

# **BENZIE COUNTY BOARD OF COMMISSIONERS**

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

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

## **ORGANIZATIONAL MEETING AGENDA**

**JANUARY 3, 2024**

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

**Join Meeting**

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

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

**Turn all cell phones or other electronic devices to off or set to “mute” or “vibrate” avoid disruption during the meeting.**

9:00 a.m.      CALL TO ORDER  
ROLL CALL  
INVOCATION AND PLEDGE OF ALLEGIANCE  
ELECTION OF CHAIRMAN  
ELECTION OF VICE CHAIRMAN  
APPROVAL OF AGENDA  
PUBLIC COMMENT  
ADOPTION OF MEETING DATES AND TIMES FOR 2024  
ADOPTION OF BOARD RULES  
APPROVAL OF PUBLIC COMMENT STATEMENT  
COMMITTEE APPOINTMENTS  
ADOPTION OF DEPOSITORIES – Resolution 2024-001  
ADOPTION OF ACH – Resolution 2024-002  
FAIR HOUSING – Resolution 2024-003  
PUBLIC COMMENT  
ADJOURNMENT

## 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).....	231-510-8804
District V –	Tim Markey (Homestead and Benzonia Twp sections 31, 36 and 35 West of Case Road).....	231-822-4066
District VI -	Evan Warsecke (Colfax, Inland except sections 1-6, section 7 lying west of Maple City Hwy and North of US-31).....	231-822-4065
District VII -	Gary Sauer (Blaine, Gilmore, Joyfield, Weldon) .....	231-651-0647

January 3, 2024

**2024**  
**BENZIE COUNTY BOARD OF COMMISSIONERS**  
**REGULAR MEETINGS**



Regular meetings of the Benzie County Board of Commissioners will be held in the Commissioners Room, Government Center, Beulah, Michigan. The meetings will be held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month unless changed by the Board of Commissioners. Except for March and December there will only be one meeting on the second Tuesday.

**All regular meetings will begin at 9:00 a.m. Study Sessions meetings will typically begin at 1:30 p.m. after the first meeting of the month. Additional meetings may be called as necessary.**

The Benzie County Board of Commissioners will follow "Robert's Rules of Order as Revised."

January	3	9:00 a.m.	Organizational Meeting
	9	9:00 a.m.	
	23	9:00 a.m.	
February	13	9:00 a.m.	
	27	9:00 a.m.	
March	12	9:00 a.m.	
April	9	9:00 a.m.	Equalization Report
	23	9:00 a.m.	
May	14	9:00 a.m.	
	28	9:00 a.m.	
June	11	9:00 a.m.	Summer Tax Hearing
	25	9:00 a.m.	
July	9	9:00 a.m.	
	23	9:00 a.m.	
August	13	9:00 a.m.	Disburse 2024/2025 Draft Budget & Set Public Hearing for 8/27/2024 Public Hearing for 2024/2025 Budget
	27	9:00 a.m.	
September	10	9:00 a.m.	Accept L 4029 – 2024 Millage Report; Adopt 2024-25 Budget, Apportionment Report/Set Elected Officials Salaries Annual Meeting *****MAC Annual Conference Sept 24 through Sept 26)**
	24	9:00 a.m.	
October	8	9:00 a.m.	
	22	9:00 a.m.	
November	12	9:00 a.m.	
	26	9:00 a.m.	
December	10	9:00 a.m.	Commission on Aging Annual Meeting

**HOLIDAYS: The Government Center will be closed the following days:**

January	1	New Year's Day (Monday)
January	15	Martin Luther King Jr Day (Monday)
February	19	President's Day (Monday)
May	27	Memorial Day (Monday)
June	19	Juneteenth *****Courts Only***** (Wednesday)
July	4	Independence Day (Thursday)
September	2	Labor Day (Monday)
November	11	Veteran's Day (Monday)
November	28-29	Thanksgiving Holiday (Thursday/Friday)
December	24-25	Christmas Holiday (Tuesday/Wednesday)
December	31- 1	New Year's Eve/Day (Tuesday, December 31, 2023/Wednesday, January 1, 2024)

**BOARD RULES**  
Adopted: January 3, 2024

**1. MEETINGS**

- 1.1 Regular Schedule.** Regular meetings of the board of commissioners are held on the second and fourth Tuesday of each month. Any regular or adjourned meeting of the board which falls upon a legal holiday (Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, the day before Christmas, Christmas Day, the day before New Years, and New Years Day) shall automatically be set over to the next regular day following that is not a legal holiday at the same time and place indicated for the regularly scheduled meeting, unless the board, in session, determines otherwise.
- 1.11** The Tuesday immediately following the second Monday of each April, this being the Statutory Equalization meeting. Required by state statute (MCL 209.5).
- 1.12** Annual meeting date after September 14 but before October 16. Required by state statute (MCL 46.1).
- 1.2 Time.** The regular meetings of the board of commissioners shall be held on the second and fourth Tuesdays at 9:00 a.m., unless changed by the Board of Commissioners.
- 1.3 Place.** The board shall meet in the Benzie County Government Center.
- 1.4 Change in Schedule.** Changes in the meeting schedule, including time and place, additional meetings, and meetings adjourned or recessed to a specific time and place, may be made by majority vote of the board of commissioners, such change to be recorded in the minutes of the meeting in which the change is made. Meetings may be adjourned or recessed "at the call of the chair" by majority vote of the board of commissioners present and constituting a quorum. Meetings adjourned or recessed for more than 36 hours "at the call of the chair" unless the board provides otherwise may be reconvened only public notice has been posted at least 18 hours before the time of the reconvening. All such changes shall be in compliance with the Open Meeting Act, MCL 15.261 et seq.
- 1.5 Special Meetings.**
- 1.51 Petition and Notice.** A special meeting of the board of commissioners shall be held only when requested by one-third of the members, which request shall be in writing, addressed to the county clerk and specifying the time, place and purpose of the meeting. Upon receipt of the request, the clerk shall immediately give notice to each board member with at least 18 hours' notice before the time of such meeting in one of the manners provided as follows:
- via a confirmed facsimile transmission to the commissioner's residence
  - via personal delivery of the notice of the special meeting to the commissioner
  - leaving the notice of the special meeting at the residence of the commissioner
  - email to address previously supplied for such purpose by the commissioner
  - via text message to the commissioner

The clerk shall post at least 18 hours before the meeting a Public Notice as required by the Open Meetings Act.

- 1.6 Public Notice of Meetings. The clerk of the board of commissioners each year shall give public notice of the regular schedule of time and place in one or more newspapers circulated in the county, and by posting the schedule in the Benzie County Government Center in compliance with the Open Meetings Act. Public notice of special or rescheduled meetings and reconvening of meetings which have been adjourned or recessed for more than 36 hours shall be given by informing the newspaper in the county and posting notice in the courthouse as required by the Open Meetings Act.
- 1.7 Public Meetings. The meetings of the board of commissioners shall be open and accessible to the public and all persons may attend its meetings. The board of commissioners may also make meetings available to the public and staff via virtual means. However, virtual participation by members of the board of commissioners will only be permitted as set forth in the Open Meetings Act (e.g. members absent due to active military duty).

## 2. QUORUM

Quorum. A majority of commissioners shall constitute a quorum for the transaction of the ordinary business of the county.

Absence of Quorum. Upon the absence of a quorum, the members present may recess from time to time or to a time certain. Public notice is not required if the time set for reconvening is less than one hour. All Open Meetings Act requirements shall be adhered to.

## 3. VOTING

Majority Vote. All questions which shall arise at the meetings of the board of commissioners shall be determined by the votes of a majority of the members present, except (1) upon the final adoption of any measure of resolution, or the allowance of any claim against the county, which matters shall be determined by a majority of all the members elected and serving, and (2) upon the final adoption of any matters which by statute require a greater majority.

Roll Call Votes. The names and votes of members shall be recorded on an action which is taken by the board of county commissioners if the action is on an ordinance, resolution, expenditure of funds, or appointment or election of an officer, except that for the election of a board chair the vote may be by secret ballot.

Secret Ballot Voting. No vote may be taken by secret ballot on any matter except on the question of election of the chair of the board.

Voting Mandatory. Each member present shall be required to vote on every question unless excused by the chairman upon good cause shown.

Reconsideration of Vote. On all votes any member may move for reconsideration. However, no motion for reconsideration shall be in order unless it is made in the same meeting or the meeting next succeeding the meeting on which the vote to be reconsidered was taken. No matter may be twice reconsidered. For purposes of this rule, the term "meeting" shall mean any session which proceeds uninterrupted by an adjournment or recess of greater than three hours.

## 4. ORGANIZATION

### 4.1 Chair

4.11 Election. During the first meeting in each calendar year, the Board of Commissioners shall select, by majority vote of all the members, one of its members to serve as chair of the board for a one-year term, effective January 1. He/She shall take office and assume the duties immediately upon election.

### 4.12 Duties.

4.121 The chair, if present, shall preside at all meetings of the board of commissioners, preserve order, and decide questions of order subject to appeal to the board.

- 4.122 The chair shall be the designated signor for the board regarding contracts, orders, resolutions, determinations, and minutes of the board and in the certification of the tax rolls.
- 4.123 The chair shall serve in such capacities and make appointments, subject to approval of a majority of the members of the board, as the law shall require.
- 4.124 The chair shall serve ex officio on all board committees. He/She shall not have a right to vote in committee unless he/she is expressly named a member of that committee.
- 4.125 The chair, for purposes of representing the county in various functional or ceremonial capacities, shall be considered as the chief elected official of the county.
- 4.126 Upon his/her election and subject to the approval of a majority of all members of the board, the chair shall proceed to appoint the members of all board standing committees and shall designate the chair of each committee. The term of each appointee to a board standing committee shall be for one (1) year but shall terminate as of the date such person ceases to be a member of the board of commissioners.

In addition, the chair shall, subject to the approval of the majority of all members of the board, appoint all board members who are designated to serve as a board liaison to those boards and commissions listed in section 4.4, below, as well as to any similar such board or commission where the appointee is to act as a liaison between said board or commission and the board of commissioners, and where such appointee serves as a member of such other board or commission by virtue of his or her board of commissioners membership. Such appointments shall be for one (1) year but shall terminate as of the date such person ceases to be a member of the board of commissioners.

Further, the chair shall, subject to the approval of the majority of all members of the board, appoint all those board members who are appointed to serve on various authorities and other agencies. Except as may be required by statute or bylaw of such authority or other agency, such appointment shall be for one (1) year but shall terminate as of the date such person ceases to be a member of the board of commissioners.

- 4.1271 All appointments assigned to sitting Commissioners are annual, except where dictated or mandated by statute.
- 4.1272 County Commissioners appointed to serve on boards and commissions shall be deemed to serve by virtue of their position as a County Commissioner. For such Commissioners, said appointment shall continue only so long as the commissioner continues in office, unless otherwise dictated or mandated by statute. At the point a Commissioner so appointed vacates the office of County Commissioner, all appointments enjoyed by virtue of that office shall also terminate.
- 4.127 The chair of the board shall have the power to administer an oath to any person concerning any matter submitted to the board of commissioners or any matter connected with the discharge of their duties, to issue subpoenas for witnesses and to compel their attendance in the same manner as courts of law as authorized by state statute.
- 4.128 The chair of the board, when appropriate, shall refer matters coming before the board to one of the committees of the board and he/she shall resolve all jurisdictional

disputes between committees, decisions over which shall be subject to these rules and subject to appeal to the board.

#### 4.2 Vice-Chair.

- 4.21 Election. During the first meeting in each calendar year, the board of commissioners shall select, by majority vote of all the members, one of its members to serve as vice-chair of the board. He/She shall take office and assume the duties immediately upon his election.
- 4.22 Duties.
  - 4.221 The vice-chair shall preside over meetings of the board if the chair is absent.
  - 4.222 The vice-chair when he/she is present shall preside at all Board study sessions, and work group meetings.

#### 4.3 Clerk.

- 4.31 Designation. The clerk of the county shall perform all statutory required duties for the board of commissioners. He/She, or his/her appointed deputy, shall perform all duties pertaining to such office.
- 4.32 Duties. The clerk's duties include the following:
  - 4.321 To record all the proceedings of the board in a book provided for that purpose. MINUTES. A copy of the minutes of each board meeting shall be prepared and transmitted to each board member promptly. The county clerk or his/her designee shall prepare minutes as required by the Open Meetings Act, 1976 PA 267.
  - 4.322 To make regular entries of all the board's resolutions and decisions upon all questions.
  - 4.323 To record the vote of each commissioner on any question submitted to the board.
  - 4.324 To preserve and file all accounts acted upon by the board and for no reason allow such accounts to be taken from his/her office.
  - 4.325 To certify, under Seal of the Circuit Court, without charge, copies of any and all resolutions or decisions on any of the proceedings of the board of commissioners, when required by the board or any of its members; or when required by any other person upon payment of fifty cents (\$.50) per folio or as otherwise required by the Freedom of Information Act.
  - 4.326 To preside, until a chair or temporary chair is elected, during the first meeting of the board of commissioners in every calendar year.
  - 4.327 To perform such other and further duties as the board, by resolution, may require.
- 4.33 Absence. In the event the clerk or his or her duly appointed deputy is absent from a meeting of the board, the chair, with approval of a majority of the commissioners present and voting, may appoint another person to act as temporary clerk until the clerk or the duly appointed deputy arrives.

In the absence of both chair and vice chair, the following commissioners will be delegated to be in charge, in the following order: board member seniority based on years of service and then alphabetical order.

Parliamentarian. The county clerk of the county shall advise the chair and the board of commissioners regarding questions of parliamentary procedures.

- 4.4 Committees. The board of commissioners shall have the following committees:

## **STANDING COMMITTEES**

Joint Court

Commission on Aging

Study Sessions/Work Group (previously Committee of the Whole)

Building and Grounds

## **COUNTY COMMISSION LIAISON**

Building Authority

Chamber of Commerce

Conservation District

Human Services Department (DHHS, Maples)

Land Bank Authority

Road Commission

911 Central Dispatch

Transportation

## **APPOINTMENTS TO AUTHORITIES AND OTHER AGENCIES**

Airport Authority

Area Agency on Aging

Benzie Housing Committee (county)

Benzie Senior Resources (formerly Council on Aging & Benzie Home Health Care)

Betsie River Watershed

Betsie River Zoning Board of Appeals

Betsie Valley Trailway Mgt Council

Benzie-Leelanau Public Health

Benzie-Leelanau Public Health Board of Appeals

Centra Wellness -- CMH

Central Dispatch Advisory

Domestic Violence Task Force

EDC/BRA (Benzie)

Human Services Collaborative Body – HSCB

LEPC/LPT

MAC Health and Human Services

MAC Judiciary and Public Safety

MAC Environment

MAC Finance & General Governance

MAC Transportation

MAC Ag & Tourism

MAC Worker's Comp Fund

Networks Northwest/Council of Government

Northern Michigan Regional Entity

Northern Michigan Counties Association

Natural River ZBA

Northwest Michigan Community Action Agency

Parks & Recreation Commission

Platte River Watershed Committee

Point Betsie Lighthouse

School and Youth Resource

Soil Erosion Board of Appeals  
Solid Waste Advisory Committee  
Township Association & Local Municipalities  
Veterans Affairs

4.5 Duties: Each committee shall:

- 4.511 Report to the board.
- 4.512 Review all appropriation requests most directly related to its own functions and make recommendations thereon for referral to and consideration by the board.
- 4.513 Report and recommend allowance or disallowance of all claims relating to the jurisdiction of the committee as prescribed by these rules.
- 4.514 Act as liaison between the board of commissioners and the several county officers, boards, commissions and agencies respecting matters under the jurisdiction of the committee as prescribed by these rules, except as the board shall otherwise direct.
- 4.515 Have and perform such other duties as the board may direct.

4.6 Committee Meetings. Committee meetings are subject to the requirement of the Open Meetings Act. Regular meetings shall be posted within 10 days after the first meeting of the committee in each calendar or fiscal year a public notice stating the dates, times, and places of its regular meetings. For a change in schedule of regular meetings of a public body, there shall be posted within three days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings. For a rescheduled regular or a special meeting of a public body, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting.

4.7 Committee Voting. The names and votes of members shall be recorded on an action which is taken by a committee of the board.

4.8 Special Committees. Subject to the approval of the board of commissioners, the chair of the board may establish special committees and designate commissioners to serve thereon. The membership of special committees shall automatically be terminated upon the succession to office of a new chair of the board.

5. CONDUCT OF BOARD OF COMMISSIONER MEETINGS

5.1 Order of Business

5.11 Regular Order. The regular order shall be as follows:

Call to Order

Roll Call

Invocation and Pledge of Allegiance

Approval of Agenda

Approval and/or Correction of Minutes

First Public Comment (Limit 3 minutes unless extended by the chair or a majority of the board of commissioners)

Elected Officials & Dept Head Updates

Finance – Approval of Bills

Consent Calendar Approval

Items removed from Consent Calendar

Old Business

New Business

Committee Appointments

Commissioner Reports (Last meeting of the month only)

County Administrator Report

Presentation of Correspondence

Second Public Comment (Limit 3 minutes unless extended by the chair or a majority of the board of commissioners)

Adjournment

5.2 Agenda. On the fourth day before each regular and adjourned regular meeting of the board, the clerk shall provide to each member an agenda for the meeting, by placing in their mailbox at the Government Center or by placing said agenda on the county web site. Contained therewith shall be a brief description of all matters to be considered and arranged in accordance with the order specified above. All information to be placed on the agenda must be received by the clerk of the board no later than 5:00 p.m. on the Wednesday immediately preceding said regular or adjourned regular meeting. Only with majority consent of the members present may any committee report, other than reports on routine claims, be acted upon by the board of commissioners at any regular or adjourned regular meeting.

5.21 Agenda Priorities. All matters to be placed on the agenda under one of the specific categories above shall be given priority of order on the basis of date and time received by the clerk of the board.

## 6. RIGHTS AND DUTIES OF COMMISSIONERS

Speaking Priorities. The sponsor of any properly moved and seconded motion, resolution, ordinance, or report, shall have the right to speak for up to 3 minutes, after the formal introduction but prior to any discussion of the matter on the floor. In any case where there may be more than one sponsor to a particular motion, resolution, ordinance or report, it shall be in the discretion of the chair which person shall exercise the right given by this rule to first speak on the pending matter. Before speaking, each member shall address the chair. If two or more members seek recognition to speak at the same time, the chair shall designate the order in which they shall speak. No member, while addressing the Board, shall be interrupted, except to be called to order; and thereupon, shall immediately cease talking and be seated. Every commissioner shall vote on all questions unless excused by the chair. The chair shall vote on all questions unless excused by the board.

Commentary: Matters brought up which are not on the agenda almost always are referred to committee a motion to refer is not debatable. This rule guarantees the sponsor the right to explain the matter briefly before its referral.

7. NON-MEMBERS ADDRESSES TO COMMISSION – Only members of the board of commissioners shall be given the floor to speak during any board meeting except: County officials may speak after receiving recognition from the chairman of the board.

7.1 Any person who, with the consent of the chair of the board or a majority of any board committee, has been given permission to be listed in an appropriate place on the agenda for the purpose of addressing the commission. Public comment as required by the Open Meetings Act is permitted.

7.2 In compliance with the Open Meetings Act: The County Board will operate under the following rules. To allow for public input. Each person wishing to speak may have up to three (3) minutes to make a statement or an address (this does not include the right to question members or individuals present). If persons know they will need more time, they should contact the County Clerk **by 5:00 p.m. on the Wednesday prior to said meeting** so that time may be allotted them on the agenda if approved by the board of commissioners.

7.3 Time has been allotted in the above schedule so that people may be heard without interrupting the County Board agenda and conduct of essential business.

## 8. PARLIAMENTARY AUTHORITY AND PROCEDURE

8.1 Authority. The current version of Robert's Rules of Order shall apply to all questions of parliamentary procedure which are not otherwise provided by these rules or state law.

### 8.2 Procedure.

- 8.21 Motions, Resolutions, Committee Reports. No motion shall be debated or voted upon unless seconded. It shall then be stated by the chair before debate. Any motion, with the permission of the person who moved and seconded it, may be withdrawn at any time before it has been adopted. Discussion does not constitute a second to a motion.
- 8.22 Motion to Clear the Floor. If in the judgment of the chair, procedural matters have become confused, the chair may request a "motion to clear the floor". Such motion, if made and seconded, shall take precedence over all other motions and shall not be subject to debate, or if carried, to a motion to reconsider. The motion to clear the floor, if carried, shall clear the floor completely and with the same effect as if all matters on the floor were withdrawn.
- 8.23 Order of Precedence of Motions. When a motion is seconded and is before the board, no other motion shall be received except the following:
  - To fix the time to which to adjourn
  - To adjourn
  - To move the previous question
  - To lay on the table
  - To postpone indefinitely
  - To postpone to a time certain
  - To refer
  - To amendThese motions shall have precedence in the order as named above.
- 8.24 Suspension of the Rules. These rules may be temporarily suspended only by a majority vote of all the members of the board in order to facilitate the accomplishment of any legal objective of the board in a legal matter.
- 8.25 For any future grant applications, the county board shall receive them in a timely manner so that the Commissioners can read, understand and render informed decisions pertaining to any grant applied for.
- 8.26 Division of Question. Upon request by any member, any question before the board may be divided and separated into more than one question; provided, however, that such may be done only when the original is of such a nature that upon division, each of the resulting questions is a complete question permitting independent consideration and action.
- 8.27 USE OF CELL PHONES. During meetings of the board, including committee meetings, all cell phones or other electronic devices shall be turned off or set to "mute" or "vibrate" in order to avoid disruption. Commissioners choosing to answer cell phone calls shall leave the table, and if necessary, the room, in order to avoid disruption. Notices of board and committee meetings shall include a request that all cell phones or other electronic devices be turned off or set to "mute" or "vibrate" in order to avoid disruption during the meeting. Disruption of a meeting by inappropriate use of a cell phone may be addressed in the same manner as other inappropriate disruptions.

9. ADOPTION AND AMENDMENT OF RULES

These rules having been adopted by not less than a majority of all the members of the board may be amended or rescinded by majority vote of all the members of the board. They shall remain in effect until amended or rescinded. Any proposed amendment to these rules, properly presented to the board of commissioners, shall take immediate effect when adopted, unless the board at the time of adoption stipulates otherwise.

10. ETHICAL PRINCIPLES OF CONDUCT RELATING TO THE PROCESS AND MANAGEMENT OF CONFIDENTIAL MATTERS

It is imperative from time to time that matters will come before the county that require confidential management. Matters and/or opinions sought require the action and direction of the Corporate Counsel or other properly retained legal counsel.

Those matters which come before the Benzie County Board of Commissioners that are subject to the attorney-client privilege or are protected by the attorney work product doctrine are considered confidential matters. Confidential matters include written opinions protected by the attorney-client privilege and/or communications between the Benzie County Board of Commissioners and its Corporate Counsel or other legal counsel retained by the Benzie County Board of Commissioners. Nothing in this rule shall be construed to be contrary to Michigan's Open Meetings Act or should be construed to prohibit the disclosure or dissemination of material that is subject to disclosure under Michigan's Freedom of Information Act.

10.1 Those services of the Corporate Counsel, or other properly retained legal counsel, retained by the Benzie County Board of Commissioners, shall be discussed by the Board of Commissioners in open session and subject to a motion authorizing the Corporate Counsel or other legal counsel to perform legal services on behalf of the Benzie County Board of Commissioners, prior to said services (tasks) being performed whenever possible. When legal services are required prior to the Board of Commissioners meeting or in preparation for that meeting, then the County Administrator, after conferring with the Chair or Vice Chair, is authorized to obtain and task for such legal services.

10.1.1 Once the Benzie County Corporate counsel or other legal counsel has been properly retained by the Benzie County Board of Commissioners and provided a detailed explanation of the services sought, the Chair of the Benzie County Board of Commissioners or the County Administrator will communicate with the Benzie County Corporate Counsel or other legal counsel with regard to the status of the project and shall be the recipient of written status reports and other communications from the Benzie County Corporation Counsel or other legal counsel.

10.1.2 Commissioner seeking information or query prior to final disposition or legal opinion will be referred to section 10.3 of the Board Rules.

10.2 The Administrator for the County of Benzie shall maintain a separate file for those communications with the Benzie County Corporate Counsel and other legal counsel which are subject to the attorney-client privilege. Upon request, any member of the Benzie County Board of Commissioners may review said materials but shall not disseminate or discuss to any third party the contents of communication subject to the attorney-client privilege.

10.3 In the event that a member of the Benzie County Board of Commissioners has questions regarding a confidential matter including, but not necessarily limited to, a communication

that is subject to the attorney-client privilege, that Commissioner or party shall prepare a written communication to the Benzie County Administrator and Board Chair outlining any issues or questions regarding the confidential matter or communication. Responses to those written communications then will be processed by the Chair of the County Board of Commissioners and in most situations simultaneously shared with the entire Board of Commissioners.

10.4 One set of documents or related materials submitted to the Administrator or Chair will be kept and on file. Files are not to be copied nor leave the Administrator's office. Also, sharing or communicating any information related to the confidential work, including conversations, in progress or content of the documents will be considered a breach of the "Board's" trust.

10.5 Members of the Benzie County Board of Commissioners may, by majority roll call vote, or two-thirds (2/3's) vote if required by the Open Meetings Act, move for entry into a closed session for those purposes authorized under the Michigan Open Meetings Act.

11. PUBLIC MEETINGS. Board meetings shall be open to the public as required by the Open Meetings Act.

Section 10.1 amended – 10/18/2005

Section 4.11 amended – 1/10/2006

Section 4.1271 amended – 1/10/2006

Section 4.1272 amended – 1/10/2006

Sections 1.1, 1.2, 4.33, 4.51, 5.11 amended – 1/19/2010

Sections 1.2, 4.4 amended – 1/4/2011

Sections 1.2, 4.4 and 5.11 amended – 1/4/2012

Section 1.1, 1.2, 4.4 and 5.11 amended – 1/2/2013

Section 1.1, 1.2, 4.4 and 5.11 amended – 1/15/2013

Section 1.2 and 5.11 – 1/7/2014

Section 4.4 – 1/6/2015

Section 4.127 – 2/10/2015

Sections 5.11, 7.2, page 10 items 2 and 3 – 1/3/2017

Sections 4.125, 4.4, 5.11, page 12 #11. – 1/2/2019

Sections 1.1, 1.2, 1.5, 4.4, 5.11. All reference to chairman and/or chairperson will be changed to chair. – 1/7/2020

Section 5.11; page 11 #1 per diem rate. – 1/5/2021

## POLICY ON COMPENSATION

1. Effective January 1, 2023, per diem be set at \$40.00 for each meeting four hours or less, meetings lasting longer than four hours is considered two meetings (\$80.00) and after eight hours will be considered 3 meetings (\$120.00) for per diem.
2. Per diem shall not be paid for attending scheduled regular or reconvened county board meetings. However, per diem shall be paid for attending village, city and township board meetings of the district they represent, special board meetings, committee meetings, and special assignment meetings. Special assigned meetings are meetings attended at the direction of the Board of Commissioner or by the Chair of the Board of Commissioners and may also be paid per diem. Proper documentation can be obtained and filed with the County Administrator.
3. Mileage will be authorized for attending reconvened or special county board meetings, village, city and township meetings of the district they represent, committee meetings, special assignment meetings, functions benefiting Benzie County, or meetings attended at the direction of the Board of Commissioners or by the Chair of the Board of Commissioners, at the rate established by the Board of Commissioners.
4. Hotel expenses will be paid while attending special assignments, functions or meetings attended by the direction of the Board of Commissioners or by the chair of the Board of Commissioners that are held outside of Benzie County.
5. All Per diem requests shall be submitted to Administration by the Wednesday before the next regularly scheduled Accounts Payable check run to avoid delay in payment. All per diems will be reviewed by a designated board member before processing. (Added 1/12/2016)

County department heads will be expected to administer their yearly budgets under the guidance of Administration in a reasonable and prudent manner, and should not expect supervision from the county board or its finance committee except:

- (a) When unexpected changes in county financing make it necessary, by board action, to request or impose amendments in departmental appropriations.
- (b) When, due to unforeseen circumstances or an emergency, it is necessary for a department head to request a supplemental appropriation not included in his or her original departmental budget.
- (c) When, in the judgment of a majority of the members of the county board, a department head demonstrates clear inability to administer public funds in a reasonable and prudent manner.
- (d) When the county board, through the chair and vice-chair, is reviewing budgetary requirements for the upcoming year.

## BOARD PRACTICES

1. Decisions shall be made by a majority vote of all commissioners present at board meetings.
2. No one individual commissioner has any authority to advise Government Center employees what to do or what not to do. This applies to any chair of a committee.
3. The services of Corporate Counsel will be coordinated through the County Board Chair and the County Administrator.
4. Individual commissioners shall not write instructive memos to Department Heads without support of the full board.
5. Commissioners who write and sign individual letters may not imply that the letter is by or on the behalf of the Board of Commissioners and may not use Benzie County letterhead.
6. Department liaison positions are only to take information from the board of commissioners to a department and vice versa, not to advise those departments how they should or should not be run.
7. Commissioners who attend committee meetings to which they have not been assigned will not be reimbursed for that attendance.
8. The Board should work with Administration to present motions in writing to the Clerk prior to the meeting.
9. Effort should be made to carpool to out-of-town meetings.
10. Requests for per diem payments shall be submitted on a monthly basis.
11. All requests must go through the Administrator for placement on the Agenda before being brought to the Board, unless determined by the Chair and/or Vice Chair to require immediate action by the board.
12. Every odd year, the Board will consult legal counsel to review its Board Rules and Practices.
13. Concerns or complaints regarding employee conduct or practice shall be given to the Chair and Administrator.
14. All policies adopted by the Board are binding on the Board.

## 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).....	231-510-8804
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

# Committee Appointments

Updated 5/16/23

Standing Committees				
Committee	Commissioner Representative	Meeting Date & Time	Meeting Location	Contact Person
Emergency Medical Services	Roelofs	3 <sup>rd</sup> Tuesday 3:30 pm	Commission Chambers	Tom King 383-5779
Joint Court	Sauer, Nye	As needed	Alternates Benzie (odd)	Karen Feliczak 231-398-3500
Study Session	All BOC	2 <sup>nd</sup> Tuesday 1:30 pm	Commission Chambers	Tammy Bowers 882-0000
Commission on Aging	All BOC	First BOC meeting in December	Commission Chambers	Tammy Bowers 882-0000
Building & Grounds	Roelofs, Sauer, Nye	As-Needed	Commission Chambers	Katie Zeits 882-0558
County Commission Liaison				
Liaison	Commissioner Representative	Meeting Date & Time	Meeting Location	Contact Person
Building Authority	Jeannot	As-Needed		Katie Zeits, 231-882-0558
Chamber of Commerce	Cunningham	Quarterly 3 <sup>rd</sup> Wednesday 8:00 am	Benzie Chamber Bldg.	Michelle Barefoot 882-5801
Benzie Conservation District	Warsecke	3 <sup>rd</sup> Wednesday 4:00 pm	District Office	John Troup 231-313-0232
Drain Commissioner		As-Needed	TBD	Ed Hoogterp 882-4932
DHHS/Maples	Sauer	4th Thurs, 1 pm	Alternates Maples and Governmental Center	Jennifer Savage, 231-299-4072
Benzie County Road Commission	Sauer	2 <sup>nd</sup> & 4 <sup>th</sup> Thursday 9:30 AM	Road Commission Office	Matt Skeels 231-325-3051 x 205
Central Dispatch	Roelofs	2 <sup>nd</sup> Thursday Odd Months 3:30 pm	Commission Chambers	Cory Ellis 231-735-6280
Authorities and Agencies				
Liaison	Commissioner Representative	Meeting Date & Time	Meeting Location	Contact Person
Benzie Transportation Authority	Warsecke	3 <sup>rd</sup> Tuesday, Even Months 5:30 PM	Benzie Bus Facility Honor	Jessica Carland, 231-251-9004
Airport Authority	Cunningham	4th Thursday 7:00 PM	Airport Terminal	Dick Bayer 231-651-0751
Benzie Senior Resources	Markey	3 <sup>rd</sup> Wednesday 4:30 PM	The Gathering Place Honor	Doug Durand 231-525-0600
Area Agency on Aging	Roelofs	1 <sup>st</sup> Thursday (No meetings, Jan,July,Dec) 10:00 AM	Traverse City	Heidi Gustine 231-947-8920
Benzie Housing Committee- (CDBG)	Nye	As-needed	TBD	Tammy Bowers 882-0000
Betsie Valley Watershed	Sauer	As needed/by permit	TBD	TBD
Betsie Valley Trailways Management Council	Sauer	2 <sup>nd</sup> Tuesday March-Nov	Commissioner Room	TBD

Management Council		4:30 PM		
Benzie/Leelanau Health Dept.	Sauer, Nye	4 <sup>th</sup> Wednesday 4:00 PM	Alternates Benzie and Leelanau	Dodie Putney, 882- 2113
Benzie/Leelanau Health Dept. Board of Appeals	Roelofs, Nye, Markey	As-Needed	Alternates Benzie and Leelanau	Dodie Putney, 882- 2113
Centra Wellness Board	Nye, Markey	2 <sup>nd</sup> Thursday 9:00 am	Alternates	Nicole Warlin 231- 309-1729
Domestic Violence Task Force	Roelofs	4 <sup>th</sup> Thursday 11:00 am	Government Center Room 206	Karen Mallon 882-0043
EDC/BRA	Jeannot, Nye	3 <sup>rd</sup> Friday 11:00 am	Commission Room	Katie Zeits 882-0558
Human Services Collaborative Body (Grow Benzie)	Cunningham	4 <sup>th</sup> Wednesday 9 am	TBD	Sarah May 882- 2123
Local Emergency Planning Committee & Local Planning Team	Markey	3rd Tuesday, 2pm	Emergency Management Office	Rebecca Hubers  882-0567
Land Bank Authority	Nye	1 <sup>st</sup> Wednesday 9:00 am	Govt. Center Room 206	Michelle Thompson 882-9672
MI Assoc. of Counties Environment	Cunningham	2nd Friday, 10am	Zoom/Lansing, MI	N/A
MI Assoc. of Counties Health & Human Services	Nye	4th Monday, 2pm	Zoom/Lansing, MI	N/A
MI Assoc. of Counties Judiciary & Public Safety	Markey	4th Monday, 10am	Zoom/Lansing, MI	N/A
MI Assoc. of Counties Finance and Governance	Jeannot	1st Friday, 10am	Zoom/Lansing, MI	N/A
MI Assoc. of Counties Ag/Tourism	Sauer	6 Times a Year, as needed	Zoom/Lansing, MI	N/A
MI Assoc. of Counties Transportation	Roelofs	4 <sup>th</sup> Friday, 10:00 am	Zoom/Lansing, MI	N/A
MI Assoc. Workers Comp	Sauer	Quarterly	1068 Cross St, Gaylord	N/A
Northern Michigan Regional Entity (SUD)	Markey	1 <sup>st</sup> Monday 10:00 am	Conference Room, 1068 Cross St, Gaylord	Carol Balousek  231-758-2310
Northern Mi Counties Assoc.	Jeannot	3 <sup>rd</sup> Monday 9:45 am	Roscommon County Building	John Amrhein 231-922-4627
Networks Northwest	Markey	March 21, June 20, Sept. 19, Dec. 12 2:00 PM	Traverse City	Terry Vandercook  231-357-2777
Northwest Michigan Community Action Agency	Jeannot	3 <sup>rd</sup> Thursday  12:30 PM	Traverse City	Kerry Baughman  231-346-2161
Parks and Recreation	Warsecke	4 <sup>th</sup> Monday 5:00 PM	Commission Chambers	Ed Hoogterp 231-920-5203
Platte River Watershed Committee	Markey	As needed	TBD	TBD
Point Betsie Lighthouse	Cunningham	Monthly, Seasonally	Zoom/Light House	Grant Porteous 231-631-5704

Solid Waste Committee	Warsecke	1 <sup>st</sup> Wednesday Quarterly 5:00 PM	Commission Chambers	Jesse Zylstra 231-383-1579
Benzie Schools	Nye	2 <sup>nd</sup> Monday 7:00 PM	Benzie Schools	Aimee Erfourth 231-882-9653
Frankfort/Elberta Schools	Cunningham	2nd Monday, 7pm	Frankfort Schools	Jeff Tousley, 231-352-4641
Veteran Affairs (Must be a Veteran, serving dual role)	Roelofs	2 <sup>nd</sup> Monday 9:00 AM	Government Center Room 206	Bob Roelofs 231-645-1187
School and Youth Resource	Sauer	Even Months 3 <sup>rd</sup> Monday 10:00 am	Emergency Management Office	Rebecca Hubers, 231-882-0567
Natural River ZBA	Sauer, Nye	TBD	TBD	Brian Bury 989-370-7543

**Work Groups / Ad Hoc Committees**  
**\*\*Established as-needed**

## Tammy Bowers

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**From:** Katelyn Zeits  
**Sent:** Wednesday, December 27, 2023 9:31 AM  
**To:** Tammy Bowers  
**Subject:** Fw: Letter to commissioners

Please include this in the organizational meeting.



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

[Book time with Katie Zeits: Office hours](#)

**\*\*Benzie County has changed its web domain to .GOV. Please update my email and our website address in your stored databases\*\***

### CONFIDENTIALITY NOTICE:

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

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**From:** Jon Throop <jthroop@benziecd.org>  
**Sent:** Tuesday, December 26, 2023 10:42 AM  
**To:** Katelyn Zeits <kzeits@benzieco.gov>  
**Subject:** Letter to commissioners

Hey Katie,

I've pasted my notes/letter to the commissioners below regarding the Benzie Watershed Coalition. Sorry for the delay - I meant to get this to you Saturday but holiday stuff took over. I hope you and your family had a great holiday weekend!

Dear Commissioners,

Happy Holidays and New Year! I'm reaching out to share some news and updates from our Benzie Watershed Coalition and to ask for your participation in our collaborative efforts to protect and enhance our water quality.

The Benzie Conservation District has led the Watersheds Coalition for more than ten years to bring watershed groups, conservation organizations, and a variety of stakeholders together to share resources and work toward common goals. We have robust representation from all watershed groups across Benzie County (Crystal Lake and Watershed Association, Platte Lake Improvement Association, Little Platte Lake Association, Ann Lake Property Owners Association, Upper and Lower Herring Lakes Associations, and the Benzie Long Lake Association), key members from neighboring counties, and staff members from the Department of Natural Resources, Energy Great Lakes and Environment, Conservation Resource Alliance, and more.

The Benzie Watersheds Coalition is committed to tackling our most important water quality issues, some of which will

require ongoing vigilance (e.g., aquatic invasive species) while others may be improved through short-term interventions (e.g., clear, consistent, enforceable zoning regulations to protect our water). Our immediate goal is to broaden our scope of participation so that the Watersheds Coalition can create solutions that protect our environment in ways that support the people in our local communities. In the long term, the Benzie Watershed Coalition can be a strong ally and collaborator in keeping our water healthy and monitoring possible threats and challenges for our water.

The members of the Coalition have identified how critically important it is to have the leaders of Benzie County actively engaged to help us achieve these goals together. Please consider adding the Benzie Watersheds Coalition to your list of committee assignments for 2024 to help us keep Benzie County an incredible place to be. The anticipated time commitment is minimal, about 3 hours monthly. The Coalition has two general meetings per year in the Spring and Fall in addition to the monthly zoning and ordinance sub-committee meeting.

Benzie County is truly a special place to live, work, and play. We know that our residents and visitors come to Benzie County for our scenic beauty, friendly communities, and healthy, abundant water resources.

Thank you for your time and attention toward this important issue. I would be more than happy to present this opportunity and answer any questions you have at your January 3rd meeting.

- Jon Throop

--

Jon Throop (he/him),  
Executive Director  
231-882-4391





**RESOLUTION FOR BENZIE COUNTY DEPOSITORIES  
2024- 001**

WHEREAS, The depositories for County funds shall be: Honor Bank, State Savings Bank, West Shore Bank, Michigan Class, Flagstar Bank, Cantella/Lyon Capital, Independent Bank and Trust. Further, that the County Treasurer be authorized to invest funds with any bank, banker or trust company in the State of Michigan and that she be authorized to invest funds with any agency of the U.S. Government.

WHEREAS, The Benzie County Board of Commissioners hereby authorizes the County Treasurer to invest the idle funds of the County of Benzie in accordance with Act 20 of the Public Acts of 1943, as amended. Be it further resolved that all such investments heretofore made are hereby ratified and validated.

WHEREAS, The County Treasurer is authorized to sign on behalf of the Benzie County Board of Commissioners any documents pertaining to the Housing Block Grant Program also known as the Benzie County Housing Committee.

WHEREAS, The Benzie County Board of Commissioners hereby authorizes the County Treasurer to sign all applications, documents, etc with the Federal Government and the State of Michigan as Chief Finance Officer for the County of Benzie.

WHEREAS, The Benzie County Board of Commissioners hereby authorizes the use of electronic banking at the discretion of the County Treasurer.

WHEREAS, under the laws of this State of Michigan, Act 40 of the Michigan Public Acts of 1932, 1st Extra Session, as amended (MCL 129.12) this board is required to provide, by resolution, for the deposit of all public monies, including tax monies, belonging to, or held for, the State, County or other political units coming into the hands of the County Treasurer, in one or more banks, savings and loan associations or credit unions within the state.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1) The Benzie County Board of Commissioners hereby directs the County Treasurer, to deposit all public monies, including monies and funds held for the State Board of Escheats or missing heirs, coming into his/her hands as County Treasurer in any bank, savings and loan association or credit union within the State which is a legal depository as defined by State and/or Federal law, and
- 2) The County Treasurer is authorized to invest funds with these institutions, or any institution legally permitted by State statute Act No. 20 of the Michigan Public Acts of

1943, as amended (MCL 129.91) or Federal Law or regulation within the limits set therein; and

- 3) The County Treasurer is authorized to enter into and execute on behalf of the County any contracts with any bank or trust company for the safekeeping or third party custodianship of any of the County's securities as well as any contracts or repurchase agreements with any corporation for the purchase of any such securities which will be the subject of such safekeeping or third party custodianship arrangements, on such terms and conditions as the County Treasurer shall require; and
- 4) The County Treasurer is authorized to rely on the continuing effect of this Resolution until amended or repealed by a subsequent resolution of this or a successor Board of Commissioners.

Motion: Commissioner Jeannot, seconded by Commissioner Markey.

Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer, and Warsecke.

Nays: None

Absent: None

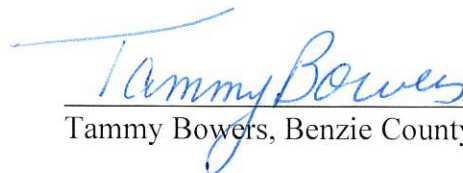
Dated: January 3, 2024



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 January 3, 2024.



Tammy Bowers, Benzie County Clerk



**RESOLUTION FOR BENZIE COUNTY AUTOMATIC CLEARING HOUSE (ACH)  
AND ELECTRONIC FUNDS TRANSFER (EFT) TRANSACTIONS  
2024- 002**

WHEREAS, Public Act 738 of 2002 was signed by the Governor with immediate effect on December 30, 2002; and

WHEREAS, Public Act 738 requires the Board of the County Commissioners adopt a resolution containing certain conditions to lawfully conduct electronic financial transactions such as payments and receipts (ACH).

NOW THEREFORE BE IT RESOLVED that the County Treasurer is hereby appointed the Electronic Transaction Officer (ETO) and is responsible for ACH agreements including payment approval, accounting, reporting and generally overseeing compliance with the ACH policy, and

BE IT FURTHER RESOLVED that documentation is to be prepared and retained, that may be contained within the computerized accounting system, for ACH transactions detailing the goods or services purchased, related costs, date of payment, and cost accounting classifications, and

BE IT FURTHER RESOLVED that the ETO will implement a system of internal accounting controls to monitor the use of ACH transactions, and

BE IT FURTHER RESOLVED that approval of ACH invoice is required before payments, and

BE IT FURTHER RESOLVED that additional requirement may be required as determined by the ETO.

Motion: Commissioner Nye, seconded by Commissioner Warsecke

Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer, and Warsecke.

Nays: None

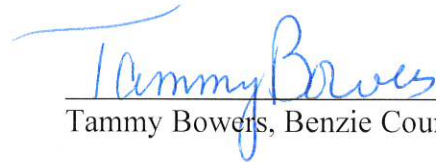
Absent: None

Dated: January 3, 2024

  
\_\_\_\_\_  
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 January 3, 2024.

A handwritten signature in blue ink, reading "Tammy Bowers", is written over a horizontal line. The signature is fluid and cursive.

Tammy Bowers, Benzie County Clerk



2024-003

**FAIR HOUSING RESOLUTION BENZIE COUNTY, MICHIGAN**

- WHEREAS, Benzie County is committed to fair housing and will work aggressively to ensure that all housing programs comply fully with all state, federal, and local fair housing laws; and
- WHEREAS, Benzie County has appointed the County Clerk as their fair housing contact person, who has an understanding of the Fair Housing Laws and will attend applicable training as able to remain informed; and
- WHEREAS, Benzie County has established a Fair Housing Log. The Fair Housing Log will be maintained and will disclose information regarding any and all fair housing concerns and their outcomes; and
- WHEREAS, Persons wishing to file a housing-related complaint or concern will be referred to the Michigan Department of Civil Rights, HUD, and their local Fair Housing Center. The Fair Housing contact will notify MSHDA if a complaint or concern is filed; and
- WHEREAS, the offices of Benzie County are accessible and barrier free, and the County will make every attempt to reasonably accommodate all of its constituents; and
- WHEREAS, Benzie County will include the Fair Housing Logo on all of its documents and advertisements pertaining to its housing programs. The County will post a Fair Housing poster in a place visible to the public. The County will secure and distribute, upon request, Fair Housing material provided by MSHDA and various other Fair Housing agencies and organizations. "Fair Housing, It's Your Right" brochures will be distributed to all applicants of County housing programs; and
- WHEREAS, Benzie County will consider all applicants and contractors based on qualifications. No applicant or contractor will be denied housing, or a contract based on their race, color, national origin, religion, age, sex, marital status, familial status or handicap. Persons raising concerns regarding discrimination will not be retaliated against. Marketing of all County housing programs will include minority and women applicants.

NOW, THEREFORE, BE IT RESOLVED, that Benzie County hereby reaffirms this Fair Housing Resolution, its Fair Housing Policy and all of its premises.


Motion: Commissioner Warsecke, seconded by Commissioner Markey.

Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer, and Warsecke.

Nays: None

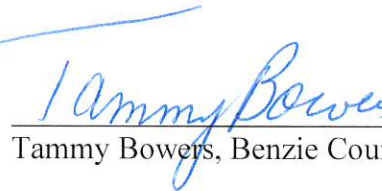
Absent: None

Dated: January 3, 2024

  
\_\_\_\_\_  
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 January 3, 2024.

  
\_\_\_\_\_  
Tammy Bowers, Benzie County Clerk