2. Benzie County Road Commission Local Road Matching funds
3. Other (Township Millage or Township contribution, Private donations, Grants, etc.)

III. CONTENT

A. Procedure for requesting local road improvements using Benzie County Countywide Millage funds

1. A person shall apply to the township board in which the road is located.
2. The township board requests the Road Commission to inspect the road and jointly determine if the improvement is justified. The Road Commission will determine the type of work required and prepare an estimate of the cost of improvement. This improvement project will then be considered by the Local Road Committee, for inclusion in the Local Road Improvement Program for the following construction year.
3. The township may request a road improvement on its own volition. The Road Commission will determine the type of work required and prepare an estimate of the cost of improvement. This improvement project will then be considered by the Local Road Committee, for inclusion in the Local Road Improvement Program for the following construction year.

B. General requirements for funding of local road improvements

1. Approximately 50% of Road Commission millage funds will be available for local road projects that have been selected by the Local Road Committee. Projects the Township wishes to pursue that have not been selected by the Committee will be funded by the Township, or requesting party, unless Local Road Matching funds are to be used
2. The Road Commission may, at its option, contract all or any part of local road improvement projects. The Road Commission will be the sole contracting authority for all projects. Funding local road improvement projects not selected by Local Road Committee:
 1. The Benzie County Road Commission will establish a fund for each Township to be used towards the improvement of local Act 51 Certified road segments. The amount of the fund will be established annually by the Benzie County Road Commission during its budgeting process. The total amount budgeted for Township Matching funds will be allocated to each

Township by a formula established by the Benzie County Road Commission. These funds may be used to fund improvements at the Townships discretion, as long as the proposed improvements meet all other requirements listed in this policy. Total Benzie County Road Commission funds, including Local Matching funds used on any project cannot exceed 50% of the total project cost. The remaining project funding must come from other sources.

2. If economic necessity warrants, townships may be required to submit up to 110% of the estimated share before construction begins. Monies submitted in excess of actual costs shall be promptly refunded after completion of the project.
3. A township may split the costs of improvements to township line roads with a neighboring township.
4. If the township requires a requesting party to share in the costs, the township shall collect that parties share and shall pay the full required cost share to the Road Commission upon receiving an invoice. Work in kind by a requesting party may be authorized by the Road Commission in lieu of cost sharing. A contract between the Road Commission and the requesting party for such work shall be secured before work begins and shall require the work be completed in a timely manner. The requesting party shall also obtain a right-of-way use permit from the Road Commission.
5. In the case of a township declining to participate in a cost share or to collect a requesting parties share, the requesting party shall deposit up to 110% of the estimated cost share with the Road Commission before work is started. The township will be required to submit written approval to the Road Commission for the project before any work can begin. Monies submitted in excess of actual costs shall be promptly refunded after completion of the project.
6. Payment for cost shares are due 30 days after receipt of invoice unless other arrangements are agreed upon.

C. Cost sharing of improvements to local roads

1. Upgrading a seasonal road for snow plowing.
 - a. The Road Commission will not fund any portion of improvements of any kind to seasonal roads. Funding generated from millage will not be authorized to be spent on seasonal road improvements. Local Road Matching funds are also not eligible for the improvement of seasonal roads.
2. In the case of improvements to a seasonal road, in accordance with Public Act 51 of 1951, as amended, the Road Commission shall hold a public hearing in order to remove the road from seasonal status. Notice of the public hearing shall be given to the clerk of the county and of each township in which the road is situated and published at least twice in a newspaper of general circulation in the county, the first notice to be not less than 30 days before the hearing and the second notice not less than 7 days before the hearing. The notice shall contain the date, time, and place of the hearing and shall describe in general terms the action proposed to be taken by the Road Commission and the road to be affected.

3. Adding gravel to an existing gravel road:
 - a. The Road Commission shall pay 100% on roads identified and approved on the Local Road Improvement Program.
 - b. Any roads selected by the Township, not on the Local Road Improvement Program, the township shall pay 100% of total cost, unless Local Road Matching funds are to be used.
4. Improving an existing gravel road open to year round use to a paved road. Work typically includes: clearing and grubbing, widening, grading, drainage improvements, placing processed gravel, paving with hot mix asphalt, erosion control, and restoration of disturbed soils.
 - a. The Road Commission shall pay 100% on roads identified and approved on the Local Road Improvement Program.
 - b. Any roads selected by the Township, not on the Local Road Improvement Program, the township shall pay 100% of total cost, unless Local Road Matching funds are to be used.
4. Resurfacing an existing paved road:
 - a. Pulverizing existing pavement prior to paving. Work typically includes: pulverizing existing pavement, adding stabilizing material (mineral brine), adding gravel if needed and restoration of shoulders (including shoulder gravel, if needed).
 - (1) The Road Commission shall pay 100% on roads identified and approved on the Local Road Improvement Program.
 - (2) Any roads selected by the Township, not on the Local Road Improvement Program, the township shall pay 100% of total cost, unless Local Road Matching funds are to be used.
 - b. Overlay existing pavement (including wedging if needed) or pave over pulverized pavement.
 - (1) The Road Commission shall pay 100% on roads identified and approved on the Local Road Improvement Program.
 - (2) Any roads selected by the Township, not on the Local Road Improvement Program, the township shall pay 100% of total cost, unless Local Road Matching funds are to be used.
5. Preventive maintenance surface treatment.
 - a. Hot mix wedging and chip sealing. Work typically includes: placing hot mix asphalt from quarter crown out then sealing whole road with tar emulsion and chips.
 - (1) The Road Commission shall pay 100% on roads identified and approved on the Local Road Improvement Program.
 - (2) Any roads selected by the Township, not on the Local Road Improvement Program, the township shall pay 100% of total cost, unless Local Road Matching funds are to be used.

b. Seal coat. Work typically includes: filling cracks (if needed) and application of a single chip seal.

(1) The Road Commission shall pay 100% on roads identified and approved on the Local Road Improvement Program.

(2) Any roads selected by the Township, not on the Local Road Improvement Program, the township shall pay 100% of total cost, unless Local Road Matching funds are to be used.

6. Replacement/Improvements of failed stream crossing structures, cross road culverts, drainage improvements,

a. Replacement of existing stream crossing structures, drainage improvements, cross road culverts. Work typically includes: Removing old structures and replacing with new, possibly larger structures to accommodate unrestricted water flow; Restore slopes and roadbed.

(1) As funding is available, the Road Commission may pay up to 50% of the total project cost of the replacement of a failed stream crossing structure, drainage structure or cross road culvert with a maximum contribution of \$5,000. The Road Commission's contribution will be determined after all grant monies and in-kind services are applied towards the project cost.

(2) The township or other parties will be responsible for remaining costs, unless Local Road Matching funds are to be used.

7. Installation of new guardrail sections on Local Roads to address agreed upon safety issues in compliance with current standards and specifications. Some circumstances may require design and cost estimation by a licensed Professional Engineer, costs associated with Engineer design and cost estimation are to be 100% the responsibility of the Township.

a. Installation of guardrail.

(1) As funding is available, the Road Commission may pay up to 50% of the total project cost of the installation of guardrail with a maximum contribution of \$5,000. The Road Commission's contribution will be determined after all grant monies and in-kind services are applied towards the project cost.

(2) The township or other parties will be responsible for remaining costs, unless Local Road Matching funds are to be used.

D. Local road improvement standards and specifications.

1. The Road Commission shall determine what standards a requested project shall be built to.

2. The current *Benzie County Road Commission Standards, Specifications and Regulations for Subdivision Streets and Proposed Public Roads* shall be used as a

guide for the dimensions and specifications.

3. The current *Michigan Department of Transportation Standard Specifications for Construction* shall be used as a guide for specification of construction and materials.
4. Where warranted, practical and cost effective the current *AASHTO Policy on Geometric Design of Highways and Streets* shall be used as a guide for safety improvements and geometric design.

IV. RESPONSIBILITY

- A. The Manager is responsible for administering this policy.
- B. This policy shall supersede all previous policies concerning local road improvements.

IV. ADMINISTRATIVE PRIORITIES

Until such time as Road Commission revenues increase and keep pace with inflation, the Road Commission's top priority on projects will be on performing preventative maintenance on existing asphalt road rather than constructing new roads or paving existing gravel roads.

Date Adopted:	09-29-06
Revised:	10-28-2010
Revised:	07-25-2013
Revised:	11-13-2013
Revised	07-23-15
Revised	10-10-18
Revised	10-27-20

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: March 22, 2023

Subject: **Crystal Lake Outlet Project – ARPA Funding Commitment**

At the February 28, 2023 Committee of the Whole meeting, the Board had a robust discussion related to allocation and commitment of American Rescue Plan Act (ARPA) funding. As already mentioned, during that meeting, we discussed the County supporting our parks systems, including the Crystal Lake Outlet project. The Board further discussed the Crystal Lake Outlet project at the March 14th meeting and requested that Ed Hoogterp attend to answer some questions before action is taken.

Ed Hoogterp will be present at the March 28th meeting to discuss out an ARPA commitment would add to the projects current funding.

Administrative reporting for ARPA funding as indicated by the Department of Treasury, has specific requirements for County's when committing and spending this funding. Therefore, to ensure proper reporting, I recommend the Board take action to commit these funds.

Recommendation:

That the Board of Commissioners commits up to \$80,000 to the Crystal Lake Outlet Project, with funds available from American Rescue Plan Act funding, and authorizes the Administration to release funds for the project when appropriate documentation regarding use of the funds is provided.

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: March 22, 2023

Subject: **Replacement of Computer Servers - LEIN and Smart 911**

It has been brought to my attention the need to replace additional servers held in the Sheriff's Office. Like last year, Microsoft is retiring certain hardware and software, making it critical that we replace devices to effectively house and protect programs such as LEIN and Smart 911.

In the 22/23 budget, I have budgeted for the replacement of certain computers and other hardware. Therefore, this expenditure was planned.

It's important to note that with technology constantly evolving and that we're replacing multiple servers with just one "super server." Not only does this save funding for hardware, it also allows for almost double the longevity of the machine; life expectancy of the device is ten years.

Recommended Motion:

That the Board of Commissioners accepts quote number VC3Q25514 received from IT Right for computer server replacement in the not-to-exceed amount of \$11,200 with funds available in the Capital Fund and Central Dispatch fund.

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: March 22, 2023

Subject: **Local Participation in additional settlements related to Opioid Epidemic**

Additional national settlements are being reached with Allergan, Teva, CVS, and Wal-Mart and it's the recommendation of our Attorney Tim Smith that Benzie County join these settlements. It is my understanding that by joining, Benzie County is helping to ensure full settlement is obtained because settlement is based upon participation.

Like in 2019, County shares are determined by three basic metrics. Each county's share of the settlement will be distributed in accordance with an "allocation model." The allocation model uses three factors – based on reliable, detailed, and objective national data – to determine the share of a settlement fund that each county will receive. These factors address the most critical causes and effects of the opioids crisis and are each weighted equally (1/3-1/3-1/3): 3 (1) the number of opioids distributed within the county, (2) the number of opioid deaths that occurred in the county; and (3) the number of people who suffer opioid use disorder in the county. This model is designed not to favor either small or large counties based solely on population. Ultimately, the model allocates settlement funds in proportion to where the opioid crisis has caused actual harm.

For Benzie County to join the national settlements the following steps should be taken:

1. Enact a resolution to join, attached.
2. Enter the Participation Agreements for each settlement agreement, authorization for signature requested.
3. Sign and return the Michigan State-Subdivision Agreement for Allocation of Allergan, Teva, CVS, and Walmart Settlement Agreements, authorization for signature requested.

Recommended Motion:

That the Board of Commissioners adopts the Resolution Authorizing Entry of Participation Agreements in Partial Settlement of the National Prescription Opiate Litigation and Entry of State Local Government Intrastate Agreement Concerning Allocation of Settlement Proceeds, and authorizes the Chair, County Clerk, and County Administrator to sign the related agreements.



RESOLUTION AUTHORIZING ENTRY OF PARTICIPATION AGREEMENTS
IN PARTIAL SETTLEMENT OF THE NATIONAL PRESCRIPTION OPIATE
LITIGATION AND ENTRY OF STATE LOCAL GOVERNMENT INTRASTATE
AGREEMENT CONCERNING ALLOCATION OF SETTLEMENT PROCEEDS

WHEREAS, Benzie County filed a lawsuit to address the public nuisance that is the Opioid Epidemic, which named, among other companies, the following four Defendants (“Settling Defendants”):

1. Teva Pharmaceuticals Industries Ltd. (a prescription opioids manufacturer);
2. Allergan Finance, LLC (a prescription opioids manufacturer);
3. CVS Health Corp. and CVS Pharmacy, Inc. (a prescription opioids distributor); and
4. Walmart, Inc. (a prescription opioids distributor);

AND WHEREAS the Settling Defendants have negotiated proposed national settlement agreements (“Proposed Settlements”) with the State Attorneys General, and a Plaintiff Executive Committee-designated negotiating committee that represents approximately 4,000 local governments that have brought lawsuits similar to Benzie County’s lawsuit;

AND WHEREAS the Proposed Settlements contain significant equitable and monetary relief, including:

1. An agreement to pay (a) up to \$3.34 billion over the next 13 years by Teva; (b) up to \$2.02 billion over 7 years by Allergan; (c) \$4.9 billion over the next ten years by CVS; and (d) \$2.74 billion within six years by Walmart. The bulk of each of these payments will be dedicated to funding abatement and prevention strategies associated with the opioids public nuisance;
2. An agreement by Teva and Allergan to abide by strict limitations on their marketing, promotion, sale, and distribution of opioids, including a ban on (a) promotion and lobbying; (b) rewarding or disciplining employees based on volume of opioid sales; and (c) funding or grants to third parties; and
3. An agreement by CVS and Walmart to implement changes in how they handle opioids, including requirements addressing: their compliance structures; pharmacist judgment; diversion prevention; suspicious order monitoring; and

reporting on red-flag processes, as well as blocked and potentially problematic prescribers.

AND WHEREAS Benzie County previously executed Participation Agreements for the Distributor and Janssen Settlements, which have conferred and continue to confer valuable benefits;

AND WHEREAS the Proposed Settlements each contain a “default” allocation method where settlement funds that are allocated to a particular state to resolve the claims asserted by state and local governments within that state are allocated as follows:

- 15% of settlement proceeds paid under the Proposed Settlements are allocable to the State;
- 15% of the settlement proceeds are allocable to local governments; and
- 70% of the settlement proceeds are allocable to an opioid abatement fund;

AND WHEREAS the Proposed Settlements enable the state and local governments within a State to negotiate alternative allocation methods to the “default” allocation method referenced above;

AND WHEREAS Benzie County desires to enter into an alternative allocation method which allocates settlement funds on a 50/50 basis to:

1. Participating Local Governments who have elected to participate in the Proposed Settlements; and
2. the State of Michigan.

AND WHEREAS Benzie County previously executed the Michigan State-Subdivision Agreement for Allocation of Distributor Settlement Agreement and Janssen Settlement Agreement, which allocated funds attributed to the State of Michigan in a streamlined and equitable manner;

NOW THEREFORE, Benzie County authorizes the execution of Participation Agreements for: (1) the Master Settlement Agreement with Teva Pharmaceuticals Industries Ltd.; (2) the Master Settlement Agreement with Allergan Finance, LLC; (3) the Master Settlement Agreement with CVS Health Corp. and CVS Pharmacy, Inc.; and (4) the Master Settlement Agreement with Walmart, Inc., each of which are listed and available to the public at <https://nationalopioidsettlement.com/>. Specimen copies of the material terms of the participation agreements are attached as Exhibit A to this resolution.

Benzie County also authorizes the execution of a new Michigan State-Subdivision Agreement For Allocation of Allergan, Teva, CVS, and Walmart Settlement Agreements substantially similar to the proposed agreement attached as Exhibit B to this resolution. Benzie County also authorizes execution of a similar state-subdivision agreement to the extent that it provides a substantially similar allocation of settlement or bankruptcy proceeds obtained from opioids litigation with any other entity.

For the avoidance of doubt, Benzie County also authorizes its continued participation in the Distributor Settlement Agreement, the Janssen Settlement Agreement, and the Michigan State-Subdivision Agreement for the Allocation of Distributor Settlement Agreement and Janssen Settlement Agreement, all previously executed.

Motion:

Ayes:

Nays:

Absent:

Dated: March 28, 2023

Bob Roelofs, Chair

Certification

I, Tammy Bowers, Benzie County Clerk and Clerk to the Benzie County Board of Commissioners, do hereby certify that the above resolution was adopted by the Benzie County Board of Commissioners on March 28, 2023.

Tammy Bowers, Benzie County Clerk

Exhibit K
Subdivision and Special District Settlement Participation Form

Governmental Entity	State:
Authorized Official	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above (“*Governmental Entity*”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Agreement dated November 22, 2022 (“*Teva Settlement*”), and acting through the undersigned authorized official, hereby elects to participate in the Teva Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Teva Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Teva Settlement as provided therein.
2. Following the execution of this Settlement Participation Form, the Governmental Entity shall comply with Section III.B of the Teva Settlement regarding Cessation of Litigation Activities.
3. The Governmental Entity shall, within 14 days of the Reference Date and prior to the filing of the Consent Judgment, file a request to dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in In re National Prescription Opiate Litigation, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs’ Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal With Prejudice substantially in the form found at [website link to national settlement website to be provided].
4. The Governmental Entity agrees to the terms of the Teva Settlement pertaining to Subdivisions as defined therein.
5. By agreeing to the terms of the Teva Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
6. The Governmental Entity agrees to use any monies it receives through the Teva Settlement solely for the purposes provided therein.
7. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity’s state where the Consent Judgment is filed for purposes limited to that court’s

role as provided in, and for resolving disputes to the extent provided in, the Teva Settlement.

8. The Governmental Entity has the right to enforce the Teva Settlement as provided therein.
9. The Governmental Entity, as a Participating Subdivision or Participating Special District, hereby becomes a Releasor for all purposes in the Teva Settlement, including but not limited to all provisions of Section V (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Teva Settlement are intended by Released Entities and the Governmental Entity to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Teva Settlement shall be a complete bar to any Released Claim.
10. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision or Participating Special District as set forth in the Teva Settlement.
11. In connection with the releases provided for in the Teva Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Teva Settlement.

12. Nothing herein is intended to modify in any way the terms of the Teva Settlement, to which Governmental Entity hereby agrees. To the extent this Election and Release is interpreted differently from the Teva Settlement in any respect, the Teva Settlement controls.

I have all necessary power and authorization to execute this Election and Release on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____

EXHIBIT K
Subdivision and Special District Settlement Participation Form

Governmental Entity:	State:
Authorized Official:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above (“*Governmental Entity*”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Agreement dated November 22, 2022 (“*Allergan Settlement*”), and acting through the undersigned authorized official, hereby elects to participate in the Allergan Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Allergan Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Allergan Settlement as provided therein.
2. Following the execution of this Settlement Participation Form, the Governmental Entity shall comply with Section III.B of the Allergan Settlement regarding Cessation of Litigation Activities.
3. The Governmental Entity shall, within fourteen (14) days of the Reference Date and prior to the filing of the Consent Judgment, file a request to dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the MDL Plaintiffs’ Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal With Prejudice substantially in the form found at [link to national settlement website page to be provided].
4. The Governmental Entity agrees to the terms of the Allergan Settlement pertaining to Subdivisions and Special Districts as defined therein.
5. By agreeing to the terms of the Allergan Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
6. The Governmental Entity agrees to use any monies it receives through the Allergan Settlement solely for the purposes provided therein.

7. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Allergan Settlement.
8. The Governmental Entity has the right to enforce the Allergan Settlement as provided therein.
9. The Governmental Entity, as a Participating Subdivision or Participating Special District, hereby becomes a Releasor for all purposes in the Allergan Settlement, including, but not limited to, all provisions of **Section V (Release)**, and along with all departments, agencies, divisions, boards, commissions, Subdivisions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist in bringing, or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Allergan Settlement are intended to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Allergan Settlement shall be a complete bar to any Released Claim.
10. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision or Participating Special District as set forth in the Allergan Settlement.
11. In connection with the releases provided for in the Allergan Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would

materially affect the Governmental Entities' decision to participate in the Allergan Settlement.

12. Nothing herein is intended to modify in any way the terms of the Allergan Settlement, to which the Governmental Entity hereby agrees. To the extent this Settlement Participation Form is interpreted differently from the Allergan Settlement in any respect, the Allergan Settlement controls.

I have all necessary power and authorization to execute this Settlement Participation Form on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____

EXHIBIT K¹

Subdivision Participation and Release Form

Governmental Entity:	State:
Authorized Official:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above (“*Governmental Entity*”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated December 2, 2022 (“*CVS Settlement*”), and acting through the undersigned authorized official, hereby elects to participate in the CVS Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the CVS Settlement, understands that all terms in this Participation and Release Form have the meanings defined therein, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the CVS Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs’ Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at [website link to national settlement website to be provided].
3. The Governmental Entity agrees to the terms of the CVS Settlement pertaining to Participating Subdivisions as defined therein.
4. By agreeing to the terms of the CVS Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the CVS Settlement solely for the purposes provided therein.
6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity’s state where the Consent Judgment is filed for purposes limited to that court’s role

¹ As of December 8, 2022.

as provided in, and for resolving disputes to the extent provided in, the CVS Settlement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in, the CVS Settlement.

7. The Governmental Entity has the right to enforce the CVS Settlement as provided therein.
8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the CVS Settlement, including without limitation all provisions of Section XI (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the CVS Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The CVS Settlement shall be a complete bar to any Released Claim.
9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the CVS Settlement.
10. In connection with the releases provided for in the CVS Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the CVS Settlement.

11. Nothing herein is intended to modify in any way the terms of the CVS Settlement, to which Governmental Entity hereby agrees. To the extent this Participation and Release Form is interpreted differently from the CVS Settlement in any respect, the CVS Settlement controls.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____

EXHIBIT K

Subdivision Participation Form

Governmental Entity:	State:
Authorized Official:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above (“Governmental Entity”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated November 14, 2022 (“Walmart Settlement”), and acting through the undersigned authorized official, hereby elects to participate in the Walmart Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Walmart Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Walmart Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall promptly, and in any event within 14 days of the Effective Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in In re National Prescription Opiate Litigation, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs’ Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal With Prejudice substantially in the form found at <https://nationalopiodsettlement.com/wp-content/uploads/2023/01/form-of-Master-Stipulation-of-Dismissal.pdf>.
3. The Governmental Entity agrees to the terms of the Walmart Settlement pertaining to Subdivisions as defined therein.
4. By agreeing to the terms of the Walmart Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the Walmart Settlement solely for the purposes provided therein.
6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity’s state where the Consent Judgment is filed for purposes limited to that court’s role as provided in, and for resolving disputes to the extent provided in, the Walmart Settlement.

7. The Governmental Entity has the right to enforce the Walmart Settlement as provided therein.
8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Walmart Settlement, including but not limited to all provisions of Section X (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Walmart Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Walmart Settlement shall be a complete bar to any Released Claim.
9. In connection with the releases provided for in the Walmart Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Walmart Settlement.

10. Nothing herein is intended to modify in any way the terms of the Walmart Settlement, to which Governmental Entity hereby agrees. To the extent this Election and Release is interpreted differently from the Walmart Settlement in any respect, the Walmart Settlement controls.

I have all necessary power and authorization to execute this Election and Release on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____

MICHIGAN STATE-SUBDIVISION AGREEMENT FOR ALLOCATION OF ALLERGAN, TEVA, CVS, AND WALMART SETTLEMENT AGREEMENTS

The People of the State of Michigan and its communities have been harmed by misfeasance, nonfeasance, and malfeasance committed by certain entities within the pharmaceutical industry. The conduct of such Pharmaceutical Entities has caused, or contributed to the existence of, a public nuisance associated with the opioid public health epidemic.

The State, through its Attorney General, and Litigating Local Governments, through their elected representatives and counsel, are separately engaged in litigation seeking to hold the Pharmaceutical Entities accountable for the damage caused by their misfeasance, nonfeasance, and malfeasance by seeking compensation for past damages and imposing the equitable remedy of nuisance abatement. The State and Litigating Local Governments litigated their claims in their proprietary, sovereign, and quasi-sovereign capacities.

To allocate monetary payments received from these Pharmaceutical Entities, the State and Litigating Local Governments agree to the following State-Subdivision Agreement:

I. Definitions

As used in this Memorandum of Understanding ("MOU"):

- A. "Administrative Fund" is 0.3% of the Local Government Share.
- B. "Actual Attorney Fees" are the aggregate contingent fees paid to a Local Litigating Attorney for work performed for a Litigating Local Government for the Settlements and associated litigation, based on a Litigating Local Government's Actual Total Recovery. This does not include any fee payments for common benefit work as defined by the Settlements.
- C. "Actual Total Recovery" is the aggregated monetary recovery that an individual Litigating Local Government receives, based on that Litigating Local Government's Final Allocation Percentage and aggregate Local Government Share.
- D. "De minimis-share Local Government" is a Participating Local Government whose Final Allocation Percentage is less than .0083%.

- E. “Final Allocation Percentage” is a Participating Local Government’s Allocation Percentage as modified by the Litigation Adjustment. Attached as Exhibit A is the Final Allocation Percentage for each Local Government.
- F. “Litigating Local Government Attorneys” are the law firms who were retained by the Litigating Local Governments.
- G. “Litigating Local Government Attorney Fee Fund” (“LLGAFF”) is an annually adjusted percentage of the Local Government Share set aside for Projected Attorney Fee installment payments.
- H. “Litigating Local Governments” are the entities indicated as litigating in Exhibit C of this agreement.
- I. “Litigation Adjustment” is an adjustment applied to the Preliminary Allocation Percentage.
- J. “Local Government Share” is the portion of the Settlement Payments payable to Participating Local Governments pursuant to this State-Subdivision Agreement.
- K. “Local Governments” are the entities located within the geographic boundaries of the State of Michigan and identified in the Exhibits that identify the eligible Local Governments of each of the Settlements.
- L. “National Contingency Fee Fund” are the individual Contingency Fee Funds established in the Settlements to compensate Litigating Local Government Attorneys.
- M. “National Fund Administrator” is the Settlement Fund Administrator as defined by the Settlements.
- N. “Neutral Special Master” is an independent mediator selected by the State.
- O. “Opioid Remediation” is the term as defined by the Settlements.
- P. “Participating Local Governments” are the Local Governments who have signed a Participation Agreement for the Settlements.
- Q. “Parties” are the State and the Litigating Local Governments. The singular word “Party” shall mean either the State or Litigating Local Governments.
- R. “Pharmaceutical Entities” are the “Released Entities” as defined by the Settlements.

- S. “Preliminary Allocation Percentage” is the percentage listed for a Participating Local Government in Exhibit B of this agreement.
- T. “Projected Attorney Fees” are the anticipated contingent fees paid to a Litigating Local Government Attorney for work performed for a Litigating Local Government for the Settlements and associated litigation, based on a Litigating Local Government’s Projected Total Recovery. This does not include any fee payments for common benefit work as defined by the Settlements.
- U. “Projected Total Recovery” is the aggregated monetary recovery that an individual Litigating Local Government is projected to receive based on that Litigating Local Government’s Final Allocation Percentage and aggregate Local Government Share.
- V. “Settlements” are the Allergan, Teva, CVS, and Walmart national settlement agreements related to opioids and entered by the State in December 2022.
- W. “Settlement Payments” are scheduled monetary payments received through the Settlements.
- X. “Special Circumstance Fund” is 5% of the Local Government Share.
- Y. “State” is the State of Michigan acting through its Attorney General or her designees.
- Z. “State Share” is the portion of the Settlement Payments payable to the State pursuant to this State-Subdivision Agreement.

II. Terms

1. Participation in Settlements: The Parties agree that to participate in the Settlements, Local Governments must execute a Participation Agreement.
2. Opioid Remediation: All Settlement Payments shall be utilized by Participating Local Governments and the State for Opioid Remediation, except as otherwise allowed by the Settlements. A minimum of 70% of Settlement Payments must be used solely for future Opioid Remediation.

3. Distribution:

Settlement Payments are allocated as follows:

- 50% of Settlement Payments to the Local Government Share
- 50% of Settlement Payments to the State Share

4. Local Government Share Offset: Prior to Participating Local Governments receiving their Final Allocation Percentage of the Local Government Share, amounts will be deducted for the following funds:

- Administrative Fund
- Litigating Local Government Attorney Fee Fund
- Special Circumstance Fund

5. Litigation Adjustment: The Parties recognize that the Litigating Local Governments expended time, resources, and assumed risk in the pursuit of litigation against the Pharmaceutical Entities. In recognition of this commitment and contribution, the Litigating Local Governments are entitled to a Litigation Adjustment of 12%.

6. Accelerated Participation Payments: Prior to the distribution of the State Share, the National Fund Administrator shall allocate the Projected Total Recovery for all De minimis-share Local Governments from the State Share to those De minimis-share Local Governments. This allocation shall be made in the first Settlement Payment. In subsequent Settlement Payments, the National Fund Administrator shall direct distributions of all De minimis-share Local Governments to the State Share.

7. Non-Participant Reallocation: If a non-county Local Government does not participate in the Settlement, then that non-county Local Government's share shall revert to the county(ies) in which it is located. If a county Local Government does not participate in the Settlements, that county's share shall be reallocated to the Participating Local Governments.

8. Litigation Costs: To the extent that Litigating Local Government Attorneys receive cost reimbursement from the National Contingency Fee Fund, then such reimbursed costs shall be deducted from any remaining entitlement to costs as provided under individual retention agreements.

9. Attorney Fees:

- a. Attorney fee payments shall be paid from the LLGAFF, but only in years where Settlement Payments to the Local Government Share are greater than \$0.00.
- b. Projected Attorney Fees shall be calculated as 15% of an individual Litigating Local Government's Projected Total Recovery, as previously agreed upon in the Michigan State-Subdivision for the Distributor and Janssen Settlements. Projected Attorney Fees shall be paid in equal installments over the shorter of: (i) the first seven Settlement Payments; or (ii) the total number of Settlement Payments.
- c. Litigating Local Government Attorneys must apply to the National Contingency Fee Fund and seek the maximum allowable contribution to their fee. To the extent that a Litigating Local Government Attorney applies to the National Attorney Contingency Fee Fund and the National Attorney Contingency Fee Fund does not pay the Projected Attorney Fee annual installment payment, the LLGAFF shall pay the deficiency for that year. If a Litigating Local Government Attorney does not apply to the National Attorney Contingency Fee Fund, the LLGAFF shall not pay any deficiency. A Projected Attorney Fee payment from the LLGAFF may not exceed any restrictions in the Teva, Walmart, CVS, or Allergan Settlement Agreements, respectively, that restrict the amount of settlement funds that may be allocable to non-Opioid Remediation purposes from each of those settlements.
- d. Actual Attorney Fees shall be no greater than 15% of a Litigating Local Government's Actual Total Recovery.
- e. If a Litigating Local Government's Actual Total Recovery is less than the Projected Total Recovery, the Litigating Local Government Attorney shall return the amount received that is greater than 15% of the Litigating Local Government's Actual Total Recovery.
- f. The Parties shall endeavor to reconcile any timing discrepancies between fee payments from the National Contingency Fee Fund and the LLGAFF to assure payment of a 15% Attorney Fee.

10. Special Circumstance Fund: An application to receive additional funding for any local impact of the opioid epidemic that is not captured by a Local Government's Allocation Percentage may be submitted to

the Neutral Special Master for consideration. The Neutral Special Master will decide the additional funding to be paid, if any, to all applicants on an application-by-application basis. Any additional funding allocated under this paragraph shall only be paid from the Special Circumstance Fund. The deadline for initial applications shall be determined by the Michigan Department of Attorney General and reviewed for allocation determination by the Neutral Special Master. The allocation decisions of the Neutral Special Master shall be final and not appealable. Notwithstanding the foregoing, Local Governments may submit applications to revise the Special Circumstance Fund allocation determinations on March 29, 2030 to reflect changes in circumstances, and the Neutral Special Master may prospectively adjust the allocation of the Special Circumstance Fund at that time. Local Governments are limited to one application prior to the initial deadline and one subsequent application on March 29, 2030. Application to the Special Circumstance Fund may not be made with the express purpose of offsetting the Litigation Adjustment. The Neutral Special Master shall be paid solely from the Administrative Fund.

11. Allocation of Remaining Local Government Share: The remainder of the Local Government Share after offsets shall be distributed to Participating Local Governments in accordance with each Participating Local Government's Final Allocation Percentage.
12. Escrow Agent: An Escrow Agent shall be agreed upon by the State and a majority of the Litigating Local Governments to administer the distribution of the Local Government Share and all funds contained within it pursuant to this State-Subdivision Agreement. The Escrow Agent shall be entitled to a reasonable fee for their services, which shall be paid solely from the Administrative Fund. Alternatively, the Parties may explore whether the Escrow Agent's role can be fulfilled by the Settlement Fund Administrator as that term is defined in the Settlements.
13. Reversion to Local Government Share:
 - a. Any amounts remaining in the Administrative Fund shall remain in such fund until all anticipated administrative costs associated with implementation of this agreement have been paid, after which any remaining funds may revert to the Local Government Share for distribution to Participating Local Governments in accordance with their Final Allocation Percentage.

- b. Any amounts remaining in the LLGAFF after paying the Projected Attorney Fee annual installment payment shall revert to the Local Government Share for distribution to Participating Local Governments in accordance with their Final Allocation Percentage. Any amount reverted to the Local Government Share shall be distributed no later than the next Settlement Payment.

III. Other Terms and Conditions

1. Governing Law and Venue: This agreement will be governed by the laws of the State of Michigan. Any and all litigation arising under the agreement, unless otherwise specified in this agreement, will be instituted in either: (a) the Court that enters the Order if the matter deals with a matter covered by the Order and the Court retains jurisdiction; or (b) the appropriate State court in Michigan.
2. Modification: This agreement may only be modified by a written amendment between the appropriate Parties. No promises or agreements made after the execution of this agreement shall be binding unless expressly reduced to writing and signed by the Parties.
3. Execution in Counterparts: This agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
4. Assignment: The rights granted in this agreement may not be assigned or transferred by any Party without the prior written approval of the other Party. No Party shall be permitted to delegate its responsibilities or obligations under this agreement without the prior written approval of the other Parties.
5. Additional Documents: The Parties agree to cooperate fully and execute any and all supplementary documents and to take all additional actions which may be reasonably necessary or appropriate to give full force and effect to the basic terms and intent of this agreement.
6. Captions: The captions contained in this agreement are for convenience only and shall in no way define, limit, extend, or describe the scope of this agreement or any part of it.
7. Entire Agreement: This agreement, including any attachments, embodies the entire agreement of the Parties. There are no other provisions, terms, conditions, or obligations. This agreement

supersedes all previous oral or written communications, representations, or agreements on this subject.

8. Construction: The Parties hereto hereby mutually acknowledge and represent that they have been fully advised by their respective legal counsel of their rights and responsibilities under this agreement, that they have read, know, and understand completely the contents hereof, and that they have voluntarily executed the same. The Parties hereto further hereby mutually acknowledge that they have had input into the drafting of this agreement and that, accordingly, in any construction to be made of this agreement, it shall not be construed for or against any Party, but rather shall be given a fair and reasonable interpretation, based on the plain language of the agreement and the expressed intent of the Parties.
9. Capacity to Execute Agreement: The Parties represent and warrant that the individuals signing this agreement on their behalf are duly authorized and fully competent to do so.
10. Effectiveness: This agreement shall become effective on the date on which the last required signature is affixed to this agreement.

Exhibit A - Final Allocation Percentage

Local Government	Final Allocation Percentage
Ada Township	0.0043760292%
Adrian City	0.0339626660%
Alcona County	0.0934630120%
Alger County	0.0879526161%
Algoma Township	0.0017535337%
Allegan County	0.4616561194%
Allen Park City	0.0642202609%
Allendale Charter Township	0.0046474905%
Alpena County	0.3552568075%
Alpine Charter Township	0.0015193823%
Ann Arbor City	0.2767977793%
Antrim County	0.2666726546%
Antwerp Township	0.0007847494%
Arenac County	0.1805504891%
Auburn Hills City	0.0703250556%
Bangor Charter Township	0.0065282392%
Baraga County	0.0830046065%
Barry County	0.2587191476%
Bath Charter Township	0.0321460332%
Battle Creek City	0.2045817057%
Bay City	0.0685863654%
Bay County	1.2330105691%
Bedford Township	0.0246542442%
Benton Charter Township	0.0542117185%
Benzie County	0.1559709002%
Berkley City	0.0214483383%
Berrien County	1.4353012866%
Beverly Hills Village	0.0274893432%
Big Rapids City	0.0146444451%
Birmingham City	0.0616071651%
Bloomfield Charter Township	0.1431441040%
Branch County	0.3823020966%
Brandon Charter Township	0.0178348199%
Brighton Township	0.0006049341%
Brownstown Charter Township	0.0618601336%

Local Government	Final Allocation Percentage
Burton City	0.0198287415%
Byron Township	0.0085803473%
Cadillac City	0.0592857184%
Caledonia Charter Township	0.0027577830%
Calhoun County	1.8505476605%
Cannon Township	0.0033093395%
Canton Charter Township	0.2635381672%
Cascade Charter Township	0.0121186350%
Cass County	0.4127455392%
Charlevoix County	0.2142858041%
Cheboygan County	0.3167238809%
Chesterfield Charter Township	0.1262511644%
Chippewa County	0.2680205692%
Clare County	0.2799817433%
Clawson City	0.0139497332%
Clinton Charter Township	0.6524317943%
Clinton County	0.5402669012%
Coldwater City	0.0077283577%
Commerce Charter Township	0.0198854362%
Comstock Charter Township	0.0084518668%
Cooper Charter Township	0.0009590766%
Crawford County	0.2886253251%
Davison Township	0.0088446355%
Dearborn City	0.2996583319%
Dearborn Heights City	0.1053620175%
Delhi Charter Township	0.0196753105%
Delta Charter Township	0.0405538922%
Delta County	0.2604485158%
Detroit City	7.1316532282%
Dewitt Charter Township	0.0367701778%
Dickinson County	0.2772929170%
East Bay Township	0.0014646767%
East Grand Rapids City	0.0207354059%
East Lansing City	0.1928773141%
Eastpointe City	0.1677249820%
Eaton County	1.0040382409%
Egelston Township	0.0059203305%
Emmet County	0.1813256578%
Emmett Charter Township	0.0081390406%

Exhibit A - Final Allocation Percentage

Local Government	Final Allocation Percentage
Escanaba City	0.0181020848%
Farmington City	0.0220247278%
Farmington Hills City	0.1651189520%
Fenton Charter Township	0.0018526954%
Fenton City	0.0479607189%
Ferndale City	0.0891131349%
Flat Rock City	0.0171781967%
Flint Charter Township	0.0255754903%
Flint City	2.9548125615%
Flushing Charter Township	0.0037431147%
Fort Gratiot Charter Township	0.0094416381%
Fraser City	0.0800906838%
Frenchtown Charter Township	0.0488838534%
Fruitport Charter Township	0.0129270962%
Gaines Township, Kent County	0.0089914131%
Garden City	0.0360229820%
Garfield Charter Township	0.0004066570%
Genesee Charter Township	0.0129462245%
Genesee County	2.0590679068%
Genoa Township	0.0000756167%
Georgetown Charter Township	0.0072026921%
Gladwin County	0.2150307736%
Gogebic County	0.0746722684%
Grand Blanc Charter Township	0.0209833611%
Grand Haven Charter Township	0.0112761850%
Grand Haven City	0.0347728914%
Grand Rapids Charter Township	0.0037568289%
Grand Rapids City	1.3440310108%
Grand Traverse County	0.9233801980%
Grandville City	0.0278015743%
Gratiot County	0.3525172203%
Green Oak Township	0.0321695305%
Grosse Ile Township	0.0214222891%
Grosse Pointe Park City	0.0283111539%
Grosse Pointe Woods City	0.0201749251%
Hamburg Township	0.0339303208%
Hamtramck City	0.1082345398%
Harper Woods City	0.0302106475%
Harrison Charter Township	0.1242049355%

Local Government	Final Allocation Percentage
Hartland Township	0.0002916646%
Hazel Park City	0.0439995757%
Highland Charter Township	0.0175909627%
Highland Park City	0.0233942274%
Hillsdale County	0.4179678350%
Holland Charter Township	0.0174327221%
Holland City	0.0989468652%
Holly Township	0.0024496552%
Houghton County	0.2492720157%
Huron Charter Township	0.0404726923%
Huron County	0.1750661517%
Independence Charter Township	0.0493200938%
Ingham County	2.3910807430%
Inkster City	0.0997567285%
Ionia City	0.0268462855%
Ionia County	0.5494312513%
Iosco County	0.3597973006%
Iron County	0.1234778975%
Iron Mountain City	0.0102890430%
Isabella County	0.6406629239%
Jackson City	0.1975961131%
Jackson County	0.6486601285%
Kalamazoo Charter Township	0.0310860965%
Kalamazoo City	0.2263063196%
Kalamazoo County	2.2227072398%
Kalkaska County	0.0983797692%
Kent County	3.1145250537%
Kentwood City	0.0850489860%
Keweenaw County	0.0040439910%
Lake County	0.0815750848%
Lansing City	0.5944941436%
Lapeer County	0.4730735299%
Leelanau County	0.1385869500%
Lenawee County	0.8823792954%
Lenox Township	0.0066875918%
Leoni Township	0.0054332410%
Lincoln Charter Township	0.0106649534%
Lincoln Park City	0.0949381273%
Livingston County	1.4976536818%

Local Government	Final Allocation Percentage
Livonia City	0.4479740966%
Luce County	0.0715137352%
Lyon Charter Township	0.0036024341%
Mackinac County	0.0543490033%
Macomb County	8.6511046551%
Macomb Township	0.0646503489%
Madison Heights City	0.0862367299%
Manistee County	0.3495468254%
Marion Township, Livingston County	0.0001188263%
Marquette City	0.0187316345%
Marquette County	0.6035274193%
Mason County	0.2785770312%
Mecosta County	0.1984658748%
Melvindale City	0.0310542941%
Menominee County	0.0944228353%
Meridian Charter Township	0.0423078149%
Midland City	0.1806420880%
Midland County	0.3217601862%
Milford Charter Township	0.0038407489%
Missaukee County	0.0599227243%
Monitor Charter Township	0.0026396387%
Monroe Charter Township	0.0071543602%
Monroe City	0.1256002278%
Monroe County	1.7154393930%
Montcalm County	0.6957834128%
Montmorency County	0.0985848161%
Mount Clemens City	0.0300567479%
Mount Morris Charter Township	0.0148781594%
Mount Pleasant City	0.0213788564%
Mundy Charter Township	0.0090106554%
Muskegon Charter Township	0.0215634933%
Muskegon City	0.1044619233%
Muskegon County	1.9100374032%
Muskegon Heights City	0.0299042116%
New Baltimore City	0.0287085237%
Newaygo County	0.5231812721%
Niles City	0.0348555605%
Niles Township	0.0128680285%
Northville Charter Township	0.0937410512%

Exhibit A - Final Allocation Percentage

Local Government	Final Allocation Percentage
Norton Shores City	0.0419374121%
Novi City	0.0875890282%
Oak Park City	0.0620117462%
Oakland Charter Township	0.0163938462%
Oakland County	5.8535727114%
Oceana County	0.2437642147%
Oceola Township	0.0002160479%
Ogemaw County	0.6231253016%
Ontonagon County	0.0564870884%
Orion Charter Township	0.0289580279%
Osceola County	0.2155121864%
Oscoda County	0.0586611524%
Oshtemo Charter Township	0.0074328492%
Otsego County	0.3179205988%
Ottawa County	0.8861345094%
Owosso City	0.0358761118%
Oxford Charter Township	0.0131849087%
Park Township, Ottawa County	0.0041475564%
Pittsfield Charter Township	0.0284820374%
Plainfield Charter Township	0.0087988887%
Plymouth Charter Township	0.0369908346%
Pontiac City	0.3368814739%
Port Huron Charter Township	0.0086247881%
Port Huron City	0.1557098020%
Portage City	0.0586895466%
Presque Isle County	0.1629846795%
Redford Charter Township	0.1266652554%
Riverview City	0.0288390774%
Rochester City	0.0238536559%
Rochester Hills City	0.0403860572%
Romulus City	0.1043054582%
Roscommon County	0.4301836680%
Roseville City	0.2553592802%
Royal Oak City	0.1551263540%
Saginaw Charter Township	0.0413527002%
Saginaw City	0.2574050901%
Saginaw County	1.8052764386%
Sanilac County	0.3884585223%
Sault Ste. Marie City	0.1102861730%

Local Government	Final Allocation Percentage
Schoolcraft County	0.0471801158%
Scio Charter Township	0.0030790141%
Shelby Charter Township	0.3026860745%
Shiawassee County	0.8126041030%
South Lyon City	0.0154738400%
Southfield City	0.2350837642%
Southfield Township	0.0000665064%
Southgate City	0.0530873036%
Spring Lake Township	0.0062120900%
Springfield Charter Township	0.0026713434%
St Clair County	2.2355271010%
St Joseph County	0.2548942158%
St. Clair Shores City	0.2031104044%
Sterling Heights City	1.0536459782%
Sturgis City	0.0358119958%
Summit Township, Jackson County	0.0087972622%
Superior Charter Township	0.0072444420%
Taylor City	0.2249624195%
Texas Charter Township	0.0031110081%
Thomas Township	0.0075956313%
Traverse City	0.0694748751%
Trenton City	0.0287924922%
Troy City	0.1410325234%
Tuscola County	0.4964109876%
Tyrone Township, Livingston County	0.0057576762%
Union Charter Township	0.0000306095%
Van Buren Charter Township	0.0769291491%
Van Buren County	0.4558652989%
Vienna Charter Township, Genesee County	0.0051656581%
Walker City	0.0344878971%
Warren City	1.3154129040%
Washington Township, Macomb County	0.0483326054%
Washtenaw County	2.6615292034%
Waterford Charter Township	0.1306353444%
Wayne City	0.0938477712%
Wayne County	11.4087527346%
West Bloomfield Charter Township	0.1567169672%
Westland City	0.3653116491%
Wexford County	0.3345381450%

Exhibit A - Final Allocation Percentage

Local Government	Final Allocation Percentage
White Lake Charter Township	0.0349824061%
Wixom City	0.0220746076%
Woodhaven City	0.0341752498%
Wyandotte City	0.0583665385%
Wyoming City	0.1526406854%
Ypsilanti Charter Township	0.0345854854%
Ypsilanti City	0.0536952762%
Zeeland Charter Township	0.0036753989%
Blackman Charter Township	0.0000000000%
Detroit Wayne Mental Health Authority	0.0000000000%
Total	100.0000000000%

Exhibit B - Preliminary Allocation Percentage

Local Government	Preliminary Allocation Percentage
Ada Township	0.0073233482%
Adrian City	0.0568370128%
Alcona County	0.0834491179%
Alger County	0.0785291215%
Algoma Township	0.0029345640%
Allegan County	0.7725881935%
Allen Park City	0.1074735355%
Allendale Charter Township	0.0077776425%
Alpena County	0.3171935781%
Alpine Charter Township	0.0025427083%
Ann Arbor City	0.4632250874%
Antrim County	0.2381005845%
Antwerp Township	0.0013132895%
Arenac County	0.1612057938%
Auburn Hills City	0.1176899978%
Bangor Charter Township	0.0109251027%
Baraga County	0.0741112558%
Barry County	0.4329702358%
Bath Charter Township	0.0537968516%
Battle Creek City	0.3423704436%
Bay City	0.1147802745%
Bay County	1.1009022938%
Bedford Township	0.0412592343%
Benton Charter Township	0.0907240950%
Benzie County	0.1392597323%
Berkley City	0.0358941044%
Berrien County	1.2815190059%
Beverly Hills Village	0.0460038135%
Big Rapids City	0.0245076907%
Birmingham City	0.1031004819%
Bloomfield Charter Township	0.2395537286%
Branch County	0.3413411577%
Brandon Charter Township	0.0298468290%
Brighton Township	0.0010123659%
Brownstown Charter Township	0.1035238283%

Exhibit B - Preliminary Allocation Percentage

Local Government	Preliminary Allocation Percentage
Burton City	0.0331836857%
Byron Township	0.0143593354%
Cadillac City	0.0992155073%
Caledonia Charter Township	0.0046151897%
Calhoun County	1.6522746969%
Cannon Township	0.0055382276%
Canton Charter Township	0.2353019350%
Cascade Charter Township	0.0202807109%
Cass County	0.3685228029%
Charlevoix County	0.1913266108%
Cheboygan County	0.2827891794%
Chesterfield Charter Township	0.2112831498%
Chippewa County	0.2393040796%
Clare County	0.4685534972%
Clawson City	0.0233450803%
Clinton Charter Township	0.5825283878%
Clinton County	0.4823811618%
Coldwater City	0.0129335184%
Commerce Charter Township	0.0332785651%
Comstock Charter Township	0.0141443213%
Cooper Charter Township	0.0016050286%
Crawford County	0.2577011831%
Davison Township	0.0148016255%
Dearborn City	0.5014825529%
Dearborn Heights City	0.1763248603%
Delhi Charter Township	0.0329269168%
Delta Charter Township	0.0678675252%
Delta County	0.2325433177%
Detroit City	6.3675475252%
Dewitt Charter Township	0.0615354244%
Dickinson County	0.2475829616%
East Bay Township	0.0024511576%
East Grand Rapids City	0.0347010017%
East Lansing City	0.1722118876%
Eastpointe City	0.2806901834%
Eaton County	0.8964627151%
Egelston Township	0.0099077587%
Emmet County	0.3034511111%
Emmett Charter Township	0.0136208021%

Exhibit B - Preliminary Allocation Percentage

Local Government	Preliminary Allocation Percentage
Escanaba City	0.0161625757%
Farmington City	0.0368587005%
Farmington Hills City	0.2763289545%
Fenton Charter Township	0.0031005125%
Fenton City	0.0802629568%
Ferndale City	0.1491321203%
Flat Rock City	0.0287479606%
Flint Charter Township	0.0428009530%
Flint City	2.6382255013%
Flushing Charter Township	0.0062641566%
Fort Gratiot Charter Township	0.0158007179%
Fraser City	0.1340329179%
Frenchtown Charter Township	0.0818078358%
Fruitport Charter Township	0.0216336824%
Gaines Township, Kent County	0.0150472599%
Garden City	0.0602849815%
Garfield Charter Township	0.0006805464%
Genesee Charter Township	0.0216656939%
Genesee County	1.8384534882%
Genoa Township	0.0001265457%
Georgetown Charter Township	0.0120538094%
Gladwin County	0.3598571100%
Gogebic County	0.1249651212%
Grand Blanc Charter Township	0.0351159584%
Grand Haven Charter Township	0.0188708587%
Grand Haven City	0.0581929367%
Grand Rapids Charter Township	0.0062871075%
Grand Rapids City	1.2000276882%
Grand Traverse County	0.8244466054%
Grandville City	0.0465263367%
Gratiot County	0.3147475181%
Green Oak Township	0.0538361746%
Grosse Ile Township	0.0358505107%
Grosse Pointe Park City	0.0473791255%
Grosse Pointe Woods City	0.0337630289%
Hamburg Township	0.0567828826%
Hamtramck City	0.1811320680%
Harper Woods City	0.0505579556%
Harrison Charter Township	0.1108972638%

Exhibit B - Preliminary Allocation Percentage

Local Government	Preliminary Allocation Percentage
Hartland Township	0.0004881050%
Hazel Park City	0.0736339264%
Highland Charter Township	0.0294387306%
Highland Park City	0.0391505779%
Hillsdale County	0.3731855670%
Holland Charter Township	0.0291739126%
Holland City	0.1655890102%
Holly Township	0.0040995334%
Houghton County	0.2225642997%
Huron Charter Township	0.0361363324%
Huron County	0.2929757372%
Independence Charter Township	0.0825378903%
Ingham County	2.1348935205%
Inkster City	0.1669443281%
Ionia City	0.0449276471%
Ionia County	0.4905636172%
Iosco County	0.3212475898%
Iron County	0.1102481228%
Iron Mountain City	0.0091866455%
Isabella County	0.5720204678%
Jackson City	0.1764251010%
Jackson County	1.0855421077%
Kalamazoo Charter Township	0.0520230321%
Kalamazoo City	0.3787268993%
Kalamazoo County	1.9845600355%
Kalkaska County	0.1646399668%
Kent County	2.7808259408%
Kentwood City	0.1423307082%
Keweenaw County	0.0067676775%
Lake County	0.0728348971%
Lansing City	0.5307983425%
Lapeer County	0.7916953951%
Leelanau County	0.1237383482%
Lenawee County	0.7878386566%
Lenox Township	0.0111917816%
Leoni Township	0.0090926074%
Lincoln Charter Township	0.0178479538%
Lincoln Park City	0.1588803292%
Livingston County	1.3371907873%

Exhibit B - Preliminary Allocation Percentage

Local Government	Preliminary Allocation Percentage
Livonia City	0.3999768720%
Luce County	0.0638515493%
Lyon Charter Township	0.0060287256%
Mackinac County	0.0909538431%
Macomb County	7.7242005849%
Macomb Township	0.1081932941%
Madison Heights City	0.1443184148%
Manistee County	0.3120953798%
Marion Township, Livingston County	0.0001988576%
Marquette City	0.0313476613%
Marquette County	0.5388637672%
Mason County	0.2487294921%
Mecosta County	0.3321355122%
Melvindale City	0.0519698104%
Menominee County	0.1580179806%
Meridian Charter Township	0.0708027402%
Midland City	0.3023071472%
Midland County	0.5384703258%
Milford Charter Township	0.0064275489%
Missaukee County	0.1002815458%
Monitor Charter Township	0.0044174736%
Monroe Charter Township	0.0119729252%
Monroe City	0.2101937979%
Monroe County	1.5316423152%
Montcalm County	0.6212351900%
Montmorency County	0.0880221572%
Mount Clemens City	0.0503004024%
Mount Morris Charter Township	0.0248988150%
Mount Pleasant City	0.0357778255%
Mundy Charter Township	0.0150794621%
Muskegon Charter Township	0.0360868180%
Muskegon City	0.1748185396%
Muskegon County	1.7053905386%
Muskegon Heights City	0.0500451306%
New Baltimore City	0.0480441296%
Newaygo County	0.4671261358%
Niles City	0.0583312847%
Niles Township	0.0215348319%
Northville Charter Township	0.0836973671%

Exhibit B - Preliminary Allocation Percentage

Local Government	Preliminary Allocation Percentage
Norton Shores City	0.0701828658%
Novi City	0.1465815056%
Oak Park City	0.1037775542%
Oakland Charter Township	0.0274353387%
Oakland County	5.2264042066%
Oceana County	0.2176466203%
Oceola Township	0.0003615593%
Ogemaw County	0.5563618764%
Ontonagon County	0.0504349004%
Orion Charter Township	0.0484616785%
Osceola County	0.1924215950%
Oscoda County	0.0981702870%
Oshtemo Charter Township	0.0124389806%
Otsego County	0.2838576775%
Ottawa County	1.4829589190%
Owosso City	0.0600391920%
Oxford Charter Township	0.0220651355%
Park Township, Ottawa County	0.0069409957%
Pittsfield Charter Township	0.0254303905%
Plainfield Charter Township	0.0147250675%
Plymouth Charter Township	0.0619046968%
Pontiac City	0.3007870303%
Port Huron Charter Township	0.0144337077%
Port Huron City	0.2605826060%
Portage City	0.0982178051%
Presque Isle County	0.1455220353%
Redford Charter Township	0.2119761371%
Riverview City	0.0482626131%
Rochester City	0.0399194381%
Rochester Hills City	0.0675866509%
Romulus City	0.0931298734%
Roscommon County	0.3840925607%
Roseville City	0.4273474490%
Royal Oak City	0.2596061973%
Saginaw Charter Township	0.0692043420%
Saginaw City	0.4307711416%
Saginaw County	1.6118539630%
Sanilac County	0.3468379663%
Sault Ste. Marie City	0.0984697973%

Exhibit B - Preliminary Allocation Percentage

Local Government	Preliminary Allocation Percentage
Schoolcraft County	0.0789566063%
Scio Charter Township	0.0051527746%
Shelby Charter Township	0.5065495239%
Shiawassee County	0.7255393777%
South Lyon City	0.0258956950%
Southfield City	0.3934160797%
Southfield Township	0.0001112995%
Southgate City	0.0888423705%
Spring Lake Township	0.0103960225%
Springfield Charter Township	0.0044705319%
St Clair County	1.9960063402%
St Joseph County	0.4265691571%
St. Clair Shores City	0.3399081996%
Sterling Heights City	0.9407553377%
Sturgis City	0.0599318930%
Summit Township, Jackson County	0.0147223455%
Superior Charter Township	0.0121236785%
Taylor City	0.3764778630%
Texas Charter Township	0.0052063171%
Thomas Township	0.0127113988%
Traverse City	0.0620311385%
Trenton City	0.0481846521%
Troy City	0.2360199679%
Tuscola County	0.4432240961%
Tyrone Township, Livingston County	0.0096355544%
Union Charter Township	0.0000512255%
Van Buren Charter Township	0.0686867403%
Van Buren County	0.7628971716%
Vienna Charter Township, Genesee County	0.0086448035%
Walker City	0.0577159947%
Warren City	1.1744758071%
Washington Township, Macomb County	0.0808853142%
Washtenaw County	2.3763653602%
Waterford Charter Township	0.2186201385%
Wayne City	0.0837926529%
Wayne County	10.1863863702%
West Bloomfield Charter Township	0.2622681115%
Westland City	0.3261711153%
Wexford County	0.2986947723%

Exhibit B - Preliminary Allocation Percentage

Local Government	Preliminary Allocation Percentage
White Lake Charter Township	0.0585435626%
Wixom City	0.0369421752%
Woodhaven City	0.0571927749%
Wyandotte City	0.0976772465%
Wyoming City	0.2554463949%
Ypsilanti Charter Township	0.0578793100%
Ypsilanti City	0.0898598214%
Zeeland Charter Township	0.0061508332%
Blackman Charter Township	0.0000000000%
Detroit Wayne Mental Health Authority	0.0000000000%
Total	100.0000000003%

Exhibit C - Litigating Local Governments

Local Government	Litigating Local Government
Ada Township	
Adrian City	
Alcona County	Yes
Alger County	Yes
Algoma Township	
Allegan County	
Allen Park City	
Allendale Charter Township	
Alpena County	Yes
Alpine Charter Township	
Ann Arbor City	
Antrim County	Yes
Antwerp Township	
Arenac County	Yes
Auburn Hills City	
Bangor Charter Township	
Baraga County	Yes
Barry County	
Bath Charter Township	
Battle Creek City	
Bay City	
Bay County	Yes
Bedford Township	
Benton Charter Township	
Benzie County	Yes
Berkley City	
Berrien County	Yes
Beverly Hills Village	
Big Rapids City	
Birmingham City	
Bloomfield Charter Township	
Branch County	Yes
Brandon Charter Township	
Brighton Township	
Brownstown Charter Township	

Local Government	Litigating Local Government
Burton City	
Byron Township	
Cadillac City	
Caledonia Charter Township	
Calhoun County	Yes
Cannon Township	
Canton Charter Township	Yes
Cascade Charter Township	
Cass County	Yes
Charlevoix County	Yes
Cheboygan County	Yes
Chesterfield Charter Township	
Chippewa County	Yes
Clare County	
Clawson City	
Clinton Charter Township	Yes
Clinton County	Yes
Coldwater City	
Commerce Charter Township	
Comstock Charter Township	
Cooper Charter Township	
Crawford County	Yes
Davison Township	
Dearborn City	
Dearborn Heights City	
Delhi Charter Township	
Delta Charter Township	
Delta County	Yes
Detroit City	Yes
Dewitt Charter Township	
Dickinson County	Yes
East Bay Township	
East Grand Rapids City	
East Lansing City	Yes
Eastpointe City	
Eaton County	Yes
Egelston Township	
Emmet County	
Emmett Charter Township	

Local Government	Litigating Local Government
Escanaba City	Yes
Farmington City	
Farmington Hills City	
Fenton Charter Township	
Fenton City	
Ferndale City	
Flat Rock City	
Flint Charter Township	
Flint City	Yes
Flushing Charter Township	
Fort Gratiot Charter Township	
Fraser City	
Frenchtown Charter Township	
Fruitport Charter Township	
Gaines Township, Kent County	
Garden City	
Garfield Charter Township	
Genesee Charter Township	
Genesee County	Yes
Genoa Township	
Georgetown Charter Township	
Gladwin County	
Gogebic County	
Grand Blanc Charter Township	
Grand Haven Charter Township	
Grand Haven City	
Grand Rapids Charter Township	
Grand Rapids City	Yes
Grand Traverse County	Yes
Grandville City	
Gratiot County	Yes
Green Oak Township	
Grosse Ile Township	
Grosse Pointe Park City	
Grosse Pointe Woods City	
Hamburg Township	
Hamtramck City	
Harper Woods City	
Harrison Charter Township	Yes

Local Government	Litigating Local Government
Hartland Township	
Hazel Park City	
Highland Charter Township	
Highland Park City	
Hillsdale County	Yes
Holland Charter Township	
Holland City	
Holly Township	
Houghton County	Yes
Huron Charter Township	Yes
Huron County	
Independence Charter Township	
Ingham County	Yes
Inkster City	
Ionia City	
Ionia County	Yes
Iosco County	Yes
Iron County	Yes
Iron Mountain City	Yes
Isabella County	Yes
Jackson City	Yes
Jackson County	
Kalamazoo Charter Township	
Kalamazoo City	
Kalamazoo County	Yes
Kalkaska County	
Kent County	Yes
Kentwood City	
Keweenaw County	
Lake County	Yes
Lansing City	Yes
Lapeer County	
Leelanau County	Yes
Lenawee County	Yes
Lenox Township	
Leoni Township	
Lincoln Charter Township	
Lincoln Park City	
Livingston County	Yes

Local Government	Litigating Local Government
Livonia City	Yes
Luce County	Yes
Lyon Charter Township	
Mackinac County	
Macomb County	Yes
Macomb Township	
Madison Heights City	
Manistee County	Yes
Marion Township, Livingston County	
Marquette City	
Marquette County	Yes
Mason County	Yes
Mecosta County	
Melvindale City	
Menominee County	
Meridian Charter Township	
Midland City	
Midland County	
Milford Charter Township	
Missaukee County	
Monitor Charter Township	
Monroe Charter Township	
Monroe City	
Monroe County	Yes
Montcalm County	Yes
Montmorency County	Yes
Mount Clemens City	
Mount Morris Charter Township	
Mount Pleasant City	
Mundy Charter Township	
Muskegon Charter Township	
Muskegon City	
Muskegon County	Yes
Muskegon Heights City	
New Baltimore City	
Newaygo County	Yes
Niles City	
Niles Township	
Northville Charter Township	Yes

Local Government	Litigating Local Government
Norton Shores City	
Novi City	
Oak Park City	
Oakland Charter Township	
Oakland County	Yes
Oceana County	Yes
Oceola Township	
Ogemaw County	Yes
Ontonagon County	Yes
Orion Charter Township	
Osceola County	Yes
Oscoda County	
Oshtemo Charter Township	
Otsego County	Yes
Ottawa County	
Owosso City	
Oxford Charter Township	
Park Township, Ottawa County	
Pittsfield Charter Township	Yes
Plainfield Charter Township	
Plymouth Charter Township	
Pontiac City	Yes
Port Huron Charter Township	
Port Huron City	
Portage City	
Presque Isle County	Yes
Redford Charter Township	
Riverview City	
Rochester City	
Rochester Hills City	
Romulus City	Yes
Roscommon County	Yes
Roseville City	
Royal Oak City	
Saginaw Charter Township	
Saginaw City	
Saginaw County	Yes
Sanilac County	Yes
Sault Ste. Marie City	Yes

Local Government	Litigating Local Government
Schoolcraft County	
Scio Charter Township	
Shelby Charter Township	
Shiawassee County	Yes
South Lyon City	
Southfield City	
Southfield Township	
Southgate City	
Spring Lake Township	
Springfield Charter Township	
St Clair County	Yes
St Joseph County	
St. Clair Shores City	
Sterling Heights City	Yes
Sturgis City	
Summit Township, Jackson County	
Superior Charter Township	
Taylor City	
Texas Charter Township	
Thomas Township	
Traverse City	Yes
Trenton City	
Troy City	
Tuscola County	Yes
Tyrone Township, Livingston County	
Union Charter Township	
Van Buren Charter Township	Yes
Van Buren County	
Vienna Charter Township, Genesee County	
Walker City	
Warren City	Yes
Washington Township, Macomb County	
Washtenaw County	Yes
Waterford Charter Township	
Wayne City	Yes
Wayne County	Yes
West Bloomfield Charter Township	
Westland City	Yes
Wexford County	Yes

Exhibit C - Litigating Local Governments

Local Government	Litigating Local Government
White Lake Charter Township	
Wixom City	
Woodhaven City	
Wyandotte City	
Wyoming City	
Ypsilanti Charter Township	
Ypsilanti City	
Zeeland Charter Township	
Blackman Charter Township	
Detroit Wayne Mental Health Authority	Yes
Total	

State of Michigan

By: *Fadwa Hammoud*

Its: Chief Deputy Attorney General

Benzie County

By: _____

Its: _____

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Benzie County

Allocation Estimate for Michigan State-Subdivision Agreement Teva, Allergan, CVS, and Walmart Opioid Settlements

The estimates below are projected aggregate settlement payments over the lifetime of each individual settlement. The actual amounts received will vary depending on the level of participation by local governments, amounts distributed out of the National Contingency Fee Fund, administrative expenses associated with the Settlements, and other factors.

Opioid Lawsuit Filed Against One of the Defendants: Yes

Estimated Total Allocation from the Teva, Allergan, CVS, and Walmart Settlement Agreements (Assuming 100% Participation)						
	Allocation Percentage	Teva (13 years)	Allergan (7 years)	CVS (10 years)	Walmart (1-6 years)	Total
Michigan State-Subdivision Agreement (50% Share to Local Governments)	0.1559709002%	\$75,708.58	\$45,103.57	\$100,144.94	\$56,710.53	\$277,667.61
Settlement Default (15% Share to Local Governments)	0.1559708495%	\$28,497.57	\$16,977.50	\$37,695.70	\$21,346.49	\$104,517.26

Memorandum



To: Board of Commissioners

Copy: Elected Officials
Katie Zeits, County Administrator
Department Heads

From: Jackie Palfey, Human Resources Manager
Rose Roelofs, Executive Assistant

Date: March 21, 2023

Subject: **Vehicle Use Policy**

Attached is a draft personnel policy that has been updated related to County Vehicle Usage. This policy has been reviewed by all elected officials, department heads, and our legal counsel before being brought forward to the Board for consideration.

This policy is meant to replace the existing Vehicle Use Policy that is currently included in the Staff Policy Manual on pages 23 through 25. This policy is being updated to establish the duties, responsibilities and expectations associated with County employees driving on the job and to lessen the liability of the County. Once approved the policy will be distributed to County Personnel, added to the Everyone Drive for accessibility, and update our new policy book.

I have attached the current portion of the Vehicle Use Policy page listed in our Staff Policy Manual book and attached the new Vehicle Use Policy. All the policies being brought forth are going to be formatted differently and likely changed dramatically.

The recommendation is to replace the current policy with the updated Vehicle Use Policy.

RECOMMENDATION:

The Board of Commissioners adopts the Vehicle Use Policy to replace the current Vehicle Use Policy section in the staff policy manual.



Updated: 3/1/2023

Vehicle Use Policy

Purpose

The purpose of this policy is to establish the duties, responsibilities, and expectations associated with driving on the job. This includes Benzie County vehicles, rental vehicles, and personal vehicles to ensure that any employee who operates a County-owned vehicle or a vehicle while acting as a Benzie County representative understands the responsibilities associated with operating that vehicle.

Policy & Procedure

A. Scope

This policy applies to all County employees except the Sheriff's department or Jail, who operates a vehicle for County business, whether it is their own vehicle, a leased rental vehicle, or a County assigned vehicle. ALS/EMS staff may have additional responsibilities.

B. Requirements

All County employees who operate a vehicle, whether their own or a county vehicle, must obtain and maintain a valid Michigan Driver's license as well as any special endorsement required for their individual operation of specialized vehicles, either truck, hazardous chemicals, passengers, etc. County employees must obey ALL traffic regulations and laws. All policies, procedures, rules, and regulations of Benzie County shall apply when operating a vehicle for business use. Unless otherwise determined by law, the driver is personally liable for any traffic or parking violations received while driving their own or a county vehicle. Failure to comply with this policy shall be considered a major violation and will be grounds for restriction of driving privileges with or without a County vehicle and disciplinary action up to and including termination.

C. Responsibilities When Driving on the Job

1. General Operation of a Vehicle

County employees are expected to exercise courteous driving behavior as representatives of the County. Complaints of discourteous driving will be investigated by the Department Head and the County Administrator. Those found to have violated the law and/or any County policy may be subject to discipline up to and including termination.

Employees are expected to perform a pre-start inspection of a vehicle. They are to note any problems or concerns and report these to the Department Head. Employees are to report any mechanical defects that arise during the use of the vehicle to the department head.

2. Parking

All vehicles will be parked legally and in a safe and secure parking area. Irregular parking may be expected in emergency situations, however, on routine business, employees are expected to park vehicles in "legal" parking areas only. Vehicles shall

always be locked while parked.

3. Alcohol and Drugs

Employees will not operate a vehicle for business use when they have consumed alcohol, drugs, narcotics, or any other substance. Employees will not transport or possess alcohol or contraband in an assigned vehicle unless it is a specific part of the job. (Reference Drug and Alcohol Policy, County Safety in the Workplace Policy, and Controlled Substances and Alcohol Policy). An employee must report to their department head and County Administrator that they have been prescribed and are taking medication that may impair their ability to operate a vehicle. An employee may be sent for an independent medical evaluation to determine if, while taking medication, they are unable to drive on the job.

4. Seat Belts

Any person, whether staff or citizen, driving or riding in a County vehicle, or conducting County business using their own personal vehicle or rental vehicle, shall wear a seat belt whenever the vehicle is in motion.

5. Traffic Convictions and Accidents

Employees shall immediately report all traffic violations and or convictions to their Department Head and County Administrator. Excessive violations or a major violation that result in staff's inability to perform the essential functions of their job may result in disciplinary action up to and including termination. All employees are personally responsible for payment of all fines or traffic violations (including parking violations) associated with County vehicles. County funds may not be used for payment.

Employees involved in an accident while driving a County vehicle, or conducting County business using their own personal vehicle, shall notify their Department Head and County Administrator as soon as possible. Benzie County will investigate all accidents involving damage to County property, private property, and or any injuries that were incurred. Human Resources and the County Administrator need to be notified immediately in cases of injury to an employee or third party. Employees involved in an accident while driving a county vehicle or using a personal vehicle for County business may be sent for a medical evaluation.

In accordance with the Michigan Municipal Risk Management Authority Insurance guidelines, the circumstances noted below will be cause for individuals being considered disqualified for driving privileges when they are driving a County issued vehicle and/or when they are traveling in their own vehicle on County business:

- Conviction of a driving-related felony.
- Loss of driving privilege through suspension or revocation of license due to an unsatisfactory driving record as defined by the Michigan Secretary of State.
- An at-fault accident resulting in a fatality. An at-fault accident is defined as one in which the individual has been fined, sued, and received an adverse judgment, the individual's insurance company settled for damages to the other party, or the individual settled out of court or otherwise was determined to be liable.

- Accumulation of more than eight (8) points on the driving record within the last three (3) years.
- Conviction of any alcohol and or drug-related offense in the last three (3) years or two or more alcohol and or drug-related convictions within any time period.
- Convictions of driving while license was suspended or revoked for moving violations within the last three (3) years will result in loss of driving privileges.
- If an employee accumulates six (6) points or has more than two (2) events where points are added to their record within one (1) year, the employee may be required to take a driving class.

6. Automobile Insurance

Employees driving a non-county vehicle for County business must maintain and provide proof of insurance for that vehicle upon request.

7. Assignment of a County Vehicle

County vehicles may be assigned to specific County personnel or assigned for occasional use to support overall County operations. Such assignments may include but are not limited to administrative employees and other employees likely to make an emergency response. All County vehicles shall be properly operated, utilized, and maintained by the assignees.

Employees will be assigned County vehicles to ensure their availability to the County and to allow the constant monitoring of County operations and providing of County services. Assigned vehicles shall be made available to other County functions when deemed necessary by the employee's immediate supervisor. When the assigned staff is on vacation, absent, or on light duty, their vehicle may be reassigned.

Employees that are assigned to a county vehicle are expected to utilize their assigned vehicle, prior to using their personal vehicle, while traveling for County business, unless pre-approved by their Department Head and County Administrator.

Private use of an assigned vehicle while in transit will be limited to a maximum of three (3) additional miles. Employees may be permitted to use their vehicle while off duty, but only when their Department Head and County Administrator determine that operations are enhanced by doing so.

Assignment of a County-owned vehicle is not guaranteed and may change based on the needs of the department or the County. The County reserves the right to suspend the privilege of an assigned vehicle for any reason.

8. Maintenance of a County Assigned Vehicle

It is the responsibility of the assigned employees to arrange for and ensure the completion of regular maintenance and repair work including but not limited to oil, grease, and lube changes. Employees will be reimbursed for any out-of-pocket expenses incurred for these services.

The assigned employee shall be responsible for the appearance and cleanliness of their vehicle. This includes but is not limited to the inspection of fluids, proper tire inflation, body damage or defects, and audible indications of mechanical defects.

Employees shall refrain from altering the body, general design, appearance, markings, mechanical or electrical systems of the vehicle including bumper stickers unless approved by Department Head and County Administrator in writing.

Employees using vehicles shall ensure the vehicle is adequately fueled (at least ½ tank). The purchase of fuel within Benzie County will always be from the Benzie County Road Commission. Fuel Cards issued by the Road Commission have been assigned to each vehicle. These fuel cards are for County use only. When outside of the County, fuel purchases may be placed on the County credit card. Drivers will be responsible for the purchase of fuel from their own budgets. Employees shall report any malfunctions to the Department Head and County Administrator.

Benzie County will not be responsible for any personal equipment placed in County vehicles.

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 _____ and that related policies are hereby rescinded.

Tammy Bowers, Benzie County Clerk

Dinner - Unless arriving back after 7:00 p.m.

Gratuities & Alcoholic Beverages:

All meal rates above include gratuities.

Alcoholic beverages are not allowable costs.

Mileage:

Benzie County will reimburse employees for actual mileage at a rate that complies with the State of Michigan mandated rates. See: http://www.michigan.gov/documents/dtmb/Travel_Rates_Jan_2016_509155_7.pdf.

Mileage will only be paid for approved county and court business. Mileage will not be paid for driving to or from work. When you are requested to report to work at a location other than your normal work location the difference between where you work and where you have to go will be payable.. The county will not honor requests for advanced mileage reimbursement.

All employees requesting reimbursement for travel-related expenses must submit a travel expense statement. Travel expense statements must be filled out properly and signed by the employee and their supervisor. Travel expense statements will be processed on a timely basis as a part of the normal accounts payable process. Approval of the Board of Commissioners is required.

This policy and all of the above rates are consistent with the Federal Office of Management and Budget Circular A-87 Cost Principals for State and Local Governments and the Michigan Department of Management and Budget Schedule of Travel Rates. The rates included in the policy will be reviewed on an annual basis to remain consistent with state schedules.

5.13 Vehicle Use Policy

- A. Purpose: Benzie County owns and maintains vehicles which are available solely for the purpose of assisting employees in the day to day functions of performing County business. This policy has been developed to ensure the appropriate use of County owned vehicles. This policy does not cover vehicles used by the Sheriff's Office or Jail. Use of those vehicles is under the sole discretion of the Elected Official. ALS/EMS staff may have additional responsibilities.
- B. Use of Vehicles: Driver Responsibilities include the following:
 - Perform a pre-start inspection of the vehicle. Note any problems or concerns and report these to the department head;
 - Report any mechanical defects that arise during the use of the vehicle to the department head:

- Ensure that all safety devices, including seat belts, are used by all vehicle occupants;
- Maintain a valid U.S. driver's license, and notify the County Administrator promptly of any changes in the license status;
- Operate vehicles in accordance with Federal, state and local regulations, traffic laws, and ordinances;
- Use safe driving practices at all times. Drivers must not exceed the posted speed limit;
- Report unsafe vehicle conditions or concerns promptly to the department head;
- Report all accidents, license suspensions, and traffic violations (including parking violations) to the driver's direct supervisor as well as to the County Administrator;
- Maintain the interior of the vehicle in a clean and orderly manner; do not leave trash, etc., in the vehicle;
- Return the vehicle to its designated parking area on County property at the end of each business day or when use of the vehicle is finished;
- Purchase of fuel within the County will always be from the County Road Commission. Fuel cards issued by the Road Commission have been assigned to each vehicle. These fuel cards are for County use only. When outside of the County, fuel purchases may be placed on the County credit card. Drivers will be responsible for the purchase of fuel from their own budgets.
- Drivers are personally responsible for the payment of all fines or traffic violations (including parking violations) associated with the use of County vehicles. County funds may not be used for payment. Use of a county vehicle may be denied to a person who has outstanding traffic or parking fines.

Use of vehicles includes the following:

- County vehicles are to be used to conduct official County business only;
- County vehicles are not to be used for personal errands or social activities;
- Damage/restoration cost resulting from unauthorized or illegal use of County vehicles will be the complete personal responsibility of the driver
- The use of alcohol or drugs in the vehicles is strictly prohibited at all times;

- No smoking in County vehicles;
- No weapons may be unlawfully transported or carried in the vehicle;
- No eating while driving;
- No unauthorized passengers. No picking up hitchhikers;
- No use of cell phones and/or texting while driving the vehicles. Drivers are required to pull off the road to accept or make phone calls.

5.14 Dress and Hygiene

All employees are expected to look neat and professional while at their work area during normal work periods. Your supervisor will inform you of what attire is appropriate. Some jobs may have additional restrictions for safety reasons. Exceptions will not be granted without written permission from your supervisor. For a first offense, employees who appear for work inappropriately attired or without proper hygiene will be sent home and directed as to the appropriate hygiene or attire. Under such circumstances, employees will not be compensated for time away from work. For subsequent occurrences, disciplinary action may result.

If you believe a certain manner of dress, personal appearance or hygiene is necessary because of religious beliefs, medical condition or an otherwise legally protected reason, you must notify your Department Head of this reason, in writing, before you report to work. The County may require you to provide appropriate proof of this belief, condition or otherwise protected reason.

5.15 Other Work Prohibitions

All County employees are expected to adhere to the following prohibition of conduct as well as the rules and policies previously mentioned. The list is not intended to be an all-inclusive list of rules of conduct expected of employees. Further, the list may be added to, modified or supplemented by the County Board of Commissioners or your department head. The purpose of the work rules is to set forth some guidelines for conduct, violation of which will result in disciplinary action, including possible discharge. Other types of behavior can subject an employee to disciplinary action including discharge. Further, all employees serve at will and may be terminated at any time with or without cause. The following are some of the County's work rules:

1. Unexcused absence from work or from your working station. In addition, absences of three (3) working days without notifying management will be considered a voluntary quit.

Memorandum



To: Board of Commissioners

Copy: Elected Officials
Katie Zeits, County Administrator
Department Heads

From: Jackie Palfey, Human Resources Manager
Rose Roelofs, Administrative Assistant

Date: March 21, 2023

Subject: **Introduction to Employment Policy**

Attached is a draft personnel policy that has been updated, Introduction to Employment. This policy has been reviewed by all elected officials, department heads, and our legal counsel before being brought forward to the Board for consideration.

This policy is meant to replace the existing Introduction to Employment Policy that is currently included in the Staff Policy Manual on pages 5 and 6. This policy is put in place to outline the different personnel policies, procedures and fringe benefit programs that cover all employees of Benzie County. This policy is typically the introduction policy of a personnel policy manual and help create a baseline expectation of employment. Once approved the policy will be distributed to County Personnel, added to the Everyone Drive for accessibility, and update our new policy book.

I have attached the current portion of the Introduction to Employment page listed in our Staff Policy Manual book and attached the new Introduction to Employment policy. All the policies being brought forth are going to be formatted differently and likely changed dramatically.

The recommendation is to replace the current policy with the updated Introduction to Employment policy.

RECOMMENDATION:

The Board of Commissioners adopts the Introduction to Employment Policy to replace the current Introduction to Employment Policy section in the staff policy manual.



Updated: 3/13/2023

Introduction to Employment Policy

Purpose

The purpose of this policy is to outline to you the different personnel policies, procedures, and fringe benefit programs covering the employees of Benzie County. Nothing contained in this policy is intended to limit the right of the County Board of Commissioners to direct the County affairs, including the direction of all employees, or to exercise any authority given to them under the law, including, but not limited to, the right to create departments, abolish departments, merge departments, to add to or subtract from the jobs, or to change the duties and content of various jobs.

Section I- Policy

It is the intention of the Board of Commissioners that Benzie County, as a growing organization, be a good employer with progressive personnel policies and working conditions. The County expects to attain maximum staff productivity by fully utilizing the skills, abilities, and efforts of both supervisory and non-supervisory employees. All employees are expected to conduct themselves as responsible businesspeople engaged in an effort of great importance to the citizens of Benzie County and to focus efforts and interests on the County's mission, the County Board's vision, and their department's strategic plan.

All employees are expected to aim themselves at any opportunities to become informed about the County's business, to keep up with developments in their field of work, to make constructive suggestions for increased productivity, to see self-improvement in all areas of their work assignments, and to perform assignments to the best of their ability. They are also expected to bring any problems or suggestions to their supervisor's attention promptly so that disrupting conditions can be corrected quickly rather than be allowed to become of a greater magnitude of concern. Supervisors shall bring greater concerns to the County Administrator and Human Resources attention if needed.

Benzie County is an at-will employer. Any "at will" employees are permitting either party, County, or employee, to end the relationship at either party's own discretion with or without cause or notice. No one other than the Board of Commissioners has any authority to enter into an agreement for employment for a specified period or to make any agreements contrary to this statement. Any such agreement with the Board must be in writing or it shall not be binding.

All employees who are placed into jobs that require a license (including driver's license), certification, or registration are expected to maintain such license, certification, or registration, and are required to notify the County Administrator's Office in writing immediately upon obtaining such license, certification, registration, or continuing education credit to maintain licenses. It is the employee's responsibility to keep current on all certifications required by their job. Failure to do so may result in the employee's termination of employment. Benzie County shall reimburse an employee for licenses that are required to perform their job, excluding driver's licenses.

Policies contained herein apply to any full-time and part-time personnel in all departments, and positions with the following exceptions:

- Employees of elected officials (other than commissioners) are subject to the personnel and operating policies unless the elected official has agreed in writing, in whole or part to not have their employees follow the policy.
- Union employees are only subject to operating and personnel policies that are NOT covered by the union contract.
- Commissioners, Elected Officials (Clerk, Treasurer, Register of Deeds, Prosecuting Attorney, Sheriff, Surveyor, Drain Commissioner), and Judges of the Circuit, District, and Probate Courts.
- Component units, such as Medical Care Facility, Benzie-Leelanau District Health Department, Frankfort/Benzie Airport Authority, Benzie Transportation Authority, and the Benzie County Road Commission.
- Where a Department Head or Elected Official has established a written policy more restrictive than the policies contained herein.

The personnel policies and the system for administering them are reviewed and revised periodically. Employee ideas and comments are encouraged in the form of written suggestions to the County Administrator and Human Resources who shall advise the administration of all suggestions and recommend appropriate action. After review, the County Administrator and manager of Human Resources may recommend an amendment to the Board of Commissioners for approval. The Human Resources department shall make every reasonable attempt to provide each employee with notice of the amendment through the employee's email or by providing them with a copy of the amendment.

Any policy referring to hours of work, sick, personal time, and funeral leave does not apply to salaried employees. Salaried personnel may take leave according to their position's requirements and their personal needs. The County Administrator and Board of Commissioners shall decide on who is salaried.

Section II - Paydays

The County provides a biweekly pay period, usually 26 pays per year, that ends at midnight every other Sunday. Paydays occur every other Friday for both hourly and salaried employees. Employees are encouraged to have their pay electronically transferred to their financial institution(s). Benzie County only does one transfer per institution, but arrangements may be made to transfer to multiple institutions.

Section III - Medical Examination

Some County positions may require a pre-employment drug screening and may require a medical examination by a doctor designated as County Physician at any time during the employment whenever the County believes such examination is mandated by business necessity.

The manual and any policies listed shall not be construed as creating a contract between the County and any employees. The interpretation and operation of the benefits noted herein are within the sole discretion of the County Board of Commissioners. Benefits outlined in this document may be added to, expanded, reduced, deleted, or otherwise modified by the County

Board of Commissioners. Any modifications in the manual shall be solely within the discretion of the County Board. The Employer reserved and retained, solely and exclusively, all rights to manage and operate its affairs and neither the constitutional nor the statutory rights, duties, and obligations of the Employer shall in any way whatsoever be abridged by the terms of these policies.

The fact that these policies may have been applied differently in the past does not affect their current or future applications. The policies included in this Staff Manual supersede, replace, and control any prior staff manuals, policies, representations, or practices.

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 _____ and that related policies are hereby rescinded.

Tammy Bowers, Benzie County Clerk

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

Introduction to Employment

The Board of Commissioners wants Benzie County to be a good employer with progressive personnel policies and working conditions. The County wants to fully utilize the skills, abilities and efforts of employees.

Employees must conduct themselves as responsible business people engaged in an effort of great importance to the people they serve.

The County expects employees to take advantage of opportunities to become better informed about County business, keep up with professional developments, make constructive suggestions for increased productivity, seek self-improvement in their work, and perform duties in accordance with professional standards. The County expects employees to bring problems and suggestions to their department head's attention promptly in order to minimize their disruption.

Employment with the County is at will. Either party may end the relationship at their discretion with or without cause or notice. Only the Board of Commissioners may enter into a written agreement for employment with the County or any of its departments.

Staff whose jobs require a license (including driver's license), certification or registration must maintain that license, certification or registration, and must notify the Administrator's Office in writing immediately upon its loss. Failure to maintain these may result in improvement action, discipline and/or termination.

The policies contained herein apply to full-time and part-time staff in all departments and positions with the following exceptions:

- Employees of elected officials (other than commissioners) are only subject to economic policies unless the elected official has agreed in writing, in whole or part, to the remaining non-economic policies.
- Union employees are only subject to non-economic policies that are NOT covered by the union contract.
- Commissioners, elected department heads (Clerk, Treasurer, Register of Deeds, Prosecuting Attorney, Sheriff, Surveyor, Drain Commissioner) and Judges of the Circuit, District, and Probate Courts.
- Component units, such as Medical Care Facility, Benzie-Leelanau District Health Department, Frankfort/Benzie Airport Authority, Benzie Transportation Authority, and the Benzie County Road Commission.
- Where an elected official or department head has established a written (non-economic) policy more restrictive than the policies contained herein.

Policies referring to hours of work, sick, personal time, and funeral leave do not apply to salaried employees. Salaried personnel may take leave according to their position's requirements and their personal needs. The County shall decide who is salaried.

This Manual shall not be construed as creating a contract between the County and any employees. The interpretation and operation of the benefits noted herein are within the sole discretion of the County Board of Commissioners. Benefits outlined in this document may be added to, expanded, reduced, deleted or otherwise modified by the County Board of Commissioners. Any modifications in the manual shall be solely within the discretion of the County Board. The Employer reserves and retains, solely and exclusively, all rights to manage and operate its affairs and neither the constitutional nor the statutory rights, duties and obligations of the Employer shall in any way whatsoever be abridged by the terms of this manual.

The fact that these policies may have been applied differently in the past does not affect their current or future applications. The policies included in this Staff Manual supersede, replace and control any prior staff manuals, policies, representations, contracts, or practices.

Section 1: Adoption and Administration

- 1.1 The Board of Commissioners shall adopt Staff Policies and any amendments.
- 1.2 The H.R. Committee shall administer the Staff Policies.
- 1.3 Department heads shall be familiar with the Staff Policies, implement them, and make copies available to their staff.
- 1.4 The Board of Commissioners reserves the right to add to, modify and/or rescind policies at any time.
- 1.5 Every employee shall be provided a copy of this Manual and shall sign a receipt which will be kept in the official personnel record.
- 1.6 The policies contained herein supersede previous policies contained in the 8/16/11 version of the Personnel Policy. Updates will be issued as replacement pages and will be updated on the website.

Section 2: Equal Employment Opportunity

2.1 Equal Employment Opportunity

Memorandum



To: Board of Commissioners

Copy: Elected Officials
Katie Zeits, County Administrator
Department Heads

From: Jackie Palfey, Human Resources Manager
Rose Roelofs, Executive Assistant

Date: March 21, 2023

Subject: **Travel Policy**

Attached is a draft personnel policy that has been updated regarding county business, or travel. This policy has been reviewed by all elected officials, department heads, and our legal counsel before being brought forward to the Board for consideration.

This policy is meant to replace the existing Travel Policy that is currently included in the Staff Policy Manual on pages 22 and 23 and in the Operational Policy Book. This policy is developed to help employees understand and follow the organizations travel reimbursement process. Once approved the policy will be distributed to County Personnel, added to the Everyone Drive for accessibility, and update our new policy book.

I have attached the current portion of the Travel Policy page listed in our Staff Policy Manual, Operational Policy book, and attached the new Travel Policy. All the policies being brought forth are going to be formatted differently and likely changed dramatically.

The recommendation is to replace the current policy with the updated Travel Policy.

RECOMMENDATION:

The Board of Commissioners adopts the Travel Policy to replace the current Travel Policy section in the staff policy manual and in the operational manual.



Travel Policy

Purpose

Benzie County's travel reimbursement policy is developed to help employees understand and follow the organization's travel reimbursement process. The travel policy is aligned with County related travel paid with Benzie County funds.

It is the policy of Benzie County to reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of the County. Benzie County strongly encourages the use of travel discounts when making travel arrangements. Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken. There shall be no duplication or pyramiding of benefits to any employees.

Section I - Policy Standards

- A. Only those costs that are incurred in the conduct of official County business shall be paid by the County.
- B. All requests for reimbursement shall be based upon a least-cost and most efficient methodology as established by the appropriate procedures.
- C. All travel shall be conducted most economically and efficiently through the most direct route. Any employee utilizing an in-direct route of travel for their own convenience shall be responsible for any expense beyond the amount which would normally be incurred by the usual route of travel.
- D. All out-of-state travel requests must be submitted in writing at least three months before the departure date. The request shall include event registration and anticipated travel plans. The three-month minimum may be waived upon approval of the County Administrator or their designee. The receipts from travel shall be submitted no more than three days after an employee's return to work. All requests must be approved by the appropriate Department Head or Elected Official and County Administrator. The County Administrator reserves the right to request additional Board approval.
- E. No travel reimbursement costs will be made to employees traveling from their residence to their official workstation.
- F. All requests for reimbursement shall be accompanied by supporting documentation necessary to justify that the expense is eligible and within reasonable expenditure guidelines.

- G. If an employee schedules travel and Benzie County incurs costs, the County shall not be liable for those costs if the employee does not attend, unless due to extenuating circumstances and it has been approved by the County Administrator.
- H. Travel insurance is not an eligible expense and will not be paid by the County.
- I. The County Administrator has full authority to deny a request for reimbursement when an expenditure has not met Benzie County policies and procedures.
- J. The County will not reimburse any expenses, including conference, meal, and travel, for spouses, family members, or guests to accompany an employee on business travel without prior written County Administrator's approval.
- K. In order to receive reimbursement, an employee shall complete an Expense Statement/Reimbursement Request (Voucher) and submit it to Accounts Payable for processing within three (3) days after returning to work. A Voucher is to be used for reimbursement of any/all expenses involving meals, mileage, and lodging. Itemized receipts must be attached. Credit card receipts will not be accepted.

Section II - Policy

A. Mileage

Mileage will be paid at the rate established by the Internal Revenue Service (IRS) www.gsa.gov/perdiem for those officials and employees required to use their privately owned vehicles in conducting Benzie County business.

1. Mileage will not be paid for driving to and from work, even when you are requested to report to a work location other than your normal work location.
2. When traveling out of county activities, transportation must be shared whenever possible. Economical use of County funds has priority over personal convenience or preference.
3. All mileage will be computed from residence to destination if the actual departure is from the residence and if the distance is less than the distance from the work location to destination.
4. If the distance is greater from the residence, the employee may still leave from there, but mileage will be calculated from the work location to the destination.
5. Under no circumstances is mileage allowed between the residence and the normal work location.
6. Reimbursement for authorized travel out of state shall be at the prevailing mileage rate. Reimbursement for such auto travel shall never be more than the commercial air carrier coach rate to the same destination. For the type of travel as approval requirements, please refer to section D in the policy standards.

B. Meals

A per diem meal allowance shall be reimbursed in accordance with IRS guidelines with itemized receipts attached. Per diem rates can be found at www.gsa.gov/perdiem which provides the maximum allowable per diem rate that can be used without treating part of the per diem as taxable wages. Please note the standard rate for October 2022 through September 2023 is \$59.00 per day. For current information please use the link provided.

1. A tax-exempt form is required for all expenses and may be obtained from the County Administrator's office.
2. Expenses for meals and other miscellaneous expenses shall be reimbursed in accordance with IRS guidelines. Partial-day travel is prorated as follows: Breakfast 20%, Lunch 30%, Dinner 50%. If meals are provided, the employee will not be eligible for reimbursements.
3. Personal expenses, including alcoholic beverages, are not reimbursable.
4. Office travel, which takes the individual outside the boundaries of Benzie County during the entire mealtime hours, will render eligibility for a per diem meal allowance, based on when the employee was required to leave and return.
5. Mealtime is defined as follows:

Breakfast:	6:00 am – 8:30 am
Lunch:	11:00 am – 1:30 pm
Dinner:	5:30 pm – 7:00 pm

C. Accommodations

Reimbursement may be made for actual expenditures for overnight accommodations subject to the following restrictions and limitations:

1. Reimbursement for lodging costs must be supported by receipts. A tax-exempt form is required for all expenses and may be obtained from the County Administrator's office.
2. Employees are encouraged to have the County pay for any lodging reservations in advance. The County will not cover costs for suites or upscale special rooms. Room sharing is encouraged where appropriate. Employees are responsible for obtaining a receipt for lodging expenses upon departure and for delivering the itemized receipt to the County.
3. Employees should observe check-out hours in order to avoid an extra day charge. Additionally, employees are required to use their personal credit card for incidentals if requested by the hotel at the time of check-in. At check-out/departure, the employee is responsible for obtaining a separate itemized receipt for incidentals, if applicable, and verifying those charges are on their personal credit card. County-issued cards may be used if required to use receive tax-exempt status.

4. If the temporary work location duration is more than one day, the nights between such workdays may be spent in the immediate vicinity and reimbursement claimed for the cost of lodging at established rates.
5. If the destination is more than 50 miles from the normal work location and if the employee must be at the destination at or before 9:00 am, an employee may leave the afternoon of the day before the start of the conference and will be reimbursed for overnight accommodations.
 - a. Reimbursement for travel is limited to the cost of a single room at prevailing rates for accommodations normally used in business, however:
 - b. Double accommodation may be utilized when appropriate.
 - c. If a “double” is shared with a County Employee, each may claim reimbursement for one-half the rate.

D. Advanced Payment of Anticipated Expenses

Preplanning is encouraged and paying for registration, lodging, and transportation in advance to the respective vendors is recommended.

1. A Request for Travel Advance must be approved by the Department Head, Elected Official, or County Administrator and submitted to accounts payable at least ten (10) business days before the anticipated departure date.
 - a. This requirement may be waived by the County Administrator for unavoidable or emergency circumstances.
 - b. All expenses must be accounted for with itemized receipts and any excess funds will be returned to the County Administrator’s office within three (3) workdays following the employee’s return.
 - c. No County employee shall be approved for a travel advance unless all prior advances have been settled.

E. Special Regulations

1. At no time will any individual establish special rates or certify for payment any expenses contrary to these regulations, and in no case will the amount allowed be more than the maximum approved rates. However, reimbursement for appropriate expense items not specifically covered under this policy shall require the approval of the County Administrator.
2. Hourly employees in travel status attending required training, seminars, and conferences will be paid for hours worked in compliance with the Fair Labor Standards Act of 1938 (29 U.S.C. 206). The following rules shall apply:
 - a. Employees will keep records of all hours spent in attendance at each training, seminar, or conference attended using a timesheet provided by their respective Department Head or Elected Official.

- b. Employees may be required to provide a copy of the training, seminar, or conference schedule to their Department Head or Elected Official. If possible, the schedule should be provided before the training, seminar, or conference.
 - c. Unless specifically instructed to attend by their Department Head or Elected Official, employees are not required to attend any social events or receptions that occur during or in conjunction with any training, seminar, or conference. Employees will not be paid for work time or time spent at social events or receptions unless attendance is required by their Department Head or Elected Official.
 - d. Regular meal period time is not considered work time.
 - e. Any work an employee is required to perform while actively traveling will be considered work time.
3. In compliance with the Fair Labor Standards Act of 1938 (29 U.S.C. 206), the County will not consider as work time an employee's time spent in travel outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.
4. Extra costs not related to County business, such as personal telephone calls, movies, room service, laundry service, pre- and post-conference side trips, etc., shall not be reimbursed.

I, Tammy Bowers, duly elected 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 _____, 2023.

Tammy Bowers, Benzie County Clerk

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

5.12 Travel Policy

- A. ***Out of State.*** All out of state travel must be approved by the Board of Commissioners, if reimbursement is expected.
- B. ***Lodging.*** Benzie County will pay the actual cost of lodging for employee traveling on County business. Reimbursement for lodging costs must be supported by receipts. A tax exempt form is required for all expenses and may be obtained for the County Administrator's office. Department Heads are to determine when overnight stays are necessary based on such factors as distance, travel time, length of stay, budget and weather conditions.
- C. ***Meals.*** Benzie County will reimburse employees for the actual cost of meals when traveling on County business, not to exceed the following amounts:

<u>Meals:</u> Breakfast:	\$8.75
Lunch:	\$8.75
Dinner:	\$21.00
<u>Group Meetings:</u>	
Breakfast:	\$5.75
Lunch: \$	11.50
Dinner:	\$14.50

Out of State

<u>Meals:</u> Breakfast:	\$10.25
Lunch: \$	10.25
Dinner:	\$23.50

These costs will be reimbursed to employees upon submission of the itemized travel and meal expense receipts at the next scheduled accounts payable week. There will be times when employees are involved in group meetings where they are required to purchase lunch. They may not have a menu choice and the cost may exceed the \$11.50 lunch allocation. In these cases, the County will reimburse up to \$14.50 for lunch. In no case will any employee be reimbursed more than the \$14.50 and without documentation, they will be reimbursed at the \$11.50 rate.

Allowable meal times for out of town travel:

Employees will not be paid per diem, nor will they be reimbursed for meals based on the following time schedule:

<u>Departure Date:</u>	Breakfast –	Unless required to leave prior to 6:00 a.m.
	Lunch -	Unless required to leave prior to 11:30 a.m.
	Dinner -	Unless required to leave prior to 4:30 p.m.

<u>Return Date:</u>	Lunch -	Unless arriving back after 2:00 p.m.
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Dinner - Unless arriving back after 7:00 p.m.

Gratuities & Alcoholic Beverages:

All meal rates above include gratuities.

Alcoholic beverages are not allowable costs.

Mileage:

Benzie County will reimburse employees for actual mileage at a rate that complies with the State of Michigan mandated rates. See: http://www.michigan.gov/documents/dtmb/Travel_Rates_Jan_2016_509155_7.pdf.

Mileage will only be paid for approved county and court business. Mileage will not be paid for driving to or from work. When you are requested to report to work at a location other than your normal work location the difference between where you work and where you have to go will be payable.. The county will not honor requests for advanced mileage reimbursement.

All employees requesting reimbursement for travel-related expenses must submit a travel expense statement. Travel expense statements must be filled out properly and signed by the employee and their supervisor. Travel expense statements will be processed on a timely basis as a part of the normal accounts payable process. Approval of the Board of Commissioners is required.

This policy and all of the above rates are consistent with the Federal Office of Management and Budget Circular A-87 Cost Principals for State and Local Governments and the Michigan Department of Management and Budget Schedule of Travel Rates. The rates included in the policy will be reviewed on an annual basis to remain consistent with state schedules.

5.13 Vehicle Use Policy

- A. Purpose: Benzie County owns and maintains vehicles which are available solely for the purpose of assisting employees in the day to day functions of performing County business. This policy has been developed to ensure the appropriate use of County owned vehicles. This policy does not cover vehicles used by the Sheriff's Office or Jail. Use of those vehicles is under the sole discretion of the Elected Official. ALS/EMS staff may have additional responsibilities.
- B. Use of Vehicles: Driver Responsibilities include the following:
 - Perform a pre-start inspection of the vehicle. Note any problems or concerns and report these to the department head;
 - Report any mechanical defects that arise during the use of the vehicle to the department head:

Benzie County

TRAVEL AND BUSINESS EXPENSE POLICY

Adopted: 7/28/15
updated Adopted: 10/9/18, 11/13/18

Benzie County Board of Commissioners has established the following policy for business travel and related expenses.

Lodging: Benzie County will pay the actual cost of lodging for employees traveling on County business. Reimbursement for lodging costs must be supported by receipts. A tax-exempt form is required for all expenses and may be obtained from the County Administrator's office. Department heads are to determine when overnight stays are necessary based on factors such as distance, travel time, length of stay, budget, and weather conditions.

Meals: Benzie County will pay employees for meals while on approved business. The amount shall be based upon a per meal basis up to a maximum of \$50 per day. Actual reimbursements deemed to be excessive may be brought to the Board of Commissioner's attention and require the Elected Official or Administrator to justify his/her authorization of submitted expense.

Breakfast: \$ 10.00
Lunch: \$ 15.00
Dinner: \$ 25.00

To claim a breakfast expense, an employee must commence travel or be in travel status before 7 a.m. To claim dinner expense, the employee must be in travel status until 7 p.m.

Meal costs will be reimbursed to employees upon submission of a travel expense claim. Meal costs cited above are inclusive of gratuities. Alcoholic beverages are **NOT** allowable meal costs.

If meals are included with registration, corresponding meals are **not** reimbursable.

It is the employee/elected Official's responsibility to submit a correct travel expense claim form.

Mileage: Benzie County will reimburse employees for actual miles driven at the rate established by the Department of Technology, Management & Budget, Vehicle and Travel Service (DTMB), which may be adjusted by the Board of Commissioners. Mileage will only be paid for approved County and court business. Mileage will **NOT** be paid for driving to or from work, even when you are requested to report to work at a location other than your normal work location.

Travel Advances: Benzie County will provide travel advances for employees under the following circumstances-

- a. The travel is required by the County or department head, e.g., for training, certification, County representation, etc.
- b. The person traveling does NOT have a County credit card assigned.
- c. The request includes documentation of anticipated reasonable expenses, to include mileage, air fare, lodging, meals, and conference/meeting fees.
- d. The request is submitted at least thirty days prior to commencement of travel.

Travel advances will be limited to 90% of the documented reasonable expenses. A travel claim is required to be filed immediately upon completion of the travel, and will include a deduction for the amount of the travel advance.

Travel Claims: Benzie County requires a Travel Claim (see attached) within two weeks of completing travel. **The Claim must include receipts for every item claimed,** taxis, and other transportation. Any travel advance must be deducted from the amount claimed. Both the employee and department head must sign the Travel Claim. Travel Claims shall be submitted to the County Administrator's office for payment and will be processed in the normal Accounts Payable cycle.

Memorandum



To: Board of Commissioners

Copy: Elected Officials
Katie Zeits, County Administrator
Department Heads

From: Jackie Palfey, Human Resources Manager
Rose Roelofs, Executive Assistant

Date: March 21, 2023

Subject: **Violence in the Workplace Policy**

Attached is a draft personnel policy that has been updated regarding Violence in the Workplace. This policy has been reviewed by all elected officials, department heads, and our legal counsel before being brought forward to the Board for consideration.

This policy is meant to replace the existing Safe Workplace Policy and Weapons in the Workplace Policy that is currently included in the Staff Policy Manual on pages 8, 18 and 19. This policy is being updated to recognize the need for safety and security for all employees and visitors at the Governmental Center and County Government Property. Once approved the policy will be distributed to County Personnel, added to the Everyone Drive for accessibility, and update our new policy book.

I have attached the current portion of the Safe Workplace Policy and Weapons in the Workplace pages listed in our Staff Policy Manual book and attached the new Violence in the Workplace Policy. All the policies being brought forth are going to be formatted differently and likely changed dramatically.

The recommendation is to replace the current policies with the combined Violence in the Workplace Policy.

RECOMMENDATION:

The Board of Commissioners adopts the Violence in the Workplace Policy to replace the Safe Workplace Policy and Weapons in the Workplace Policy sections in the Staff Policy Manual.



Updated: 3/1/2023

Violence in the Workplace Policy

Purpose

The purpose of this policy is to recognize the need to provide safety and security for all employees and visitors. In doing so, Benzie County is complying with Section 5(a), Federal Occupational Safety and Health Act of 1970 (OSA). Therefore, the County will not tolerate threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on the County's property. This includes physical attacks, verbal or physical threats, destruction of property, sexual harassment, intimidation, or abusive language. Benzie County provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

Definitions

Workplace violence can include but is not limited to harassment, horseplay, threats, physical attacks, or property damage.

A *threat* is the expression of intent to cause physical or mental harm. An expression constitutes a threat without regard as to whether the party communicating the threat has the present ability to carry it out and without regard as to whether the expression is contingent, conditional, or future.

Physical attack is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, biting, spitting, and throwing objects.

Property damage is intentional damage to property which includes property owned by the county, employees, visitors, or vendors.

County property includes, without limitation, all County owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under the County's ownership or control, including County vehicles not currently on County property at the current time.

Section I - Policy & Procedure

A. Prohibited Conduct

Benzie County does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors provides examples of conduct that is prohibited:

- Causing physical injury to another person.
- Making threatening remarks.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.

- Intentionally damaging employer property or property of another employee.
- Possessing a weapon while on County property or while on company business without prior approval. Prior approval must be expressly granted by the Chief Circuit Court Judge. The only exception is law enforcement officers while on duty.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

B. Prohibited Actions and Sanctions

It is a violation of this policy to engage in any act of workplace violence, except for law enforcement personnel as authorized by law and within the confines of the Law Enforcement agency policies. Any person who, in the opinion of the immediate supervisor, poses a threat to himself or others shall be removed from the premises and shall remain off the County's premises pending the outcome of an investigation. Such removal of any employee will be immediately reviewed by the County Administrator and the Human Resource Manager. The County will initiate an appropriate response which may include, but is not limited to, reassignment of job duties, suspension or termination of employment, suspension and/or termination of any business relationship, and/or criminal prosecution of the person or persons involved.

C. Prevention

The County supports the prevention of workplace violence. Prevention efforts include but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy and providing the ability to report incidents of violence to a Department Head or Human Resources without fear of reprisal.

D. Hiring

The Department Heads will work with the Human Resources Department and Sheriff's Office to take reasonable measures to conduct background investigations to review candidates' backgrounds and to reduce the risk of hiring individuals with a history of violent behavior.

E. Employee Responsibility

Any employee having knowledge of a threat or incident of workplace violence involving any other employee (as victim or perpetrator) must report such an act to a supervisor immediately. If the supervisor is either the victim or perpetrator of the violent act or threat of violence, the employee must report the incident to another manager or to Human Resource Manager immediately.

Disciplinary action may result if the employee having knowledge of a suspected violent act fails to report the episode. All employees who apply for or obtain a protective or restraining order which lists the County's property or County's facilities as being protected areas must provide this information to the Director of his/her department. The Director must report this information to Human Resources. The County and its employees shall cooperate fully with police and other law enforcement officials in the investigation and prosecution of violent acts unless Constitutional or statutory protections protect the employee from cooperation. The County understands the sensitivity and confidentiality of the information that may be requested and recognizes and will respect the privacy of the reporting employee(s) to the extent authorized by law.

All employees should openly communicate with each other to be aware of any unusual activity that may identify the potential for or actual occurrence of workplace violence. Although Benzie County does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform their direct supervisor and/or Human Resource Department if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace.
- Displaying overt signs of extreme stress, resentment, hostility, or anger.
- Making threatening remarks.
- Showing sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Any person engaged in suspected criminal acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

Recommendations for improved safety often come from employees. These suggestions are encouraged and may be channeled through supervisors or the Human Resource Department.

F. Reporting Illegal and Unethical Activity

Any employee who, during the course of employment, believes that he or she has been requested or required to engage in an illegal or unethical act, or to engage in otherwise improper activity, must report that fact immediately in writing. The Department Head will promptly investigate the allegations and take remedial action, if necessary. If the Department Head is the individual who is the subject of the complaint, the employee shall notify the Board Chair. If such a report is made in good faith, the County will protect the reporting employee from any retaliation or other detrimental impact upon his or her employment.

G. Weapons in the Workplace

The County of Benzie believes it is important to specifically address and prohibit weapons in the workplace whether you are an employee, contract or temporary employee, visitor on County proper, customers, or a contractor on County property regardless of whether or not they are licensed to carry a concealed weapon. The only exception is law enforcement officers while on duty. This also prohibits weapons at any County sponsored functions such as parties or picnics.

Prohibited weapons include any form of weapon or explosive restricted under local, state, or federal regulation. This includes all firearms, knives, or other weapons covered by the law. Legal, chemical dispensing devices such as pepper sprays that are sold commercially for personal protection are not covered by this policy. If you have a question about whether an item is covered by this policy, please call Human Resources. You are responsible for making sure that the items you possess are not prohibited by this policy.

The County reserves the right to conduct searches of any person, vehicle, or object that enters County property consistent with the law. No employee shall have an expectation of privacy

in lockers, desks, agency vehicles, or other areas of County property where a weapon may be hidden.

Failure to abide by all terms and conditions may result in discipline up to and including termination. Further, carrying a weapon onto County property in violation of this policy will be considered an act of criminal trespass and will be grounds for immediate removal from the County property and may result in prosecution.

Section II - Implementation

A. Managing a Potentially Violent Situation

Non-law-enforcement employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Such employees should remain calm, make constant eye contact, and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of such an employee or others, such notice should be given. Otherwise, such employees should cooperate and follow the instructions given. Such non-law enforcement employees are expected to assist the general public and fellow employees in a courteous manner, but not subject themselves to abusive conduct if confronted by:

1. A distraught, harassing, or abusively angry person:

If a person becomes angry or abusive, such an employee should courteously attempt to calm the person down. If that does not work, such an employee shall ask a supervisor to intervene. The supervisor shall attempt to calm the person, inform them that they cannot serve the individual if they do not calm down, and be alert for potential danger to staff and others.

2. A person threatening bodily harm:

If a non-law enforcement employee feels that he/she or another person is threatened, and in danger of imminent bodily harm:

- The employee should attempt to leave the scene if it can be done safely.
- 911 should be called as soon as it can be done safely.
- If the supervisor is not aware of the situation, the employee must notify him/her as soon as it can be done safely.

Law Enforcement employees shall comply with their departmental policies regarding potentially violent situations.

Section III - Reporting Incidents-Internal and External

Each incident of violent behavior, whether committed by another employee or an external individual, must be reported to a Department Head or, if observed by law enforcement personnel, reported in compliance with departmental policy and state law. The Department Head will assess and investigate the incident and determine the appropriate action to be taken. The Human Resource Manager must be informed of all reported incidents of workplace violence.

Under no circumstances will an employee be penalized for reporting what the employee believes in good faith to be workplace violence under this policy. If any employee believes that he/she is being retaliated against for reporting workplace violence, he/she should report such conduct

immediately to his/her Direct Supervisor, Department Head, or County Administrator. He or she also must notify the Human Resource Manager.

Section IV - Crisis Management Team

The Crisis Management Team may consist of the County Administrator, Human Resource Manager, and others deemed necessary based on the situation at hand. The Crisis Management Team is responsible for the following:

- Evaluating potential violence problems.
- Assessing an employee's fitness for duty (through medical and/or mental health professionals).
- Selecting intervention techniques.
- Establishing a plan for the protection of co-workers and other potential targets.
- Coordinating with victims, families, other employees, media, and law enforcement personnel.
- Refer victims for appropriate assistance, including counseling.

Where the Crisis Management Team cannot be promptly convened as required, the County Administrator and/or Human Resource Manager may act for the committee. Their actions will be reported to the full committee as soon as practical.

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 _____, 2023, and that related policies are hereby rescinded.

Tammy Bowers, Benzie County Clerk

It is the policy of the County that any employee who in good faith believes he or she has been subjected to illegal discrimination or harassment prohibited by law, or who believes in good faith he or she has observed discrimination or harassment prohibited by law, must report that fact immediately in writing to :

1. The Administrator's Office, elected official or the department head in the office in which the employee works; or
2. If the individual does not feel comfortable with the above, the individual should feel free to file a written complaint directly with the Board of Commissioners.

A report or complaint will be promptly investigated and remedial action, up to and including immediate discharge, will be undertaken as appropriate. To the extent possible, the investigation will be conducted in a manner calculated to protect the privacy of the individuals involved. If a report of discrimination or harassment prohibited by law is made in good faith, the County will protect the reporting individual from retaliation or any other detrimental impact on his or her employment.

Section 3: Safe Workplace Policy

3.1 Safe Workplace

The County is committed to providing a safe workplace for the public and its employees, customers, and contractors. Recent national studies report an increase in workplace violence. In an effort to prevent the possibility of violence in our workplace, the County has implemented this Safe Workplace Policy. Benzie County strictly prohibits and will not tolerate any threatened or actual workplace violence. This includes, but is not limited to, any of the following conduct in or around the work environment:

1. Threatening injury or damage against a person or property;
2. Fighting or threatening to fight with another person;
3. Threatening to use a firearm or any other weapon;
4. Having unauthorized possession of a firearm or any other weapon while on County premises or County business;
5. Abusing or injuring another person;
6. Abusing or damaging property;
7. Using obscene or abusive language or gestures in a threatening manner;
8. Raising voices in a threatening manner;
9. Harassing behavior inconsistent with normal work relationship or stalking.

Because of the potential for misunderstanding, joking about any of the above misconduct is also prohibited.

3.2 Reporting And Investigation

2. For all credit card transactions, the authorized budget managers will submit to the Administrator's Office documentation sufficient to satisfy Internal Revenue Service requirements for employee business expenses. This documentation will include a receipt of invoice from the vendor that documents the goods or services purchased. Each receipt will also indicate the official County business for which the expense was incurred. Each receipt will be submitted with the credit card bill.
 3. Credit card statements or invoices will be subject to existing internal accounting controls related to purchasing and the disbursement of County funds.
- C. Payment Processing:
1. Credit card invoices will be processed for payment by the Administrator's Office upon receipt of proper documentation referenced in Section 5.10 D.
 2. Credit card balances, including interest due on an extension of credit, shall be paid when due as indicated per the statement.
 3. Delay in presenting proper documentation that results in interest charges incurred will be charged to the general ledger line number presented on the voucher.
 4. Credit card invoices must be approved by the Finance Committee prior to payment, and within 60 days of the initial statement date.
- D. Lost or Stolen Cards:
1. The official issued a County credit card is responsible for its protection and custody, and shall immediately notify the County Treasurer and issuing bank.
- E. Unauthorized Use or Failure to Comply with this Policy:
1. Unauthorized or duplication of credit card data or excessive use of a county credit card will subject the employee or official to disciplinary measures including termination consistent with County policy and applicable statutes. Failure to comply with the credit card policy will result in the immediate withdrawal of authorization to use a County credit card.

5.11 Weapons in the Workplace Policy

The County of Benzie believes it is important to establish a clear policy that specifically addresses and prohibits weapons in the workplace.

- A. Policy: This policy applies to all County employees, contract and temporary employees, visitors on County property and customers and contractors on County

property, regardless of whether or not they are licensed to carry a concealed weapon. The only exceptions to this policy are law enforcement officers. This policy prohibits weapons at any County sponsored functions such as parties or picnics.

Prohibited weapons include any form of weapon or explosive restricted under local, state or federal regulation. This includes all firearms, knives or other weapons covered by the law. (Legal, chemical dispensing devices such as pepper sprays that are sold commercially for personal protection are not covered by this policy.) If you have a question about whether an item is covered by this policy, please call Human Resources. You are responsible for making sure that items you possess are not prohibited by this policy.

“County property” covered by this policy includes, without limitation, all County owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the County’s ownership or control. County vehicles are covered by this policy at all times regardless of whether they are on County property at the time.

- B. Searches: The County reserves the right to conduct searches of any person, vehicle or object that enters onto County property consistent with the law. No employee shall have an expectation of privacy in lockers, desks, agency vehicles, or other areas of County property where a weapon may be hidden.
- C. Violations: Failure to abide by all terms and conditions of the policies described above may result in discipline up to and including termination. Further, carrying a weapon onto County property in violation of the policy will be considered an act of criminal trespass and will be grounds for immediate removal from the County property, and may result in prosecution.

THIS POLICY SHALL NOT BE CONSTRUED TO CREATE ANY DUTY OR OBLIGATION ON THE PART OF THE COUNTY TO TAKE ANY ACTIONS BEYOND THOSE REQUIRED OF AN EMPLOYER BY EXISTING LAW.

Memorandum



To: Board of Commissioners

Copy: Katie Zeits, County Administrator
Elected Officials
Department Heads

From: Jackie Palfey, Human Resources Manager
Rose Roelofs, Executive Assistant

Date: March 21, 2023

Subject: **Canteen/Employee Fund Policy**

Jackie Palfey
Rose Roelofs

As our office continues to review current Operational and Personnel Policies currently in place for Benzie County, the Canteen Policy also known as the Employee Fund Policy has been determined to be inappropriate. After talking with the County Administrator and other Elected Officials, it was found the at the Canteen Policy was put in place to manage funds that were made through use of the vending machines located in the Governmental Center. These funds were used to pay for things such as funeral arrangements or anniversary gifts.

Benzie County no longer receives funds from the vending machine and this policy is inappropriate. With that being said, we recommend that the Canteen/Employee Fund Policy be rescinded.

I have attached the Canteen/Employee Fund Policy for review. I have also attached the lawful expenditures list from Michigan.gov.

RECOMMENDATION:

The Board of Commissioners rescinds the Canteen/Employee Fund Policy.

Benzie County

Approved by the Board 28 April 2015

Subject: Employee Fund Policy, Account 701-172-299.01

Supersedes previous policy dated March 19, 2002 as amended May 21, 2002

Funds from this account may be used for Benzie County Government Center employees, Government Center Elected Officials, and Commissioners. This fund will not include employees of the Sheriff Department, Building Department, MSUE, Department of Health/Human Services, Michigan Works, or Veterans Office.

Funds will be generated for this account through vending machines located in the Government Center. Funds may also be donated by individuals for the specific purpose of the employee fund. The following is a list of events and the maximum amounts of money that will be contributed to:

DEATH up to \$50.00

- Employee
- Spouse
- Children
- Parents
- Parents in-law
- Anyone living in the same residence
- Grandchildren
- Grandparents

The \$50.00 may be given in cash to the employee/family; a specified memorial/charity fund, or a flower arrangement.

SICKNESS up to \$40.00

- Employee
- New baby of an employee

The \$40.00 may be given in cash to the new parents or employee, fruit basket, flower arrangement or gift certificate.

RETIREMENT up to \$50.00

Employee must be retiring, not just leaving County employment. The department will select a gift or request a gift certificate.

www.michigan.gov
(To Print: use your browser's print function)

Release Date: January 07, 2002
Last Update: July 15, 2002

Determining Lawful Expenditures

This narrative is intended as a reference for local government officials, employees and governmental auditors of selected references to the Michigan Constitution of 1963, court decisions, opinions of the attorney general and Michigan statutes that address some of the questionable expenditures of local government. This narrative should not be considered a legal opinion of the statutes, court decisions or opinions of the attorney general. Please consult your legal advisor if a legal opinion is needed.

BASIC PREMISE OF LOCAL GOVERNMENT

Some of the basic guidelines and legal restrictions imposed on local governments are summarized in the following legal citations. This listing is not complete, but does highlight the basic restrictive authority granted to Michigan's local units of government.

CONSTITUTIONAL PROVISIONS--MICHIGAN CONSTITUTION OF 1963

(a) Each organized township shall be a body corporate with powers and immunities provided by law (Art. 7, Sec. 17).

(b) The legislature shall provide by general laws for the incorporation of cities and villages. Such laws shall limit their rate of ad valorem property taxation for municipal purposes, and restrict the powers of cities and villages to borrow money and contract debts. Each city and village is granted power to levy other taxes for public purposes, subject to limitations and prohibitions provided by this constitution or by law (Art. 7, Sec. 21).

(c) Under general laws the electors of each city and village shall have the power and authority to frame, adopt and amend its charter, and to amend an existing charter of the city or village heretofore granted or enacted by the legislature for the government of the city or village. Each such city and village shall have power to adopt resolutions and ordinances relating to its municipal concerns, property and government, subject to the constitution and law. No enumeration of powers granted to cities and villages in this constitution shall limit or restrict the general grant of authority conferred by this section (Art. 7, Sec. 22).

(d) Except as otherwise provided in this constitution, no city or village shall have the power to loan its credit for any private purpose or, except as provided by law, for any public purpose (Art. 7, Sec. 26).

(e) Any county, township, city, village, authority or school district empowered by the legislature or by this constitution to prepare budgets of estimated expenditures and revenues shall adopt such budgets only after a public hearing in a manner prescribed by law (Art. 7 Sec. 32)

(f) The provisions of this constitution and law concerning counties, townships, cities and villages shall be liberally construed in their favor. Powers granted to counties and townships by this constitution and by law shall include those fairly implied and not prohibited by this constitution (Art.7, Sec. 34).

(g) The credit of the state shall not be granted to, nor in aid of any person, association or corporation, public or private, except as authorized in this constitution (Art. 9, Sec. 18). (NOTE: The Supreme Court in the decision of Black Marsh Drainage District v. Rowe [1958], 350 Mich. 470, held that this provision applies to all political subdivisions of the state.)

(h) Neither the legislature nor any political subdivision of this state shall grant or authorize extra compensation to any public officer, agent or contractor after the service has been rendered or the contract entered into (Art 11, Sec. 3).

SUPREME COURT DECISIONS

(a) Local governments have no inherent powers and possess only those limited powers which are expressly conferred upon them by the State Constitution or State statutes or which are necessarily implied therefrom (*Hanselman v. Killeen* [1984] 419 Mich. 168).

(b) A county is a municipal corporation and possesses only those powers which have been conferred upon it by the Constitution and the statutes (*Mosier v. Bd. of Auditors* 295 Mich. 27, 29).

(c) Local units of government derive their powers of taxation from the legislature and such power cannot be exercised except in pursuance of express statutory authority (*City of Berkley v. Township of Royal Oak* [1948] 320 Mich. 597).

OPINIONS OF THE ATTORNEY GENERAL

(a) Appropriation of township funds which is not expressly authorized or necessarily implied with express statutory powers is unlawful whether with or without a vote of the township electors (Opinion of the Attorney General, 1955-56, No. 1704, page 32). The general belief is that an illegal or unauthorized expenditure of governmental funds by any local governmental unit can not be changed to a legal or authorized expenditure by a vote of the electors.

(b) City funds may not be used for contributing to the expenses of private voluntary groups operating recreation facilities for children (Opinion of the Attorney General, 1957, No. 3066, page 476).

(c) Village has no authority to appropriate public funds for lighting a recreation field controlled by a veterans' organization even though the entertainment provided therein were free to the public (Opinion of the Attorney General, 1935-36, page 5).

(d) Since money can be raised by a township only for township purposes, township cannot pay part of the expenses of a county children's worker (Opinion of the Attorney General, 1947-48, No. 694, page 574).

(e) Appropriation of money by township for construction, improvement or maintenance of state trunk lines is ultra vires and such spending is misappropriation of funds (Opinion of the Attorney General, 1952-54, No. 1738, page 285).

These legal citations specify that a local government unit and the officials of local governments have only those duties specifically granted to them by the Michigan Constitution and statutes. If the action to be taken is not specifically authorized by the Constitution, a statute, court decision or legal opinion, that action can not be legally executed.

Provisions specified in a local unit's Charter or Ordinance, legally adopted by vote of the electorate or approved by the legislative body after publication, must be followed when those procedures are more restrictive than the general statute.

General Budget Provisions

Michigan Compiled Law (MCL) section 141.412 requires that a public hearing be held on the proposed budget prior to the legislative body formally adopting the budget. The time, date and location of the public hearing must be published at least six days prior to the hearing. Copies of the proposed budget must be available for public inspection from the date the notice of the public hearing is published and thereafter.

Specific budget procedures for charter townships are required by MCL 42.24 through 42.27. Charter township budgets must be adopted at least 60 days prior to the start of their fiscal year and after a public hearing notice published at least 7 days prior to the date of the public budget hearing. Cities and Villages may have Charter Provisions or Local Ordinances requiring specific budgetary

procedures. The local procedures must be followed when they are more restrictive than the general statute.

MCL 141.421 et seq.--"Uniform Budgeting and Accounting Act"--requires a local unit to adopt a General Appropriation Act (approved budget) after a public hearing.

Expenditures can not exceed the amount authorized in the Appropriation Act unless the local Appropriation Act is amended. Expenditures can not be authorized unless that are provided for in the Appropriation Act.

Expenditures can not be authorized that exceed the amount appropriated or in excess of the available funds as that action creates a debt against the unit or a deficit within the fund.

The Appropriation Act may include a narrative authorizing the fiscal officer to make transfers between activities, cost of personnel, capital outlay or other budgetary action authorized by the legislative body.

Authorized expenditures in excess of or contrary to the Appropriation Act (budget) can be recovered by civil proceedings brought by the Attorney General or prosecuting attorney (MCL 141.420).

Any budgetary procedure specified in a Charter or Ordinance of a local unit that is more restrictive than the general statute must be followed.

Paying Claims--vendor bills

CITIES (MCL 87.7) All claims against the city shall be filed with the clerk for adjustment, and after examination thereof, the clerk shall report the claims with all accompanying vouchers and counter claims of the city, and the true balance as found by the clerk, to the council for allowance, and when allowed shall draw the city warrant upon the treasurer for the payment thereof, designating thereon the fund from which payment is to be made.

(MCL 88.20) The council shall audit and allow all accounts chargeable against the city but no account or claim or contract shall be received for audit or allowance, unless it shall be accompanied with a certificate of an officer of the corporation (city), or an affidavit of the person rendering it, to the effect that he verily believes that the services therein charged have been actually performed or the property delivered for the city, that the sums charged therefore are reasonable and just, and that no set-off exists, nor payment has been made on account thereof.

COUNTIES [MCL 46.11(q)] and (MCL 46.71) It shall be the duty of the county board of commissioners or county auditors to adjust, allow and authorize the payment of all claims against the county. Any claim not adjusted or ordered paid shall not be paid.

Exceptions (MCL 46.53) This section authorizes the county board of commissioners in counties with less than 75,000 population to provide by resolution for the appointment of a finance committee. When the statutory committee is appointed, the finance committee approves all claims.

Exceptions (MCL 46.63) This section authorizes the county board of commissioners in counties with not less than 75,000 population to provide by resolution for the appointment of a finance committee. When the statutory committee is appointed, the finance committee audits all claims. Approval for payment by the county board of commissioners after audit by the finance committee.

TOWNSHIPS (41.75) The township board shall approve claims against the township and authorize payment of allowed claims. Paid claims are filed and preserved by the township clerk. The treasurer shall pay claims upon order of the township board, signed by the clerk.

VILLAGES (MCL 65.7) Council to audit and allow all accounts chargeable against the village; but no

account or claim or contract shall be received for audit or allowance, unless it shall be accompanied with a certificate of an officer of the corporation, or an affidavit of the person rendering it, to the effect that he verily believes that the services therein charged have been actually performed or the property delivered for the village, that the sums charged therefore are reasonable and just, and that to the best of his knowledge and belief, no set-off exists, nor payment has been made on account thereof.

NOTE: Some volunteer fire departments, parks departments and similar governmental functions performed by a group, committee or agency of a local unit are paying their claims without the prior approval of the legislative body, which is improper. Unless the agency (fire, parks etc) is a statutory authority with the authority to approve its own claims for payment, its claims must be approved by the legislative body. In some circumstances, we have found that the legislative body has turned a tax levy over to a volunteer group or department to expend as the department or group deem necessary, which is also improper. In most circumstances, the taxing authority is with the unit of government and the levy is to provide specified services. The local unit must establish a fund, prepare a budget and when appropriate, should contract with the department or group to provide the service for a specific dollar amount.

Special Statutory Expenditure Provisions

Advertising the Agricultural, Industrial, Commercial, Educational or Recreational Advantages of the State, County or Local Unit.

COUNTIES (MCL 46.161) by special tax levy or general fund appropriation

CITIES & VILLAGES (MCL 123.881) from a specific tax levy

TOWNSHIPS (MCL 41.110c) by appropriation

Places of Recreation, Parks.

COUNTIES (MCL 46.351) County board to appoint commission to operation parks and places or recreation. County commissioners set policy, approve budget, debt, tax levy.

(MCL 123.61 et seq.) To authorize county expenditures for parks, recreational facilities and airports to townships, cities and villages to operate and maintain. We recommend that they have a written contract or letter which specifies procedures, limits, financial reporting, audits, etc.

CITIES & VILLAGES (Constitution: Art. 7 Sec. 23) Any city or village may acquire, own, establish and maintain, within or without its corporate limit, parks, boulevards, cemeteries, hospitals and all works which involve the public health or safety.

(MCL 41.428) may appropriate to a township to acquire and operate free recreational facilities. Contributions to be made to the township park commission.

TOWNSHIPS (MCL 41.421 et seq.) Townships may establish a park commission to acquire, maintain, manage and control township parks and recreational facilities.

CITY, VILLAGE, COUNTY OR TOWNSHIP (MCL 123.51) may operate a system of public recreational facilities.

Armistice, Independence, Memorial Days, Diamond Jubilee or Centennial Celebrations

CITY, TOWNSHIP OR VILLAGE (MCL 123.861) may expend money for observances, under the control of the governmental unit, to celebrate armistice, independence, memorial days, diamond jubilee or centennials. These claims shall be paid in the same manner as other expenses of the unit.

Armistice Day

COUNTIES (MCL 46.11a) County board of commissioners are authorized to appropriate such sum as they deem fit for public celebration on Armistice Day, in a matter the board may determine.

NOTE: It is improper for a unit of government to expend public money for an annual picnic, golden jubilee or other celebration that is not specifically authorized by law.

Community College Maintained by a School District

COUNTY, TOWNSHIP, OR OTHER GOVERNMENTAL UNIT (MCL 380.1607) by action of its governing body may contribute annually towards the support of a community college maintained by a school district.

Libraries

CITY, TOWNSHIP OR VILLAGE (MCL 397.201 et seq.) may establish and maintain a public library.

CITY may, without vote of the electorate, levy one mill for the library.

CITY, TOWNSHIP OR VILLAGE, after voter approval, may levy up to two mills to establish, operate and maintain a library.

COUNTY LIBRARY (MCL 397.301)

SCHOOL LIBRARIES-- Under boards of education (MCL 397.261 et seq.)

NOTE--Several other statutes may authorize contributions to established libraries for library services to its inhabitants or the consolidation of library services.

REGIONAL LIBRARIES (MCL 387.151 et seq.)

DISTRICT LIBRARIES (MCL 397.171 et seq.)

LIBRARY NETWORK ACT (MCL 397.131 et seq.)

Hospitals

COUNTY (MCL 331.151) May establish and operate a county hospital after vote of the electorate.

PROHIBITED from contributing to a private, nonprofit corporation operating a hospital. (AGO 4851 dated Nov. 4, 1974)

May contract for services (AGO 5083) with a private, nonprofit corp. to provide health or welfare services to persons who are the proper concern of the county pursuant to guidelines and where final authority to take discretionary action remains with the public body.

COUNTY, CITY, VILLAGE (MCL 331.1101) Municipal Health Facilities Corporations Act--County board, city or village council may incorporate 1 or more corporations under this act. **NOTE** A health care corporation established under this act is a discretely presented component unit of the incorporating unit.

Joint Municipal (Community) Hospitals--(MCL 331.1 et seq.) Two or more CITIES, TOWNSHIPS AND VILLAGES, or any combinations may incorporate a hospital authority to establish, expand and or operate a hospital or health care facilities.

TOWNSHIP (MCL 41.712) board may, by majority vote, pay from unexpended balances in its contingent fund to any hospital, a sum that fairly represents the reasonable share of the township in

the maintenance and support of the hospital whose facilities are made available to the residents of the township at standard rates. However, the hospital and township board shall agree upon the number of residents of the township to which the hospital shall make facilities available during each year.

Historical Activities, Commissions, Districts

TOWNSHIPS (MCL 399.161) may appropriate money that the town board believes advances and fosters historical interests of the township.

CITIES, COUNTIES, TOWNSHIPS and VILLAGES (MCL 399.171) (Historical Commissions) may individually or jointly appropriate money to or by ordinance, create a commission to advance the historical interests of the unit or units.

CITY, COUNTY, TOWNSHIP or VILLAGE (MCL 399.201) may, by ordinance establish historical districts and a commission to preserve and refurbish historical structures.

Juvenile Delinquency--Curbing

CITY, COUNTY, TOWNSHIP, or VILLAGE (MCL 123.461) may levy taxes and appropriate funds for operating centers open exclusively to youths under 21 years of age and aimed at curbing juvenile delinquency within the community. May require a vote of electors.

Economic Development

COUNTY (MCL 125.1231) commissioners may create a county commission to promote economic development and provide in the county budget for the expenses of the commissions.

CITY, COUNTY, TOWNSHIP or VILLAGE (MCL 125.1601) may approve an application to incorporate an economic development corporation, file articles of incorporation and fund projects of said EDC, which are for a public benefit and as approved by the legislative bodies.

Installment Purchases

CITY, TOWNSHIP, or VILLAGE (MCL 123.721) may enter into an agreement with the contractor or vendor to purchase land, buildings or equipment for a period not to exceed 15 years or the life of the item purchased and pay installments. The liability for such purchases, exclusive of interest shall not exceed 1 and 1/4 percent of the units State Equalized Assessed Value. The purchases must be for a public purpose, within the unit's budgetary appropriations and without the prior approval of the Michigan Municipal Finance Commission. Otherwise a unit of government cannot borrow without the prior approval of the Municipal Finance Commission.

COUNTIES (MCL 46.11b) may purchase and pay in installments for a period not to exceed 10 years or the life of the item purchased. The liability shall not exceed 1/2 of 1 percent of the SEV. The county can not levy a tax to pay the principal or interest. Special provisions apply for a few purchases that can be extended for a period of not to exceed 15 years. (see statute)

ROAD COMMISSIONS (COUNTY) (MCL 224.10) may enter into a contract or agreement for the purchase of machines, tools, appliances and materials (excludes buildings and land) to be used for public purposes that are paid for in installments over a period not to exceed 5 years or the useful life of the property acquired, whichever is less.

Urban Cooperation Act

CITY, COUNTY, TOWNSHIP, CHARTER TOWNSHIP or VILLAGE (MCL 124.501) may exercise jointly with any other public agency of the state, any other state, or public agency of the Dominion of Canada or the US Government, any power, privilege or authority which such agencies share in common and which each might exercise separately.

Intergovernmental Transfer of Functions and Responsibilities

CITY, VILLAGE, OTHER INCORPORATED POLITICAL SUBDIVISION, COUNTY, SCHOOL DISTRICT, COMMUNITY COLLEGE, INTERMEDIATE SCHOOL, TOWNSHIP, CHARTER TOWNSHIP, SPECIAL DISTRICT or AUTHORITY (MCL 124.531) Any two or more political subdivisions are authorized to enter into a contract with each other providing for the transfer of functions or responsibilities to one another or any combination thereof upon the consent of each political subdivision involved.

NOTE Several other specific statutes authorize the joint operations of sewer, water and other public functions by governmental units.

Tax Tribunal (SEV) Appeals

COUNTY and all SCHOOL BOARDS [211.44(3)] may contribute to the defense of tax tribunal issues defended by a local tax assessing unit to the extent that the cost of the appeal exceeds 1 percent of the administration fee available to the tax assessing unit.

Senior Citizens/Older Persons

CITY, COUNTY, TOWNSHIP or VILLAGE (MCL 400.571) authorizes a legislative body to appropriate funds to a public or private non-profit organization for the purpose of providing services to older persons 60 years or older. Appropriations to a private organization must be specified in a contract. The terms of the contract must be published within 10 days of its approval in a local newspaper specifying the terms of and services to be performed.

COFFEE/MEALS

The purchase of coffee, donuts and sandwiches first must be for a public, not an individual or private group or purpose. These expenditures for use at a regular or special meetings, for fire fighters, volunteer or full time employees, when working an extended period of time or when dedicating public buildings are normally considered expenditures for a public purpose.

Coffee and donuts for employees use during normal working hours is considered personal, not for a public purpose, and improper unless specifically provided for in a collective bargaining agreement or duly adopted employment policy of the governmental unit (fringe benefit).

RETIREMENT/RECOGNITION FUNCTIONS

Retirement functions, gifts or plaques for employees or officials, recognition dinners for volunteer fire fighters or ambulance staff are usually not for a public purpose, therefore not an allowable expense. Travel and meals as part of the cost of training volunteers to perform emergency services within the township are deemed a public purpose, payable as a expense when properly budgeted, authorized and approved.

A TOWNSHIP board may, by resolution, establish retirement, health, life and/or accident insurance benefits for township officials and employees. (MCL 41.110b) The board may provide that officials or employees pay a portion of the premium and deduct that cost by payroll deduction.

COUNTY RETIREMENT (MCL 46.12a) County commissioners may by resolution establish retirement systems.

ALL LOCAL UNITS (MCL 38.1501 et seq.)

LEGAL EXPENSES

A governmental unit is not authorized to expend public money to assist residents with legal cost in

defending the home owners from possible civil action by a neighboring city to condemn their property for public use by the city. We are unable to see a "public purpose" for the township in this expenditure. Also this expenditure may be prohibited under the provisions of Article 9, Section 18 of the 1963 Michigan Constitution that prevents a governmental unit from lending its credit to the aid of any person, association or corporation, public or private, except as authorized in the Constitution.

OTHER LAWFUL EXPENDITURES

Contracts with public or private, profit or nonprofit organizations for a specific public service or benefit that the unit can legally perform and money is available within the budgeted appropriations. These may include contracts for fire protection, ambulance service, assessing and tax collections, trash/rubbish collections, employee benefits, etc. Contracts should address financial reporting, auditing, review of records and related matters.

Membership dues to governmental associations as MTA, MML, MAC, and similar organizations that advise, inform and educate officials and employees. (See court decision *Hayes v City of Kalamazoo*, 316 Mich. 443).

Meals and refreshments during extended working hours for emergency services by firefighters, police officers and for authorized seminars of an educational nature to officials and employees.

Registration fee, lodging and travel for attendance at useful public informational or educational workshops and seminars.

UNLAWFUL EXPENDITURES BY A GOVERNMENTAL UNIT

Contributions or appropriations which are not specifically authorized by the Constitution or State Statute cannot be authorized regardless of the worthiness of the cause. Examples of such prohibited expenditures where there is no contract for specific services to lawful wards or functions of the local unit have been negotiated are as follows:

Contributions to churches, veterans, non-profit organizations.

Payment of funeral expenses for a person injured on government property.

Donations to a private ambulance or EMS service not under contract with the governmental unit.

Donations, including use of property or equipment to Little League, Scouts, Big Brothers/Sisters.

Donations to community organizations.

Expenses for private road construction or maintenance.

Office refreshments, picnics.

Presents to officials and employees or retirement recognition events.

Flowers to the sick or departed.

Mileage of officials and employees to and from their residence to the city, township or village hall, county building or meeting rooms.

Per diem compensation to township supervisor, clerk and treasurer on a salary basis for attending township board meetings. (Check City and Village Charters for their compensation procedures or restrictions) Extra compensation for summer tax collections unless part of the initial salary resolution or authorized within statutory procedures for an increase in salary.

Extra compensation for special elections unless part of initial salary resolution or authorized under statutory procedures for an increase in salary.

The foregoing is not intended to be an exhaustive list of legal or illegal expenditures, but is an attempt to explain the most common questions and concerns raised on these issues.

We again advise that this information consists of a narrative addressing a few legal citations concerning governmental expenditures. It is intended for training purposes only and should not be considered a legal interpretation of the items presented. Please consult your legal advisor if a legal opinion is needed.

Personnel from our office are available to assist you.

Michigan Department of Treasury
Local Audit and Finance Division
4th Floor, Treasury Building
Lansing, Michigan 48922
Phone (517) 373-3227

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Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: March 22, 2023

Subject: **Request to Retire/Surplus Police K9 Rexo**

Respectfully, I request the Board of Commissioners to consider the retirement and surplus of police service K9 Rexo. As a County, we are at a crossroads with Rexo who has served alongside his handler, Sergeant Mark Ketz for many years. Both Sergeant Ketz and Rexo have served the citizens of Benzie County with distinction. With the upcoming retirement of Sergeant Ketz, we respectfully request the approval and authorization to retire and surplus K9 Rexo from the Benzie County Sheriff's Office, effective April 15, 2023. We additionally request authorization and approval to gift K9 Rexo upon his retirement to Sergeant Ketz. Rexo would officially join the Ketz family and be under the full responsibility of Sergeant Ketz going forward. Benzie County would no longer be responsible for any expenses relating to retired K9 Rexo.

I would like to personally thank Sergeant Ketz and Rexo for their dedication and service to our Benzie County community and wish Rexo many years of catching frisbees.

Recommended Motion:

That the Board of Commissioners declares Sheriff's Office K9 Rexo as surplus and retires him to the Ketz Family, and authorizes the Chair and the Sheriff to sign the necessary title of transfer documents.



Benzie County Sheriff's Office

505 S. MICHIGAN AVE., BEULAH, MI 49617
(231) 882-4484 FAX (231) 882-5814

Kyle Rosa
SHERIFF

Greg Hubers
UNDERSHERIFF

TRANSFER OF TITLE of RETIRED POLICE CANINE

In consideration of the Benzie County Sheriff's Office Canine Unit's transfer of title of the following described canine:

MALINOIS named REXO to MARK KETZ

on April 15, 2023 receipt of which is hereby acknowledged and which I know to be a canine that has been retired from the type of training required by the Benzie County Sheriff's Office due to age, medical deficiency, temperament, or other reason(s), I hereby agree to accept the above described canine in an "AS IS CONDITION" NO PROMISES, FITNESS FOR A PARTICULAR PURPOSE, NOR ANY OTHER AGREEMENT(S) EXPRESSED OR IMPLIED HAVE BEEN AS TO THE CONDITION, TEMPERAMENT OR ANYTHING ELSE WHATSOEVER PERTAINING TO THE ABOVE DESCRIBED CANINE.

Further, I agree as follows:

1. Upon signing of this form by me and by the Benzie County Sheriff's Office's authorized representative, the County of Benzie and the Benzie County Sheriff's Office, relinquishes all rights, title, and interest in the above described canine, and all responsibility for its condition and actions, and I accept and assume full ownership of the above described canine and complete responsibility for its condition and actions whatsoever.
2. Further, I accept the above described canine fully aware that the County of Benzie and the Benzie County Sheriff's Office, any agents, representatives, or employees of any of them, make no warrant or guarantee as to said canine's condition, health, temperament or its further behavior or anything else whatsoever. Upon receipt of this animal, I agree to purchase any and all animal licenses with 72 hours, as may be required by law.
3. The transferee promises, agrees, and covenants to hold the County of Benzie, the Benzie County Sheriff's Office, and its agents, representatives, employees, and other person(s) acting in the behalf absolutely harmless from any and all such demands, suits, actions, or claims of whatever nature arising from or out of the transfer of title to this canine, including, but not limited to any damages to the property of the transferee or for any personal injuries, disabilities or death of the transferee or the

transferee's employees or to any other person whosoever arising from the incident to the transfer of title to this canine or its use or disposition in exchange of the Benzie County Sheriff's Office's promise to convey whatever title they may have in the above described canine to me.

Signed this _____ day of _____, 2023

Signature of Transferee

Signature of Benzie County Sheriff's Office

Printed Name

Printed Name

Street Address

Chairperson, Board of Commissioners

City, State, Zip

Printed Name

Telephone

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: March 22, 2023

Subject: **Temporary Storage Structure – Benzie Senior Resources**

The Buildings and Grounds Committee met on March 20th with Doug Durand to discuss their space needs in their current facility. Doug indicated that as Benzie Senior Resources continues to expand services to our seniors, they're running out of office space. Doug asked if it would be okay to place a temporary structure on the property for storage purposes to free up space in the building to provide services.

Benzie Senior Resources will purchase the structure, and what's asked of Benzie County is permission to place such structure because Benzie County is the property owner. The structure is anticipated to be a 10'x20' barnlike structure and it will be locked outside of business hours.

The Buildings and Grounds Committee, comprised of Chair Roelofs, Vice Chair Nye, and Commissioner Sauer recommended the approval of placing a temporary structure for storage purposes, subject to Village zoning.

Recommended Motion:

That the Board of Commissioners approves the placement of a temporary structure for storage purposes for Benzie Senior Resources operational use, at 10542 Main Street, Honor, MI.

Commissioner Reports

Art Jeannot
Commissioner Report
March 28, 2023

- Participated in 2 meetings on behalf of the County since our March 14th meeting.
- **3/16 – Northern MI Community Action Agency**
 - Standard business meeting. Board has been asked to approve a new retirement plan for the agency. The goal is to attract and retain more staff.
- **3/18 – Platte Township**
 - Annual meeting. The event was well attended to include Sheriff Rosa, Matt Skeel, Rebecca Hubers and Fire Chief Tim Markey.
 - Township is seeking a new assessor.
- **Other**
 - On March 20th the State held a presentation on child care funding. The goal is to extend incentives to encourage users and providers to increase access.
 - Meeting with Northern MI Community Action Agency on March 27 to further the discussion on looking for a new strategy for our Housing Committee.



28 Mar 2023

Commissioner Cunningham, District 3

kcunningham@benzieco.net

231.822.4067

Attended/Presented

15 Mar Chamber

15 Mar Pointe Betsie

20 Mar **NMCounties Assoc.** Cadillac onsite visit, jail and dispatcher building. QA learned from Lt McDanials that 90+ % of arrests are addiction/drug related. 80%+ are "revolving door", arrests. The officers use an Ipad on scene for counselor consults if needed and are satisfied with the service. Officer recruitment and retention is an issue.

21 Mar **Frankfort City Council** Chief Cederholm reported the fire dept received a drone with grant money. The drone has GPS and flotation capability for water rescue.

Mayor Holwerda TC and Frankfort are both vying for business incubator.

21Mar CLT

22 Mar **HSCB** onsite visit and meeting at BACN. The only free source of clothing in Benzie County. They provide adult GED classes and have 4-6 graduates annually, which equates to upward social mobility. The staff, volunteers and building provide a sense of dignity and respect to those they serve.

23 Mar **Airport Authority**, drone information shared.

Community

16 Mar **Biochar demonstration.** Introduced Northern Michigan Disposal owner to sustainable farmers.

17 Mar **Veterans Inspiring Veterans** art show planning. Funds raised go to helping vets in big and small ways in Michigan. Show 24 June at the TC Equestrian Festival.

20 Mar **State of Michigan Zoom meeting on Child care.**

22 Mar **Visited Lake Twp**, learned more about dredging and shared drone info.

23 Mar **Interview** with paper about community service.

27 Mar **Vet Coalition.** Prepared VIV presentation, to be delivered by the chair of VIV.

Correspondence

Courtesy emails to Commissioners Evan Warseke, solid waste, and Gary Sauer, Ag. Sharing that a sustainable agriculture discussion will air on 90.7/WNMC, 23 Mar, 0700-0730.

County Administrator Report

STUDY

SESSION

**THE BENZIE COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE
February 28, 2023**

The Benzie County Board of Commissioners met as a Committee of the Whole on Tuesday, February 28, 2023, in the Frank Walterhouse Board Room, 448 Court Place, Government Center, Beulah, Michigan.

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

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

The Pledge of Allegiance was recited.

Agenda:

Motion by Roelofs, seconded by Warsecke, to approve the agenda as amended, adding Social Worker/Deputy position, and switching items c and d under topics of discussion. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Minutes:

Motion by Warsecke, seconded by Markey, to approve the Committee of the Whole minutes of February 14, 2023, as presented. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

1:32 p.m. Public Comment - None

Topics for Continued Discussion:

- a. Social Worker/Deputy Position: Katie Zeits and Undersheriff Hubers were present to discuss the Social Worker/Deputy Position. Originally it was to be a contract position and not a union position. After further review it needs to be a union position with the understanding that when the grant funding from Centra Wellness is gone, then this position is eliminated on the employee roster. It was the consensus of the Board of Commissioners that the County Administrator will proceed with this position.
- b. COTW discussion: Vice Chair Nye stated that the original purpose of the Committee of the Whole meeting has changed from when it first started. Administration that we currently have does their due diligent prior to action items being brought before the Board of Commissioners. Would like to see one Committee of the Whole meeting be held each month instead of two and have it more like a work session. Discussion was held and it was determined that there will be one Committee of the Whole meeting each month, following the first Board of Commissioners meeting each month. Additional meetings will be scheduled if needed. Katie Zeits and Tammy Bowers will revise the Board of Commissioners rules and calendar date.
- c. ARPA – discussion regarding allocation (Henry Road, Point Betsie, Child Care): Matt Skeels, Road Commission Manager, Bob Rosa, Road Commissioner, and Amiee Erfourth, Benzie Central School Superintendent were present with their request of \$112,000 of the ARPA funds to pave Henry Road. There is a request for \$250,000 of the ARPA funds from Friend of Point Betsie regarding the Shoreline Protection project. The Parks and Recreation Committee is requesting \$80,000 of the APRA funds for the Crystal Lake Outlet project.

Funds have been committed to housing, broadband and internal needs. Looking as to how to allocate funds towards childcare and the emergency tower.

- d. Opioid Funding including body scanner: Katie Zeits reported that there was a brainstorming session with various departments to see what the best use of the Opioid funds would be. Educational material and drug court were some of the options it could be used for. Undersheriff Hubers was present to discuss the positive reasons for the County to have a body scanner. Ray Antel was present to discuss the production of an educational video regarding the effects of Opioids. He has contacted individuals at Ferris State College regarding designing and producing this video.

3:47 p.m. Break

3:50 p.m. Reconvene

- e. Goal Setting/Strategic Plan Review: Will move this to the next Committee of the Whole meeting.

3:53 p.m. Public Comment

Rebecca Hubers, Emergency Management, supports the purchase of the body scanner for the Sheriff's department.

3:54 p.m. Public Comment closed.

Motion by Roelofs, seconded by Warsecke, to adjourn at 3:54 p.m. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Rhonda Nye, Vice Chair (BOC)

Tammy Bowers, Benzie County Clerk

Committee Appointments

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: March 21, 2023

Subject: **Jury Board Appointment**

There are currently two positions available on the Jury Board, seats previously held by Jean Bowers and Elizabeth Shrake. Ms. Shrake has indicated her desire to be reappointed. The process for being appointed to the Jury Board is to submit letters of interest to the current Circuit Judge who then makes a recommendation to the Board of Commissioners for confirmation of appointment. Four letters of interest were sent to the County Clerk, who forwarded them to Judge David Thompson for review.

Judge David Thompson has recommended that Elizabeth Shrake be reappointed to a full six-year term expiring May 1, 2029 and that Rick Drewyour be appointed to an unexpired term expiring May 1, 2025, on the Jury Board.

I have attached the letters of interest submitted, along with the letter of recommendation from Judge Thompson.

Recommended Motion:

That the Board of Commissioners reappoints Elizabeth Shrake to a six-year term expiring May 1, 2029 and appoints Rick Drewyour to an unexpired term expiring May 1, 2025, seat previously held by Jean Bowers, on the Jury Board.

THE CIRCUIT COURT

MANISTEE COUNTY COURTHOUSE
415 THIRD STREET
MANISTEE, MICHIGAN 49660
231-723-6664
231-723-1645 (FAX)



BENZIE COUNTY GOVERNMENT CENTER
448 COURT PLACE
BEULAH, MICHIGAN 49617
231-882-9671
1-800-315-3593
231-882-5941 (FAX)

STATE OF MICHIGAN
19TH JUDICIAL CIRCUIT
MANISTEE AND BENZIE COUNTIES

HON. DAVID A. THOMPSON
CIRCUIT JUDGE

March 8, 2023

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

Re: Jury Board Recommendations

Dear Commissioners:


I have been advised by Tammy Bowers, Benzie County Clerk, that two jury board positions have opened: an unexpired six (6) year term commencing May 1, 2023 and expiring May 1, 2025, and another position that has expired.

In compliance with MCL 600.1301 an advertisement has been run in the Benzie Record Patriot to fill these vacancies. Four applications were received. After reviewing the applications, I am recommending the following:

Mr. Rick Drewyour to fill the unexpired six (6) year term commencing May 1, 2023 and expiring May 1, 2025.

Ms. Elizabeth Shrake be appointed to the six (6) year term commencing May 1, 2023, and expiring May 1, 2029.

Sincerely yours,


Hon. David A. Thompson,
19th Circuit Court Judge

Cc: T. Bowers, Benzie County Clerk
File

To: David A. Thompson
Judge of the Circuit Court
Benzie County Government Center

Tuesday, February 21, 2023

To the honorable Judge Thompson,

I writing to request your approval of my serving another term
On the Jury Board of the Benzie County Court system. It has been my
pleasure to serve on this bi-partisan board helping to set up the system
whereby Jurors are chosen. I have served on this Board for
approximately six years and would be honored to continue to serve the
court in this capacity.

I thank you for considering my request and I look forward to your
Response.

Sincerely,

Elizabeth G. Shrake

Elizabeth G. Shrake

RECEIVED

FEB 22 2023

TAMMY BOWERS
BENZIE COUNTY CLERK
BEULAH MI 49617

To Whom it may concern;

2/24/2023

I am interested in serving on the Jury Board for Benzie County.

I am a retired Sheriff's Deputy and served as the bailiff for both the 85th District Court and 19th Circuit Court for 5 years.

Since my retirement in 2015, I have become more involved in my community.

I have been an elections inspector for the past four years and recently appointed to the Almira Twp Board of Review, moving from what had been an alternate position to a regular Board member.

Being retired, I have the time to commit to such responsibilities as the Jury Board and with my experience as a bailiff, am quite familiar with the jury process.

Thank you for your consideration



Rick Drewyour

RECEIVED

FEB 27 2023

TAMMY BOWERS
BENZIE COUNTY CLERK
BEULAH MI 49617

February 27, 2023

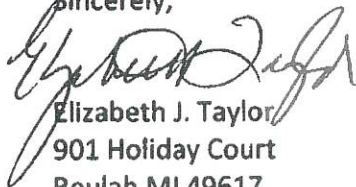
Judge Thompson
19th Judicial Circuit Court
Beulah MI 49617

Please accept my letter of interest to serve on the Benzie County Jury Board. I have been a full year resident of Benzie County since August 2021 when I retired as Assistant Superintendent for Human Resources and Legal Counsel for the Monroe County Intermediate School District in Monroe Michigan. Prior to relocating to Beulah, my husband and I spent summers and holidays in Benzie County for the past 25 years.

As a permanent resident of Benzie County, I would like to be active in community affairs and, as an attorney, I take a particular interest in matters of the court. The Jury Board would seem to be a good fit with my background and experience. I have great respect for the legal system and recognize and support the importance of our jury system. As a former central office administrator in a school district, I have experience with a wide variety of situations involving staff, parents and the general public. Additionally, I work well with others and excel at paying attention to detail; two attributes which are necessary for a successful Jury Board.

In closing, I would be honored to be considered for the Benzie County Jury Board.

Sincerely,



Elizabeth J. Taylor
901 Holiday Court
Beulah MI 49617
419-351-6905
majileo@gmail.com

RECEIVED

MAR 03 2023

TAMMY BOWERS
BENZIE COUNTY CLERK
BEULAH, MI 49617

Michael French Smith

February 24, 2023

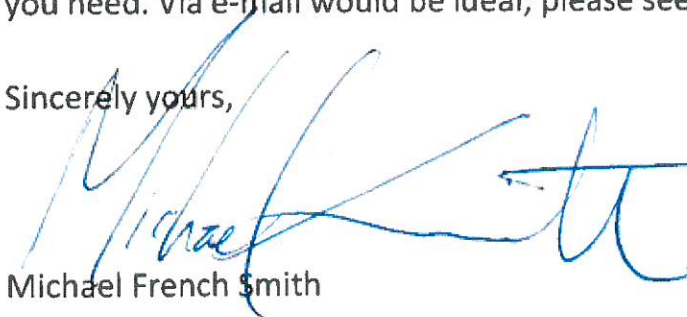
Tammy Bowers
Benzie County Clerk
448 Court Place
Beulah, MI 49617

Dear Ms. Bowers:

I am writing to express my interest in serving on the County Jury Board.

I understand that the Board's political party balance is important, so I'll tell you now that I am a registered Democrat. Please let me know what other information you need. Via e-mail would be ideal; please see my email address below.

Sincerely yours,



Michael French Smith

RECEIVED

FEB 27 2023

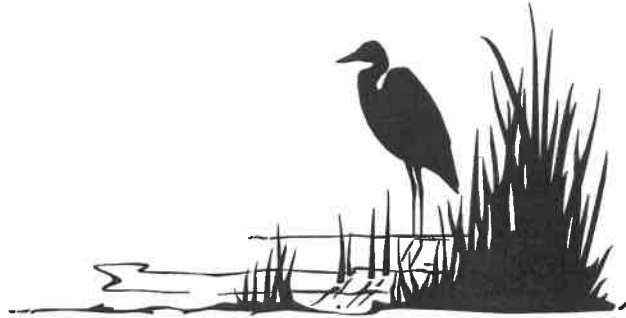
TAMMY BOWERS
BENZIE COUNTY CLERK
BEULAH MI 49617

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

Correspondence

County of Schoolcraft

Chairperson, Paul Walker, District No. 4
Vice-Chairperson, Daniel P. Hoholik, District No. 5
Commissioner Craig Reiter, District No. 1
Commissioner Bruce Birr, District No. 2
Commissioner Troy Bassett, District No. 3
Schoolcraft County Board of Commissioners



Resolution to Honor the Michigan Association of Counties on its 125th Anniversary

SCHOOLCRAFT COUNTY BOARD OF COMMISSIONERS

RESOLUTION # 23-2

HONORING the Michigan Association of Counties

WHEREAS, Michigan's 83 county governments play a central role in the proper delivery of, and oversight for, critical public services for the state's approximately 10 million residents; and

WHEREAS, Michigan county governments are led by Boards of Commissioners, who are elected from their communities; and

WHEREAS, the State Association of Supervisors of Michigan was formed by representatives of 16 counties on Feb. 1, 1898, in the Senate chamber of the Michigan State Capitol in Lansing; and

WHEREAS, the association's name was changed to the Michigan Association of Counties on July 17, 1969; and

WHEREAS, the Michigan Association of Counties is the oldest association representing local governments in Michigan; and

WHEREAS, 48 of Michigan's 83 counties have had at least one of their commissioners (or supervisors prior to 1968) serve as president of the association's Board of Directors; and

WHEREAS, the association created the Michigan Counties Workers' Compensation Fund in 1979 to help county members provide workplace safety and injury insurance services to its employees; and

WHEREAS, the association created the Michigan Association of Counties Service Corporation in 1986 to partner with service providers to help counties save money on everything from health insurance to telecommunications services; and

WHEREAS, the association hosts two major conferences every year to bring together county leaders for briefings on trending public policy issues and to hear from state newsmakers and others; and

WHEREAS, the association's advocacy work in Lansing and beyond has advanced the interests of county governments and the residents they serve; and


WHEREAS, no fewer than five association presidents have served or are serving in the Michigan Legislature in the 21st century, a testament to the culture of public service inculcated by the association.

THEREFORE, BE IT RESOLVED that **SCHOOLCRAFT COUNTY** wishes to commend and honor the Michigan Association of Counties on its 125th Anniversary year.

Vote on the foregoing resolution as follows:

Yeas: 4
Nays: 0
Abstain: 0
Absent: 1

RESOLUTION DECLARED ADOPTED:



Paul Walker, Board Chairman

The undersigned, being the duly qualified and acting Clerk of the County of Schoolcraft, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Schoolcraft County Board of Commissioners at its regular meeting held on the 9th day of March 2023, at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that minutes of such meeting were kept and will be or have been available as required thereby.



Beth A. Edwards
County Clerk of the Schoolcraft County

Dated: March 9, 2023



TUSCOLA COUNTY BOARD OF COMMISSIONERS

125 W. Lincoln Street
Suite 500
Caro, MI 48723

Telephone: 989-672-3700
Fax: 989-672-4011

At a regular meeting of the Board of Commissioners for the County of Tuscola, State of Michigan, on the 16th day of March 2023, with the meeting called to order at 8:00 a.m.

Commissioners Present: *Kim Vaughan, Bill Futz, Matt Koch*

Commissioners Absent: *Thomas Young, Thomas Bardwell*

The following resolution was offered by Commissioner *Koch*,
seconded by Commissioner *Futz*,

TUSCOLA COUNTY BOARD OF COMMISSIONERS RESOLUTION #2023-03 Resolution to Oppose the Camp Grayling Expansion

WHEREAS, Camp Grayling is asking for a 20-year lease of additional land, from the people of Michigan through the Michigan DNR for Military Training Activities, significantly expanding the current area used for this purpose in northern Michigan.

WHEREAS, Northern Michigan relies on the recreational opportunities presented by their beautiful rich forests, pristine rivers, and open farmlands and the people of Northern Michigan want to retain what is left of its rustic and natural outdoor playground atmosphere, for the enjoyment of its citizens and visitors.

WHEREAS, the Proposed Expansion will disrupt the peaceful enjoyment of the Natural Resources owned by the people of Michigan, reduce the effectiveness of the "PURE MICHIGAN Campaign," reduce tourism dollars to community businesses, and create even more hardships for its citizens.

WHEREAS, the Michigan National Guards usages of our public land has already created contamination of the areas ground water and has already been poisoning citizens for years without giving the community a plan for cleanup.

WHEREAS, the proposal increases use within the Manistee, Muskegon and AuSable River watersheds, thus increasing the possibility of contamination in the Great Lakes; since the Manistee and Muskegon Rivers both flow into Lake Michigan. The AuSable River flows into Lake Huron.

WHEREAS, the unnatural noise level of training is tolerated currently, any expansion of the ground and air usage will create a much larger distraction from the serenity of PURE MICHIGAN, driving away citizens and visitors that love their community and the peaceful enjoyment of nature.

WHEREAS, the proposed expansion of Camp Grayling onto DNR lands does not support the Mission Statement of the Michigan Department of Natural Resources: "We are committed to the conservation, protection, management, use and enjoyment of the state's natural and cultural resources for current and future generations."

NOW THEREFORE, BE IT RESOLVED, that the Tuscola County Board of Commissioners hereby opposes the proposed expansion of Camp Grayling.

BE IT FURTHER RESOLVED, that the Tuscola County Board of Commissioners directs the Clerk to forward a copy of this resolution to Shannon Lott, Director of the Michigan Department of Natural Resources, this Counties State Senator and State Representative, and Governor Gretchen Whitmer.

This Resolution was offered by Commissioner Koch; supported by Commissioner Gutz

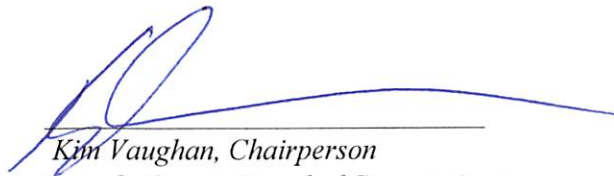
Ayes: Gutz, Koch, Vaughan

Nays: none

Absent: Young, Bardwell

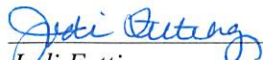
Resolution declared approved dated this 16th day of March, 2023.

Date March 16, 2023


Kim Vaughan, Chairperson
Tuscola County Board of Commissioners

I, Jodi Fetting, Tuscola County Clerk, do hereby certify that the foregoing is a true and complete copy of an agreement approved by the Board of Commissioners at a regular meeting on March 16, 2023.

Date March 16, 2023


Jodi Fetting
Tuscola County Clerk, CCO

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING AGENDA
Wednesday, March 22, 2023 – 2:00 p.m.
Benzie Community Resource Center - Ingemar Johansson Conference Room
6051 Frankfort Highway
Benzonia, MI 49616**

or

Electronically, via conference call

To participate, dial: (213)-282-9788 and enter Conference ID: 807 213 701#

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

Call to Order/Roll Call

Pledge of Allegiance

Approval of Minutes from the Regular Board of Health Meeting of February 22, 2023.

Approval of the Agenda

Public Comment Period

1. Audit Presentation – Anderson Tackman (via Teams)
2. Health Officer Update – Dan Thorell
3. BLDHD BOH - By-Laws and Rules of Order
3. Personnel and Finance Committee Report-Personnel and Finance Committee
 - A. Accounts Payable - Action
 - B. February 2023 - Financial Statements – Action
5. Staff Reports
 - A. Medical Director – Dr. Joshua Meyerson
 - B. Personal Health – Michelle Klein
 - C. Environmental Health Director – Eric Johnston
 - D. Administrative- Dodie Putney

Public Comment Period

Board Comments

Adjourn

By-Law Workgroup Meeting – March 22, 2023 12:00 pm
Benzie Community Resource Center, Roger Griner Conference Room or
Electronically via conference call:
(213) 282-9788 and enter Conference ID: 807 213 701#

Personnel and Finance Comm. Meeting- March 22, 2023 1:00 pm
Benzie Community Resource Center, Roger Griner Conference Room or
Electronically via conference call:
(213) 282-9788 and enter Conference ID: 807 213 701#

**RESOLUTION AFFIRMING
SUPPORT OF ALL CONSTITUTIONAL RIGHTS,
INCLUDING, BUT NOT LIMITED TO,
THE RIGHT OF THE PEOPLE TO BEAR ARMS
AND
TO ADEQUATELY FUNDING MENTAL HEALTH SERVICES
BY BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF IRON**

WHEREAS the issue of constitutional rights, including but not limited to, the Second Amendment to the Constitution of the United States of America has been in the spotlight of public discussion of recent;

WHEREAS public discussion of such constitutional rights is a hallmark of public discourse in a democracy;

WHEREAS some individuals are of the belief that county government has the authority to not enforce duly adopted laws, regulations and/or rules, which are claimed to be in conflict with constitutional rights of individuals within the State of Michigan and the United States of America;

WHEREAS our civil council has opined that the selective enforcement of constitutional laws, regulations and/or rules by Michigan county government is in violation of the Constitution and Laws of both the State of Michigan and the United States of America;

WHEREAS the Board of County of Commissioners of the County of Iron on December 7, 1997, adopted a Resolution of Recognition of Bill of Rights in the Constitution of United States of America, which remains on prominent display at the Iron County, Michigan Courthouse;

WHEREAS all elected county and state office holders take an oath of office under which the office holder supports the Constitution of the United States of America and Constitution of Michigan and to faithfully discharge the duties of such offices;

WHEREAS the lawful ownership, possession and use of firearms is part of the cultural heritage within Iron County, Michigan;

WHEREAS it is common for firearms to be family heirlooms that pass from generation to generation as a permanent connection of the past to the present within extended families;

WHEREAS funding for mental health services in the State of Michigan is woefully underfunded causing a failure to adequately provide services to persons of the State of Michigan whom are in need of mental health services; and

WHEREAS recent high profile firearm shootings involved many individuals that have mental health issues the mental health systems nationwide failed to timely, appropriately and adequately provide services to such individuals;

NOW THEREFORE BE IT RESOLVED that the **BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF IRON** does support and will continue to honor the pledge to support the Constitution of the United States of America as well as the Constitution of the State of Michigan, including all amendments thereto;

BE IT FURTHER RESOLVED that the **BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF IRON** direct our legislators whom act as representatives of the People of the State of Michigan to:

- A. Not undertake legislation that is in conflict with the Second Amendment to the United States of America and Article 1 § 6 of the Michigan Constitution of 1963, including:
 1. Red Flag Laws, excluding the present Personal Protection Order process;
 2. Registration requirements of full or long firearms;
 3. Mandatory storage schemes for firearms;
 4. Additional limitations on the lawful ownership and use of firearms; and
 5. Adoption of other schemes of regulation of firearms that infringe on the foregoing constitutional guarantees of the People of the State of Michigan.
- B. Adhere to their oath of office and not adopt legislation, rules, regulations and/or requirements that conflict with the Second

Amendment to the Constitution of the United States and Article 1
§ 6 of the Michigan Constitution and any final judicial
determinations thereto;

- C. Adequately fund mental health services available in all our communities to provide for timely intervention with appropriate and adequate mental health services as an investment in the human capital of all persons of the State of Michigan; and
- D. Insure that the providing of adequately funded mental health services is accomplished by methods that do not infringe on the statutory and constitutional rights of those in need of mental health services.

BE IT FURTHER RESOLVED that if in exercise of discretion by the Office of Sheriff and Office of Prosecuting Attorney both of the County of Iron, determine that a law has been adopted which violates the Constitution of the United States of America, the Constitution of the State of Michigan, and any final judicial determinations thereto, that the **BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF IRON** supports the lawful exercise of discretion not to enforce an unconstitutional law against any law abiding person within the County of Iron;

BE IT FURTHER RESOLVED, that the **BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF IRON** directs its staff to provide a copy of this Resolution to:

- A. Each township in the County of Iron;
- B. Each city and village in the County of Iron;
- C. Each department head of the County of Iron;
- D. Each county in the State of Michigan;
- E. The Michigan House of Representative;
- F. The Michigan Senate;
- G. The Governor of the State of Michigan
- H. Each United States Senator for the State of Michigan; and
- I. Each United States Congressman for the State of Michigan.

The foregoing resolution was offered by Commissioner Jacob Conery
and supported by Commissioner Ean Bruette.

Yeas: Bruette, Conery, Stafford, Stauber

Nays: None

Absent: Peretto

Resolution: Adopted

I hereby certify that the foregoing is a true and correct copy of the resolution adopted at a meeting of the **BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF IRON** held on March 14, 2023.

BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF IRON

By: Julie Kezerle
Julie Kezerle
Its Clerk



COUNTY CLERK'S OFFICE

Tracey Cochran, County Clerk

301 West Upton

Reed City, MI 49677

(231) 832-3261, (231) 832-6149 FAX; oscclerk1@osceolacountymi.com

Resolution to Honor the Michigan Association of Counties on its 125th Anniversary

OSCEOLA COUNTY
BOARD OF COMMISSIONERS

RESOLUTION #2023-0004 HONORING the Michigan Association of Counties

WHEREAS, Michigan's 83 county governments play a central role in the proper delivery of, and oversight for, critical public services for the state's approximately 10 million residents; and

WHEREAS, Michigan county governments are led by Boards of Commissioners, who are elected from their communities; and

WHEREAS, the State Association of Supervisors of Michigan was formed by representatives of 16 counties on Feb. 1, 1898, in the Senate chamber of the Michigan State Capitol in Lansing; and

WHEREAS, the association's name was changed to the Michigan Association of Counties on July 17, 1969; and

WHEREAS, the Michigan Association of Counties is the oldest association representing local governments in Michigan; and

WHEREAS, 48 of Michigan's 83 counties have had at least one of their commissioners (or supervisors prior to 1968) serve as president of the association's Board of Directors; and

WHEREAS, the association created the Michigan Counties Workers' Compensation Fund in 1979 to help county members provide workplace safety and injury insurance services to its employees; and

WHEREAS, the association created the Michigan Association of Counties Service Corporation in 1986 to partner with service providers to help counties save money on everything from health insurance to telecommunications services; and

WHEREAS, the association hosts two major conferences every year to bring together county leaders for briefings on trending public policy issues and to hear from state newsmakers and others; and

WHEREAS, the association's advocacy work in Lansing and beyond has advanced the interests of county governments and the residents they serve; and

WHEREAS, no fewer than five association presidents have served or are serving in the Michigan Legislature in the 21st century, a testament to the culture of public service inculcated by the association

THEREFORE, BE IT RESOLVED that OSCEOLA COUNTY wishes to commend and honor the Michigan Association of Counties on its 125th Anniversary year.

STATE OF MICHIGAN)

)ss.

COUNTY OF OSCEOLA)

I, the undersigned, the duly qualified and acting Clerk of the County of Osceola, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the County Board of Commissioners at a regular meeting on the 21st day of February, 2023, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 21st day of February 2023.



Tracey Cochran
Osceola County Clerk

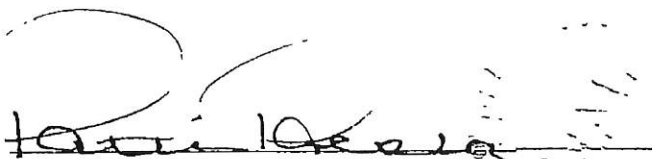
RESOLUTION DEDICATING COURTROOM A TO THE HONORABLE MARK S. WICKENS

STATE OF MICHIGAN) ss
COUNTY OF LAKE)

**STATE OF MICHIGAN
LAKE COUNTY BOARD OF COMMISSIONERS
RESOLUTION #2023-06 2/22/2023**

I, Patti Pacola, County Clerk do hereby certify that the foregoing is a true copy of Resolution #2023-06 adopted by the Lake County Board of Commissioners at a regular session held on the 22nd day of February, 2023.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal at Baldwin, Michigan, this 22nd day of February, 2023.


Patti Pacola
Lake County Clerk