

# 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)

## MEETING AGENDA

**July 23, 2024**

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

[Join Meeting](#)

Please click the link below to join the webinar:  
[www.youtube.com/@BenzieCounty](http://www.youtube.com/@BenzieCounty)

### **PLEASE TURN OFF ALL CELL PHONES OR SWITCH THEM TO VIBRATE**

9:00 a.m.     CALL TO ORDER  
ROLL CALL  
INVOCATION AND PLEDGE OF ALLEGIANCE  
APPROVAL OF AGENDA  
APPROVAL and/or CORRECTION OF MINUTES – 7/9/24; 7/17/24; 7/17/24 Closed  
PUBLIC COMMENT  
ELECTED OFFICIALS & DEPT HEAD UPDATES  
FINANCE – Approval of Bills  
CONSENT CALENDAR APPROVAL –  
    A) Consider approving the Building Closure Policy  
    B) Consider approving the Employee Assistance Policy  
ITEMS REMOVED FROM CONSENT CALENDAR  
NEW BUSINESS  
    A) Consider extending an annual maintenance agreement for heating, cooling and Generator backup in Sheriff's Office.  
    B) Consider approving an agreement for electronic monitoring.  
    C) Consider approving a change order for Point Betsie.  
    D) Consider approving jail kitchen door repair.  
    E) Consider approving energy recovery wheel replacement in jail.  
    F) Consider approving parking lot lighting at the Government Center  
COMMITTEE APPOINTMENT: Veterans Affairs  
COMMISSIONER REPORTS –  
COUNTY ADMINISTRATOR'S REPORT – Katie Zeits  
PRESENTATION: Brooke Popp, Airport Director.  
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).....	231-510-8804
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

**THE BENZIE COUNTY BOARD OF COMMISSIONERS**  
**July 9, 2024**

The Benzie County Board of Commissioners met in a regular session on Tuesday, July 9, 2024, 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 Cunningham, seconded by Sauer, to approve the agenda as presented. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

**Minutes:**

Motion by Markey, seconded by Cunningham, to approve the regular session minutes of July 9, 2024, as presented. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Motion by Jeannot, seconded by Nye, to approve the closed session minutes of July 9, 2024, as amended. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

9:07 a.m. Public Comment - None

**ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS**

Bert Gale, Building Department, was presented, provided a Quarterly Report for April, May and June 2024, and was available to answer any questions.

Commissioner Jeannot asked what are the hours of operation?

Bert Gale stated that they are from 8:00 a.m. to 4:00 pm, and they are open during lunchtime hours. This was to allow the contractors to come in during lunch hour.

Commissioner Nye asked if he would be open to discussion, changing it to 8:00 am to 5:00 p.m. to be aligned with other offices in the building?

Bert Gale stated he would be open to that discussion.

Undersheriff Greg Hubers stated that we made it through the 4<sup>th</sup> of July, it was a very busy weekend. There were fewer major incidents than last year during this time. There were large crowds in Beulah and the City of Frankfort. More tourists than local people. There were two Lake Michigan rescue calls and another on Crystal Lake. With the absence of the Coast Guard at the Frankfort Station, it shows there is a greater need in the Benzie County Marine Patrol. 24-hour Road Patrol is going well.

Brianne Lindsey, Equalization Director, was present, provided a written report, and was available to answer any questions. The office is running well, and fieldwork is being done.

Rebecca Hubers, Emergency Management, provided a handout regarding CERT training that is open to the public.

## COMMISSIONERS

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July 9, 2024

### FINANCE

Bills: Kelly Long, County Treasurer was present to answer any questions. Motion by Markey, seconded by Warsecke, to approve payment of the bills from June 21, 2024, through July 3, 2024, in the amount of \$319,187.63, as presented. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

### OLD BUSINESS

Consider authorizing an engagement letter with Miller Canfield and Bendzinski and Company for services related to a Road Commission bond millage and discussion regarding a bond proposal for the Road Commission Resolution 2024-016: Troy Hinds and Paul Beechraft were present. Motion by Sauer, seconded by Markey, to adopt Resolution 2024-016, Resolution Submitting Road Commission Facility Bond Proposal for placement on the November 5, 2024, General Election ballot, and authorizes engagement letters with Miller Canfield, and Bendzinski and Company, for services related to the bond, contingent upon bond approval by the electorate. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried

**PRESENTATIONS:** Jennifer Berkey, MSU District Director, presented the MSU Extension 2023-2024 Annual Report, their set of accomplishments, and was available to answer any questions.

Master Plan review and discussion: Zach Vega was present from Networks Northwest and provided a Draft Master Plan. There were concerns regarding items that were placed under the small impact category. It was suggested that the exercise should be done again, now that we have a better understanding of what we are looking at. Zach will send the County Administrator some options for pages 7 and 8 to be forwarded on to the Commissioners and wait for any feedback. Zach will make the recommended changes and bring a revised Master Plan back for approval. It was discussed that because we were in middle of ARPA funds from the government, it was agreed to do an addendum and updates to the Master Plan at this time. Being things could look very different in the next five years, and with any influx of funding, it was the consensus that a true re-write may be done at that time.

### NEW BUSINESS:

Advantage Benefits Group Presentation and discussion regarding Benefits: Jennifer Petterson, Advanced Benefits Group, was present to answer any questions. Motion by Nye, seconded by Jeannot, to approve the Delta Dental renewal and the transition to a \$1,600 single /\$3,200 two-person/family, high-deductible plan with Priority Health for 2024-2025 medical benefits with an employer HSA contribution of \$900 for a single plan and \$1,800 for a two-person /full family, with no contribution to Retiree HSAs, and authorizes the County Administrator's Office to sign the benefit provider agreements. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

11:11 a.m. Break

11:27 a.m. Reconvene

Consider budget amendment to recognize revenues and expenditures for Sheriff's office: Motion by Warsecke, seconded by Cunningham, to approve the budget amendment in the total amount of \$9,500 in fund 253, MCOLES Training Fund and authorizes the Chair to sign. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

## **COMMISSIONERS**

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**July 9, 2024**

Consider adopting resolution 2024-017 to establish the Jail Commissary Fund: Motion by Jeannot, seconded by Markey, to adopt Resolution 2024-017, Establishing a Jail Commissary Fund. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Consider authorizing a collaborative grant application on behalf of region 2 to the Michigan High Speed Internet Office for programs related to digital equity: Motion by Cunningham, seconded by Jeannot, to authorizes a regional grant application to Michigan's Inclusive Training, Technology, and Equity Network on behalf of prosperity Region 2, and authorize Administration to work with partners identified in the July 3, 2024, memorandum to the Board of Commissioners. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Consider the selection of Prime Professional for paving Betsie Valley Trail: Rose Roelofs was present to answer any question. Motion by Sauer, seconded by Warsecke, to concur with both the subcommittee and the Betsie Valley Trailway Management Council to accept the proposal from Gourdie-Fraser (GFA) in the not to exceed amount of \$76,975, for design and engineering services related to paving the Betsie Valley Trail, with funds available in the Betsie Valley Trail fund. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

## **COMMISSIONER REPORTS**

Chair Roelofs attended Agenda Review meeting, Roundtable meeting with the Attorney General on July 5, 2024, Veterans Affairs meeting, pulled a float in the 4<sup>th</sup> of July Beulah and Frankfort parades for the Veterans to ride on, Area Agency on Aging meeting, and Benzie Leelanau Health Department Board of Appeals meeting. A Celebration of Life for Erik Florip will be this Saturday, and the Veterans will be doing a flag presentation to his mom, his wife, two sisters and his daughter.

Tomorrow there will be a presentation and donation to the Benzie County Veterans Affairs regarding the money collected in the Lake Ann 5K run, in the Board of Commissioners room at 10:30 a.m.

Comm Jeannot attended the Benzie Leelanau Health Department meeting, Maples meeting, Ad Hoc Committee meeting for the County Administrators' contract, and provided a written report.

Comm Cunningham attended the City of Frankfort meeting, EDC meeting, Human Services Collaborative Board meeting, Roundtable meeting with the Attorney General on July 5, 2024, attended a veteran's funeral, and provided a written report. Frankfort apartments on Lake and Michigan street are now accepting applicants through Homestretch.

Comm Nye attended the Benzie Leelanau Health Department Board of Appeals meeting, Roundtable meeting with the Attorney General on July 5, 2024, and the Village of Benzonia meeting.

Comm Markey attended Account Payable Review, IT Security Preplan meeting, Central Wellness Community Service Relations meeting, Roundtable meeting with the Attorney General on July 5, 2024, and NMRE Substance Abuse Oversight Committee meeting.

Comm Warsecke attended Colfax Township meeting, Inland Township meeting, Gym Committee meeting, and Conservation District meeting.

## **COMMISSIONERS**

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**July 9, 2024**

Comm Sauer attended Road Commission meeting, Weldon Township meeting, Betsie Valley Trail Management Council meeting, Joyfield Township meeting, Roundtable meeting with the Attorney General on July 5, 2024, Village of Thompsonville meeting, participated in the 4<sup>th</sup> of July parade in Beulah and Frankfort riding on the Veterans float, and provided a written report.

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

This Saturday there is a tire collection in Thompsonville. In August will be the Household Hazardous Material collection at the Road Commission. The groundbreaking ceremony for the Emergency Tower will be July 16, 2024, at 10:00 a.m. in Frankfort. Have sent out an email regarding appointing an officer delegate and an employee delegate for the MERS conference. Tony Radjenovich from MERS will be attending the August 13<sup>th</sup>, 2024, meeting. Will be attending Community Coffee in Lake Ann tomorrow morning. The Roundtable meeting with the Attorney General on July 5, 2024, went very well. We have received another \$200,000 award for Opioid funding and will need to discuss at a future meeting how you want to proceed with this award.

## **PRESENTATION OF CORRESPONDENCE**

- Betsie Valley Trailway Management Committee minutes for June 4, 2024.
- Parks and Recreation Committee minutes for May 20, 2024.
- Benzie-Leelanau Health Department meeting agenda for June 26, 2024.
- Area Agency on Aging of Northwest Michigan Fiscal Year 2024 Annual Implementation Plan
- Eaton County Resolution opposing MDHHS plans to implement new conflict free access and planning strategies in Michigan.
- Grand Traverse County Resolution 22-2024 of support for adoption of SB662-2024.

12:35 p.m. Public Comment

Annie Browning, Village of Beulah, is pleased to hear you are talking about planning. It is important to have collective involvement also. Village of Beulah biggest resource is Crystal Lake. Invited John Ransom to the Village of Beulah meeting.

Dr. Don Schafer stated that sitting on the Maples board, we were horrified that the building, which is essentially brand new, has to have all the window trim replaced. That should never be. Two things come to mind; First we should never have an episode happen again like what happened with the building of that structure. And second, we are paying the consequences now, and not having a capital fund we must deal with it.

Probate Judge John D. Mead spoke regarding the kinship coalition.

12:41 p.m. Public Comment Closed

Motion by Warsecke, seconded by Sauer, to adjourn at 12:41 p.m. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

## **COMMISSIONERS**

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**July 9, 2024**

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1. Approve the agenda as presented.
2. Approve the regular session minutes of July 9, 2024, as presented.
3. Approve the closed session minutes of July 9, 2024, as amended.
4. Approve payment of the bills from June 21, 2024, through July 3, 2024, in the amount of \$319,187.63, as presented.
5. Adopt Resolution 2024-016, Resolution Submitting Road Commission Facility Bond Proposal for placement on the November 5, 2024, General Election ballot, and authorizes engagement letters with Miller Canfield, and Bendzinski and Company, for services related to the bond, contingent upon bond approval by the electorate.
6. Approve the Delta Dental renewal and the transition to a \$1,600 single plan/\$3,200 two-person/family plan, high-deductible plan with Priority Health for 2024-2025 medical benefits with an employer HSA contribution of \$900 for a single plan and \$1,800 for a two-person /full family, with no contribution to Retiree HSAs, and authorizes the County Administrator's Office to sign the benefit provider agreements.
7. Approve the budget amendment in the total amount of \$9,500 in fund 253, MCOLES Training Fund and authorizes the Chair to sign.
8. Adopt Resolution 2024-017, Establishing a Jail Commissary Fund.
9. Authorizes a regional grant application to Michigan's Inclusive Training, Technology, and Equity Network on behalf of prosperity Region 2, and authorize Administration to work with partners identified in the July 3, 2024, memorandum to the Board of Commissioners.
10. Concur with both the subcommittee and the Betsie Valley Trailway Management Council to accept the proposal from Gourdie-Fraser (GFA) in the not to exceed amount of \$76,975, for design and engineering services related to paving the Betsie Valley Trail, with funds available in the Betsie Valley Trail fund.

**Art Jeannot**  
**Commissioner Report**  
**July 9, 2024**

- **6/26 – Benzie Leelanau Health Department**
  - I sit on both the finance/HR committee and the full board. The majority of our discussions center on the hiring of the next health officer. The goal is to have this completed no later than early November. In addition, we have had a request from some board members to adopt a resolution supporting a State wide ordinance for septic tank inspections. I asked that a vote be delayed until we had a full board present. At this meeting I was the only member from Benzie County.
- **6/27 – Maples Medical Care Facility**
  - At Commissioner Sauers request I attended this meeting. The following are bullet points of the meeting:
    - The frames around the windows in the new addition are in poor condition and are in need of repair. The cost is estimated up to \$160k. I saw examples of this issue and it appears to be a result of inferior construction material.
    - I am impressed with the due diligence of the board.
    - 77 of 78 beds are occupied. All vacancies have been filled with Benzie County residences. In order to meet the needs of our community, the business model is to focus on long term care versus rehabilitation.
- **7/2 – Platte Township**
  - Business as usual. The Township is partnering with Lake Township for early voting in the August primary election.
- **7/8 – Almira Township**
  - I will share any relevant information with you at our meeting.
- **Other –**
  - Met with Tim and Bob to discuss the County Administrator's contract. It is our goal to have a proposal to the full board this month.



**9 July 2024 BoC**

**Commissioner Cunningham, District 3**

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

**231.822.4067**

*Submitted: 2 July*

**Attended/Presented**

18 Jun City Council meeting, Public Comment: Rick Schmidt, thanked citizen support for The Garden Theatre, "solar garden", "it will generate enough electricity to annually supply the theatre". Two EV charging stations will be operational behind city hall, by the end of August. Siding installed on 12 housing units. Airport will begin "Plane Pass", a system for automatic billing.

21 Jun EDC, Presentation from Steve Arwood, former CEO of Michigan Economic Development Corporation. Suggestion, 1. build a base of existing businesses to help envision purpose and plan for the EDC/BRA committee. 2. Have the team and committee create mission and vision statements. The target could be 18-30 years, 3. Define sustainability, possible funding models, philanthropy, government, grants. Concerns; being inclusive with townships/villages/city. Minimizing duplication of efforts, communication and perceptions of benefits of EDC action plan. Presentation from Laura Galbraith of Venture North. Venture North helps under-resourced business owners secure funding. Benzie County loans to business' totaling \$1.6 million, equates to 70 new jobs and retaining 170. Venture North CDBG Loan Program currently has \$106,000 available to lend.

26 Jun HSCBenzie, presentations, Josh Stoltz- Grow Benzie, Sofia- Benzie Bus. I requested and received a employers list and number of employees from Michelle Barefoot- Benzie Chamber and forwarded it to Dan Barcheski, chair EDC/BRA for business base information.

27 Jun Airport, Airport Infrastructure Grant received in the amount of, \$497,778. 2024-25 Budget provided. Dave Beaton, low frequency radio, WUWU-LPFM 100.1, provided a local history and update: WUWU acquired broadcast trailer and is coordinating with the airport to use the airport tower for the WUWU antenna. Dave describes the station as "Hyper local, involving community members and organizations, responding to community needs and interests.

New meeting time 1800, fourth Thursday, next meeting 25 July at the airport.

**Community**

Mondays FYI, Elberta Jammin- free music, amphitheatre, 1900-2115.

20 Jun Land Trust event.

21 Jun Oliver Art Center opening

22 Jun Frankfort Library music garden dedication, Handbell concert at The Garden, Benzie Choir at Mill House.

Independence Day events, AG Nessel round table and evening party.

2 Jul Veteran's funeral.

4 Jul parades.

## **Tammy Bowers**

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**From:** Gary Sauer  
**Sent:** Saturday, July 6, 2024 4:34 PM  
**To:** Tammy Bowers  
**Subject:** Commissioner Report District 7

### 13 June Road Commission

Illegal strike. The road commission board met to decide the fate of these employees. Those decisions were made on June 17 and 19. Results 3 probationary employees were terminated. The other 4 employees were given a 20 day suspension and 6 month probation.

### June 11 Weldon Township

Weldon board has decided to hold a public hearing on the Crystal Commons project. Hearing is on July 9th at 6 pm.

### July 2 BVTMC

The trail management council decided to recommend Gourdie Fraser as the prime professional for the trail project. They will complete all required paperwork for the grant saving our administrator's office time.

### July 3 Joyfield Township

A request by the DNR to place a freezer at the township site from now till January 1 to hold deer heads involving the TB issue and Cronic Wasting for testing. This request was approved.

### July 5 AG Nessel

Good discussion on Opioid funds and how Benzie County uses these funds.

### Commissioner District 7 report

Gary Sauer

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**THE BENZIE COUNTY BOARD OF COMMISSIONERS**  
**July 17, 2024**

The Benzie County Board of Commissioners met in a special meeting on Wednesday, July 17, 2024, in the Frank Walterhouse Board of Commissioners Room, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chairman Bob Roelofs at 1:00 p.m.

**Purpose of this meeting:** Closed Sessions: To discuss two written attorney-client privilege legal opinions as permitted by MCL 15.268(1)(h) from the County's legal Counsel. 1) Consideration of authorizing an amended and restated employment agreement with Katelyn Zeits. 2) Consideration of taking action related to the written legal opinion discussed in Closed session.

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

The invocation was given by Commissioner Roelofs followed by the pledge of allegiance.

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

1:01 p.m. Public Comment - None

Motion by Roelofs, seconded by Markey, to enter into closed session to discuss two written attorney/Client privileged communications from the County attorney as permitted by MCL 15.268(1)(h), welcome Matt Nordfjord, the County's attorney to join the closed session. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried

3:11 p.m. Re-enter open session.

Consideration of authorizing an amended and restated employment agreement with Katelyn Zeits:  
Motion by Markey, seconded by Warsecke to approve the amended and restated employment agreement, as approved previously by Administrator Zeits and authorize the Board Chair to sign, as approved to form by legal counsel. Roll call. Ayes: Cunningham, Jeannot, Markey, Roelofs, Sauer and Warsecke Nays: Nye Motion carried

Consideration of taking action related to the written legal opinion discussed in closed session:  
Motion by Markey, seconded by Warsecke, to authorize the Board Chair, on behalf of the Board of Commissioners, to FOIA certain investigative records for review. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried

3:13 p.m. Public Comment – None

Motion by Warsecke, seconded by Markey, to adjourn this special meeting at 3:13 p.m. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

**COMMISSIONERS**

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**July 17, 2024**

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1. Approve the agenda as presented.
2. Enter into closed session to discuss two written attorney/Client privileged communications from the County attorney as permitted by MCL 15.268(1)(h), welcome Matt Nordfjord, the County's attorney to join the closed session.
3. Approve the amended and restated employment agreement, as approved previously by Administrator Zeits and authorize the Board Chair to sign, as approved to form by legal counsel.
4. Authorize the Board Chair, on behalf of the Board of Commissioners, to FOIA certain investigative records for review.

**BENZIE COUNTY CLERK**  
448 COURT PLACE  
BEULAH, MICHIGAN 49617

Destroy Date \_\_\_\_\_

July 17, 2024 BOC Special Meeting  
Closed Session to discuss two written attorney-client  
privilege legal options as permitted by MCL 15.268(1)(h)  
from the County's legal counsel.

- 1) Consideration of authorizing an amended and restated  
employment agreement with Katelyn Zeits.
- 2) Consideration of taking action related to the written  
legal opinion discussed in closed session

Elected Officials

And

Department

Heads

---

# You Can Save a Life!

Want to learn ways to keep our community safe from accidental overdose?

## JOIN US

Benzie County Government Center

August 14, 2024  
6:00 – 7:00 PM  
448 Court Place  
Beulah, MI 49617

*Learn the importance of Naloxone with rescue breathing, and other harm reduction strategies, to keep family, friends and community members safe.*

What is an “overdose”?

Who is susceptible?

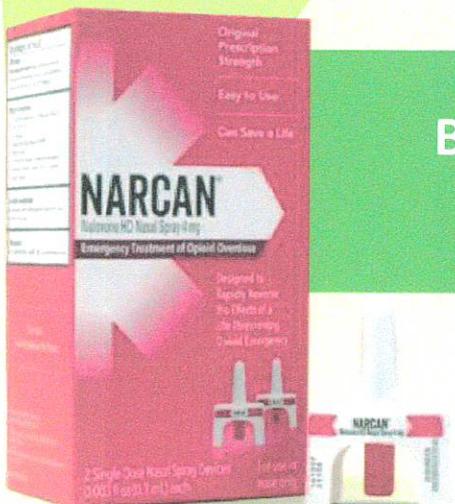
Why should I be concerned?

What are the symptoms of an overdose?

What is Naloxone?

How can I help save a life?

*Join us to learn more!*



## HOSTED BY

Benzie County Emergency Management

Supported by

harm reduction



Any positive change...



## Public Awareness Presentation

Please join us for an awareness presentation with information that can prevent you, friends, or family from becoming a victim of scam and fraud attempts.

*Property Fraud - Phone Scams - Tech Support Scams - Romance Scams - Sweepstakes Scams - Emergency "grandparent" Scams - Online Seller Scams - Election Related Scams - Spoofing - Phishing - Charity and Disaster Scams*

**Benzie County Government Center**

Board of Commissioners Room

**448 Court Place Beulah, MI 49617**

**August 21, 2024 - 6pm**

Presentations and Information from:

*Benzie County Sheriff's Office*

*Benzie County Prosecutor*

*Benzie County Register of Deeds*

*Benzie Senior Resources*

*Michigan State Police*

*Michigan Adult Protective Services*

**BENZIE SENIOR RESOURCES  
BOARD OF DIRECTORS MEETING  
JULY 17, 2024  
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 July 17, 2024 Agenda

Approval of Minutes from the previous meeting – June 19, 2024

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

**Special Guest Presentation**

Sophia Hogarth, Benzie Bus Mobility Coordinator & Jessica Gardner

**Information Items**

- A. Leadership Committee Report
- B. Governance Committee Report
- C. Personnel and Program Committee Report
- D. Fund Development/Marketing Director Report
- E. Executive Director's Report
- F. Program/Services Report – June 2024
- G. Board of Commissioners Update

**Action Items**

- 1. Finance Committee Report on the June 2024 Financials with Board of Director's Approval

**New Business**

- 1. Blueberry Dash Food & Volunteer Assignment Sign up & Food Lists

**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 – August 21, 2024 @ 4:30 pm**

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

Benzie Senior Resources  
**Board of Directors Meeting**  
June 19<sup>th</sup>, 2024 Meeting Minutes

**Call to Order:** Nancy Mullen Call called the meeting to order at 4:33pm

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

**Roll Call:**

In Person:; Nancy Mullen Call, Victor Dinsmoore, Leo Hughes, Rob Manilla, Ingrid Turner, and Paul Turner

Via Conference Call: Tim Markey

Also, In-Person: Eric Cobb, Doug Durand, and Kelly Ottinger

Guest(s): Kate Holloway and Mike Corby from Integrated Architecture

Excused: Rosemary Russell and Dinah Haag

**Approval of the June 19, 2024 Agenda** – A motion to approve the agenda with the addition of item #2 Approval of a roof repair quote was made by Ingrid Turner and seconded by Victor Dinsmoore. All in-person board members said Aye. Motion approved.

**Approval of Minutes from the May 15, 2024 Board Meeting** – A motion to accept the minutes was made by Rob Manilla and seconded by Paul Turner. All in-person board members said Aye. Motion approved.

**Public Input:** None

**Information Items:**

- A. Leadership Committee Report** – Nancy Mullen Call advised there was no meeting this month.
- B. Governance Committee Report** – Leo Hughes advised no meeting this month.
- C. Personnel and Program Committee Report** – Paul Turner advised no meeting this month.
- D. Fund Development/Marketing Director Report** – Kelly Ottinger provided a 30-day summary of the Fund Development/Communications activity and added that the Seabury Foundation Committee has moved our request from the spring cohort to the summer cohort and decision is expected on August 5<sup>th</sup>.
- E. Executive Director's Report** – Doug Durand provided the following additional updates: Restarted project fresh and 101 coupons have been distributed with 75 to go; Brief staffing update included that Marti Alexander, Receptionist has decided to retire and the he is still looking for additional homemaker(s); Reminded everyone that Home Delivered Meal Volunteer training is scheduled for next Wednesday.
- F. Program/Services Report – May 2024** – Discussed during the Executive Director's Report.
- G. Board of Commissioners Update** – Tim Markey, County Commissioner, via conference call advised:

County

- The Board of Commissioners authorized a letter of intent regarding the Material Management Planning process with Grand Traverse County and Leelanau County
- They approved using county resources, which will be reimbursed, to assist with the Iron-man Triathlon this fall.
- Tuesday, June 18th, they held a TRUTH IN TAXATION PUBLIC HEARING. They did have a couple of people come and ask questions. The wording on the millage is very confusing.
- Dispatch implemented EMD (Emergency Medical Dispatch) today, June 19th.
- Last year they approved a trial infant in the workforce policy. There was only positive feedback, and they have made the policy permanent.
- They added an optional employee paid benefit. Kind of like a pension program but is based on what the employee puts in and there is no liability to the county.

**Action Items:**

- 1. Financial Committee Report on the May 2024 Financials with Board of Directors' Approval** – Victor Dinsmoore summarized the May financials advising YTD revenue remains down \$50k+ but is steady. Other fundraising efforts like the Golf Outing golf, and The Blueberry Dash will help. A motion to approve the May 2024 Financials was made by Leo Hughes and seconded by Rob Manilla. Roll Call: Victor Dinsmoore – Yes; Leo Hughes – Yes; Rob Manilla – Yes; Ingrid Turner – Yes; Paul Turner – Yes; Nancy Mullen Call – Yes. Motion approved.
- 2. Approval of TGP Garage roof repair quote** – Brief review by Doug Durand of the garage roof leak Grand Traverse Roofing and R&R Construction declined to bid the project. A repair quote was received from Andrew Call for \$2800. A motion to approve the roof repair quote was made by Rob Manilla and seconded by Victor Dinsmoore. Roll Call: Victor Dinsmoore – Yes; Leo Hughes – Yes; Rob Manilla – Yes; Ingrid Turner – Yes; Paul Turner – Yes; Nancy Mullen Call – Abstained to avoid any potential conflict of interest. Motion approved.

**New Business:**

- 1. Presentation of the BSR Facility Vision Study from Integrated Architecture with Mike Corby** – Mike Corby provided an overview of the study. Next steps... Mike 1) Final countywide communication plan needs to be drafted. IA will help with site and or buildings options/costs. Cost questions see page 33 of presentation. Good general discussion by all. Good theoretical model. Board thanked the IA.

**Old Business:**

- 1. Update regarding the BSR Community Presentations** – Brief discussion about the presentations already completed. Feedback has been very positive. Leo Hughes shared that after his meeting with Benzonia Township the Treasurer, Karen Burns shared that the Township has a program to assist lower income individuals with their tax bill. Leo Hughes will re-contact Karen Burns to get more detailed information.

**Other Business: None****Board Round Table Discussion/Evaluation of Meeting** – None

**Adjournment:** There being no further business to discuss a motion to adjourn was made at 6:08pm. All in-person board members said Aye. Motion approved.

Respectfully submitted:

Leo Hughes, Secretary, Benzie Senior Resources Board

**NEXT MEETING:** Wednesday, July 17, 2024 at 4:30 p.m.

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

Benzie Senior Resources  
Executive Directors Report  
June 2024 – July 2024

**Items of Information**

- Senior Project Fresh was initiated in June and so far, 130 \$25 coupons have been disbursed. We have 46 coupons to give out.
- Items of my focus have been on the 2025 budget, Quarterly Reports, HR, Orientation Training with Juli, updating volunteer files and the annual background checks for all volunteers and staff and working on the mandatory electronic verification visits that will be implemented in September 2024 for our Home Healthcare staff to use in order to meet the upcoming requirements to provide care for My Choice Waiver clients from the Centers for Medicare/Medicaid (CMS).

**Staffing Updates**

- Still in need of 2 independent contractors for the homemaking program.

**Volunteer Report**

- We had our HDM all day on June 26<sup>th</sup> and based on the returned evaluations, it was a successful training session.

**Legislative News**

**Federal & State** – The State of Michigan Legislatures passed the Fiscal Year 2025 budget and Governor Whitmer signed it. There are no increases earmarked for the nutrition programs, so both Congregate and Home Delivered Meals are flat funded. I am perplexed by the lack of support for these programs, as other budgets around the state saw increases or even some new projects were funded.

**Program Report for June 2024**

**Nutritional Programs**

**Home Delivered Meals**

A total of 5,450 HDM meals were provided to 178 clients in June 2024. **Year to date comparison from FY'2023 shows we are up 1% or 484 meals.**

**Congregate Meals**

In June 2024, we provided 1,597 congregate meals. **Year to date comparison from FY'2023 shows we are up 5.9% or 811 meals.**

**Year to date we have provided/delivered 68,341 meals. Overall, we are up by 1,295 additional meals as compared to the same period a year ago.**

## Other Programs

**Homemaker Program** – In June 2024, we provided 278 service hours to 92 clients. **Compared to the same period of FY' 2023, service units are up by 74.**

**Guardian Medical Monitoring** – In June, we paid 31 individuals to have a lifeline and/or fall detection devices at no charge to them.

**Senior Oral Healthcare Program** – We did not receive an invoice from our partner Dental Clinics.

**Medicare/MMAP's** – Our certified MMAP's counselor assisted 7 individuals in June 2024 at no cost to them.

**Foot Care** – For June 2024, a total of 54 clients received foot care services at our clinics and 5 clients received in-home footcare.

**Estate Planning** – Ten individuals received services in May 2024.

**Senior Essential Needs Fund** – One individual received financial assistance in June 2024 for help with paying a past due utility bill.

**The Gathering Place Senior Center** – For June 2024, The Gathering Place Senior Center/Admin Office offered 18 core activities that 675-cumulative number of individuals attended. **Compared to the same period a year ago, patron participation is up 12.7%.**

**In-Home Care Services through June 2024** – Compared to the same period of 2023, total client visits are up 1.2%. The total number of client hours is up by 5.1%. A total of 914.75 service hours were provided in June 2024.

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

Month	Medicaid Waiver Care Management	Sliding Scale Fee	Private Pay	Total Clients
October 2023	26	67	1	94
November 2023	27	72	1	100
December 2023	26	62	1	89
January 2024	28	65	1	94
February 2024	26	53	1	80
March 2024	26	55	1	82
April 2024	29	56	1	86
May 2024	24	56	1	81
June 2024	24	63	1	88
July 2024				
August 2024				
September 2024				

### **Client Total Hours**

Month	Medicaid Waiver Care Management	Sliding Scale Fee	Private Pay	Assessments And Wound Care	Total Hours
October 2023	514.5	497.25	0	80	1091.75
November 2023	522	454	0	70	1046
December 2023	458.25	445	0	55	958.25

January 2024	543	409.5	1	68	1021.5
February 2024	495.75	437.25	0	71	1004
March 2024	469.75	418.5	1	68	957.25
April 2024	508.25	492	0	66	1066.25
May 2024	501	517	0	83	1101
June 2024	426.75	431	0	57	914.75
July 2024					
August 2024					
September 2024					
<b>TOTALS</b>	<b>4439.25</b>	<b>4101.5</b>	<b>2</b>	<b>618</b>	<b>9160.75</b>

#### Client Total Visits

	RN Assessments	RN Med Management	Personal Care	Respite	Homemaking	In home Foot Care/Other RN Services	Totals
October 2023	80	54	443	13	8	6	604
November 2023	70	51	407	12	14	3	557
December 2023	55	56	364	11	10	4	500
January 2024	68	55	393	7	12	6	541
February 2024	71	47	303	45	58	4	528
March 2024	68	34	280	47	61	4	494
April 2024	66	48	306	55	79	6	560
May 2024	83	54	321	78	89	6	631
June 2024	57	53	267	67	65	10	519
July 2024							
August 2024							
September 2024							
<b>TOTALS</b>	<b>618</b>	<b>452</b>	<b>3084</b>	<b>335</b>	<b>396</b>	<b>49</b>	<b>4934</b>

**BENZIE SENIOR RESOURCES**  
**Statement of Financial Position**  
**As of June 30, 2024**

	Jun 30, 24	Sep 30, 23	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
001 - STATE SAVINGS BANK CHECKING	183,669.39	135,902.37	47,767.02
003 - STATE SAVINGS BANK HRA	365.93	1,885.16	-1,519.23
011 - AMERICAN DEPOSIT MANAGEMENT	395,666.48	615,400.91	-219,734.43
012 - HOME DEPOT DEBIT CARDS	586.23	0.00	586.23
<b>Total Checking/Savings</b>	<b>580,288.03</b>	<b>753,188.44</b>	<b>-172,900.41</b>
<b>Accounts Receivable</b>			
1200 - Accounts Receivable	29,425.93	39,515.71	-10,089.78
<b>Total Accounts Receivable</b>	<b>29,425.93</b>	<b>39,515.71</b>	<b>-10,089.78</b>
<b>Other Current Assets</b>			
109 - INVENTORY	10,581.21	9,066.62	1,514.59
125 - PREPAID EXPENSE	0.00	0.00	0.00
1499 - Undeposited Funds	-32,916.78	4,366.05	-37,282.83
<b>Total Other Current Assets</b>	<b>-22,335.57</b>	<b>13,432.67</b>	<b>-35,768.24</b>
<b>Total Current Assets</b>	<b>587,378.39</b>	<b>806,136.82</b>	<b>-218,758.43</b>
<b>Fixed Assets</b>			
150 - BUILDING	480,375.70	480,375.70	0.00
151 - VEHICLES	208,526.00	208,526.00	0.00
152 - EQUIPMENT	170,977.38	170,908.48	68.90
157 - LAND IMPROVEMENTS	1,800.00	1,800.00	0.00
160 - ACCUMULATED DEPRECIATION	-505,130.35	-474,540.43	-30,589.92
<b>Total Fixed Assets</b>	<b>356,548.73</b>	<b>387,069.75</b>	<b>-30,521.02</b>
<b>TOTAL ASSETS</b>	<b>943,927.12</b>	<b>1,193,206.57</b>	<b>-249,279.45</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 - Accounts Payable	29,718.56	46,607.11	-16,888.55
<b>Total Accounts Payable</b>	<b>29,718.56</b>	<b>46,607.11</b>	<b>-16,888.55</b>
<b>Other Current Liabilities</b>			
GARNISHMENT PAYABLE	0.00	0.00	0.00
MARTIN - GARNISHMENT	0.00	0.00	0.00
NOWAK - GARNISHMENT - WWR	0.00	0.00	0.00
205 - PREPAID TRIP/INSURANCE	3,234.39	0.00	3,234.39
2100 - Payroll Liabilities	13,855.30	7,215.78	6,639.52
220 - ACCRUED VACATION LIABILITY	0.00	47,789.53	-47,789.53
223 - JOHN HANCOCK PAYABLE	0.00	2,208.26	-2,208.26
232 - AFLAC PAYABLE	461.82	742.42	-280.60
239 - ACCRUED WAGES	0.00	43,029.77	-43,029.77
<b>Total Other Current Liabilities</b>	<b>17,551.51</b>	<b>100,985.76</b>	<b>-83,434.25</b>
<b>Total Current Liabilities</b>	<b>47,270.07</b>	<b>147,592.87</b>	<b>-100,322.80</b>
<b>Long Term Liabilities</b>			
250 - MORTGAGE PAYABLE	0.00	91,153.07	-91,153.07
253 - LEASE PAYABLE	2,936.56	4,138.15	-1,201.59
260 - NET PENSION LIABILITY	592,403.00	592,403.00	0.00
<b>Total Long Term Liabilities</b>	<b>595,339.56</b>	<b>687,694.22</b>	<b>-92,354.66</b>
<b>Total Liabilities</b>	<b>642,609.63</b>	<b>835,287.09</b>	<b>-192,677.46</b>
<b>Equity</b>			
Net Assets w/ Donor Restriction	7,318.00	7,318.00	0.00
Net Assets w/o Donor Restriction	350,601.48	350,601.48	0.00
3900 - NET ASSETS	357,919.48	491,471.91	-133,552.43
3900D0 - FUND BALANCE	-357,919.48	-357,919.48	0.00
Net Income	-56,601.99	-133,552.43	76,950.44
<b>Total Equity</b>	<b>301,317.49</b>	<b>357,919.48</b>	<b>-56,601.99</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>943,927.12</b>	<b>1,193,206.57</b>	<b>-249,279.45</b>

# Benzie Senior Resources

## Statement of Financial Income and Expense - Monthly

07/12/2024

Accrual Basis

June 2024

	June 2024	Budget	\$ Change
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### ORDINARY INCOME/EXPENSE

#### INCOME

519.03 · TITLE III C2 INCOME	9,893.25	9,893.00	0.25
519.04 · FEDERAL USDA	0.00	0.00	0.00
519.05 MIPPA (MMAP)	400.00	150.00	250.00
519.06 WAIVER-SNOW REMOVAL	0.00	0.00	0.00
540 · GRANTS	0.00	13,750.00	(13,750.00)
561 - HDM WAIVER	2,291.50	2,009.00	282.50
642 · CHARGES FOR SERVICES/CONT	330.00	283.00	47.00
642.01 · FEE FOR SERVICE/CHORE	(5.00)	0.00	(5.00)
642.02 · FEE FOR SERVICE/HOMEMAKER	2,859.00	3,800.00	(941.00)
642.03 · FEE FOR SERV/SNOW REMOVAL	(808.00)	0.00	(808.00)
642.06 - BENZIE BUS HEALTH RIDE	20.00	85.00	(65.00)
642.1 - FEE FOR SLIDING SCALE CLIENTS	6,368.47	8,363.00	(1,994.53)
642.05 - FEE FOR PRIVATE PAY & INS	0.00	363.00	(363.00)
670 - CLIENT INCOME	15,332.39	11,547.00	3,785.39
671 - PACE NORTH Client Income	1,059.50	590.00	469.50
672 - BANCARD CONVENIENCE FEE	58.97	0.00	58.97
673 · NEWSLETTER SUB	10.00	45.00	(35.00)
675 · DONATIONS	9,689.39	15,550.00	(5,860.61)
676 · MILLAGE	111,108.00	111,108.00	0.00
677 · FUNDRAISING INCOME	1,905.00	1,000.00	905.00
680 · VOLUNTEER WAGES (IN-KIND).	6,230.00	8,750.00	(2,520.00)
681 - IN-KIND (non-volunteer)	0.00	0.00	0.00
690 - TRIP INCOME	0.00	0.00	0.00
SPONSORSHIP INCOME	0.00	0.00	0.00
691 - MISC INCOME	3.73	0.00	3.73
Other	0.00	0.00	0.00
<b>TOTAL INCOME</b>	<b>166,746.20</b>	<b>187,286.00</b>	<b>(20,539.80)</b>

<b>GROSS PROFIT</b>	166,746.20	187,286.00	(20,539.80)
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#### EXPENSE

700 - ACCOUNTING FEES	350.00	0.00	350.00
705 · SALARY AND WAGES	87,145.18	88,900.00	(1,754.82)
705.1 TRAVEL TIME	1,655.32	1,540.00	115.32
708 · PAYROLL TAX EXPENSE	6,601.65	6,370.00	231.65
708.1 UNEMPLOYMENT INSURANCE AGENC'	246.45	220.00	26.45
709 · EDUCATION/TRAINING	240.00	160.00	80.00
710 · EVENTS	0.00	165.00	(165.00)
711 · TGPSC ACTIVITIES	0.00	375.00	(375.00)
715 · CLOTHING ALLOWANCE	0.00	0.00	0.00
717 · DUES/SUBSCRIPTIONS	162.50	250.00	(87.50)
720 - BAD DEBT	0.00	0.00	0.00
721 · COMPUTER EXPENSES	1,664.34	3,258.00	(1,593.66)
725 · FRINGE BENEFITS	15,208.39	14,286.00	922.39

	June 2024	Budget	\$ Change
<b>726 - FUNDRAISING/MARKETING EXP</b>	1,738.99	100.00	1,638.99
<b>727 · SUPPLIES</b>	1,729.75	3,580.00	(1,850.25)
<b>727.2 · OFFICE EXP</b>	1,693.48	1,535.00	158.48
<b>727.3 - POSTAGE</b>	74.80	497.00	(422.20)
<b>727.4 - ADVERTISING</b>	116.50	275.00	(158.50)
<b>740 · FOOD</b>	23,058.44	22,170.00	888.44
<b>819 · CONTRACTUAL</b>	11,623.95	12,305.00	(681.05)
<b>820 · VOLUNTEER WAGES (IN-KIND)</b>	6,230.00	8,750.00	(2,520.00)
<b>825 · VOLUNTEER EXPENSES</b>	420.31	725.00	(304.69)
<b>850 · TELEPHONE</b>	636.12	715.00	(78.88)
<b>861 · TRAVEL/MILEAGE/GAS</b>	3,652.84	3,375.00	277.84
<b>900 · INTEREST EXPENSE</b>	(236.92)	230.00	(466.92)
<b>910 · INSURANCE</b>	3,822.20	5,500.00	(1,677.80)
<b>915 · PROJECTS</b>	180.30	830.00	(649.70)
<b>920 · UTILITIES</b>	640.80	2,870.00	(2,229.20)
<b>940 · DEPRECIATION EXPENSE</b>	3,398.88	3,500.00	(101.12)
<b>980 · EQUIPMENT/REPAIRS</b>	821.14	2,040.00	(1,218.86)
<b>980.1 - OUTDOOR MAINTENANCE</b>	282.87	180.00	102.87
<b>980.2 - INDOOR MAINTENANCE</b>	100.00	150.00	(50.00)
<b>981-HDM FLEET MAINTENANCE/GAS</b>	2,168.36	1,935.00	233.36
<b>991 - TRIP EXPENSE</b>	0.00	0.00	0.00
<b>Other</b>	0.00	0.00	0.00
			0.00
<b>TOTAL EXPENSE</b>	<b>175,426.64</b>	<b>186,786.00</b>	<b>(11,359.36)</b>
 <b>NET ORDINARY INCOME</b>	 (8,680.44)	 500.00	 (9,180.44)
 <b>OTHER INCOME/EXPENSES</b>			
 <b>OTHER INCOME</b>			
<b>990 · INTEREST/DIVIDEND INCOME</b>	1,701.48	1,835.00	(133.52)
<b>999 - OTHER INCOME</b>	35.00	165.00	(130.00)
<b>TOTAL OTHER INCOME</b>	<b>1,736.48</b>	<b>2,000.00</b>	<b>(263.52)</b>
 <b>OTHER EXPENSE</b>			
<b>999.1 · OTHER EXPENSE</b>	0.00	165.00	(165.00)
<b>99999 - LEGAL EXPENSE</b>	0.00	85.00	(85.00)
<b>TOTAL OTHER EXPENSE</b>	<b>0.00</b>	<b>250.00</b>	<b>(250.00)</b>
 <b>NET OTHER INCOME</b>	 <b>1,736.48</b>	 <b>1,750.00</b>	 <b>(13.52)</b>
 <b>NET INCOME</b>	 <b>(6,943.96)</b>	 <b>2,250.00</b>	 <b>(9,193.96)</b>

# Benzie Senior Resources

## Statement of Financial Income and Expense - YTD

07/12/2024

October 2023-June 2024

Accrual Basis

Percent  
Received or  
Expended

	Oct-June 2024	Budget	\$ Change	
<b>ORDINARY INCOME/EXPENSE</b>				
<b>INCOME</b>				
519.03 · TITLE III C2 INCOME	89,039.25	89,039.00	0.25	75.0%
519.04 · FEDERAL USDA	35,006.79	41,250.00	(6,243.21)	61.0%
519.05 MIPPA (MMAP)	2,400.00	1,800.00	600.00	133.0%
519.06 - WAIVER-SNOW REMOVAL	1,845.00	2,700.00	(855.00)	68.3%
540 · GRANTS	92,700.00	123,750.00	(31,050.00)	56.2%
561 - HDM WAIVER	18,429.50	16,072.00	2,357.50	83.4%
642 · CHARGES FOR SERVICES/CONT	2,790.30	2,547.00	243.30	82.0%
642.01 · FEE FOR SERVICE/CHORE	(652.00)	0.00	(652.00)	0.0%
642.02 · FEE FOR SERVICE/HOMEMAKER	29,390.45	26,468.00	2,922.45	77.3%
642.03 - FEE FOR SERV/SNOW REMOVAL	15,529.00	27,200.00	(11,671.00)	57.0%
642.06 - BENZIE BUS HEALTH RIDE	684.00	765.00	(81.00)	67.0%
642.1 - FEE FOR SLIDING SCALE CLIENTS	47,498.71	66,908.00	(19,409.29)	52.0%
642.05 - FEE FOR PRIVATE PAY & INS	88.00	2,904.00	(2,816.00)	2.0%
670 - CLIENT INCOME	110,585.56	92,367.00	18,218.56	87.0%
671 - PACE NORTH Client Income	5,369.00	4,720.00	649.00	82.6%
672 - BANCARDCONVENIENCE FEE	322.90	0.00	322.90	
673 · NEWSLETTER SUB	290.00	365.00	(75.00)	58.0%
675 · DONATIONS	122,842.64	138,050.00	(15,207.36)	66.5%
676 · MILLAGE	991,490.99	999,972.00	(8,481.01)	74.4%
677 · FUNDRAISING INCOME	60,299.37	81,750.00	(21,450.63)	55.9%
680 · VOLUNTEER WAGES (IN-KIND).	83,943.30	78,750.00	5,193.30	80.0%
681 - IN-KIND (non-volunteer)	8,121.40	8,000.00	121.40	101.5%
690 - TRIP INCOME	0.00	1,500.00	(1,500.00)	0.0%
679 - SPONSORSHIP INCOME	990.00	3,600.00	(2,610.00)	25.0%
Misc	3.73	0.00	3.73	0.0%
Other	0.00	0.00	0.00	0.0%
<b>TOTAL INCOME</b>	<b>1,719,007.89</b>	<b>1,810,477.00</b>	<b>(91,469.11)</b>	<b>70.5%</b>
<b>GROSS PROFIT</b>	<b>1,719,007.89</b>	<b>1,810,477.00</b>	<b>(91,469.11)</b>	
<b>EXPENSE</b>				
700 - ACCOUNTING FEES	15,256.25	9,000.00	6,256.25	169.5%
705 · SALARY AND WAGES	830,678.48	840,870.00	(10,191.52)	72.1%
705.1 TRAVEL TIME	14,149.30	15,385.00	(1,235.70)	70.7%
708 · PAYROLL TAX EXPENSE	62,216.48	59,800.00	2,416.48	75.8%
708.1 UNEMPLOYMENT INSURANCE AGENC'	5,245.11	5,035.00	210.11	99.0%
709 · EDUCATION/TRAINING	1,548.41	1,440.00	108.41	80.6%
710 · EVENTS	441.62	1,485.00	(1,043.38)	22.2%
711 · TGPSC ACTIVITIES	922.26	3,375.00	(2,452.74)	20.4%
715 · CLOTHING ALLOWANCE	0.00	0.00	0.00	0.0%
717 · DUES/SUBSCRIPTIONS	6,063.75	6,080.00	(16.25)	96.2%
720 - BAD DEBT	0.00	0.00	0.00	0.0%
721 · COMPUTER EXPENSES	29,850.38	29,322.00	528.38	76.3%
725 · FRINGE BENEFITS	83,212.17	80,568.00	2,644.17	48.5%

	Oct-June 2024	Budget	\$ Change	Percent Received or Expended
<b>726 - FUNDRAISING/MARKETING EXP</b>	7,303.71	3,455.00	3,848.71	158.7%
<b>727 · SUPPLIES</b>	29,992.61	32,220.00	(2,227.39)	69.8%
<b>727.2 · OFFICE EXP</b>	17,036.73	13,815.00	3,221.73	92.5%
<b>727.3 - POSTAGE</b>	2,240.14	4,473.00	(2,232.86)	37.6%
<b>727.4 - ADVERTISING</b>	4,839.38	3,975.00	864.38	100.1%
<b>740 · FOOD</b>	194,379.41	199,510.00	(5,130.59)	73.1%
<b>819 · CONTRACTUAL</b>	154,707.20	182,765.00	(28,057.80)	70.4%
<b>820 · VOLUNTEER WAGES (IN-KIND)</b>	83,943.30	78,750.00	5,193.30	80.0%
<b>825 · VOLUNTEER EXPENSES</b>	9,384.25	13,330.00	(3,945.75)	61.4%
<b>850 · TELEPHONE</b>	6,686.23	6,435.00	251.23	78.0%
<b>861 · TRAVEL/MILEAGE/GAS</b>	36,664.75	31,125.00	5,539.75	89.6%
<b>900 · INTEREST EXPENSE</b>	2,041.55	2,070.00	(28.45)	74.0%
<b>910 · INSURANCE</b>	34,649.70	44,550.00	(9,900.30)	60.0%
<b>915 · PROJECTS</b>	12,111.71	15,690.00	(3,578.29)	67.3%
<b>920 · UTILITIES</b>	24,372.11	25,805.00	(1,432.89)	70.8%
<b>940 · DEPRECIATION EXPENSE</b>	30,589.92	31,500.00	(910.08)	72.8%
<b>980 · EQUIPMENT/REPAIRS</b>	31,889.26	18,375.00	13,514.26	130.2%
<b>980.1 - OUTDOOR MAINTENANCE</b>	13,734.19	7,490.00	6,244.19	171.7%
<b>980.2 - INDOOR MAINTENANCE</b>	1,106.25	1,350.00	(243.75)	61.4%
<b>981-HDM FLEET MAINTENANCE/GAS</b>	21,179.46	17,430.00	3,749.46	91.1%
<b>991 - TRIP EXPENSE</b>	0.00	0.00	0.00	0.0%
Other	25,928.66	0.00	25,928.66	
			0.00	
<b>TOTAL EXPENSE</b>	<b>1,794,364.73</b>	<b>1,786,473.00</b>	<b>7,891.73</b>	<b>73.5%</b>
 <b>NET ORDINARY INCOME</b>	 (75,356.84)	 24,004.00	 (99,360.84)	
 <b>OTHER INCOME/EXPENSES</b>				
 <b>OTHER INCOME</b>				
<b>990 · INTEREST/DIVIDEND INCOME</b>	20,381.28	16,515.00	3,866.28	92.6%
<b>999 - OTHER INCOME</b>	1,157.57	1,486.00	(328.43)	57.9%
<b>TOTAL OTHER INCOME</b>	<b>21,538.85</b>	<b>18,001.00</b>	<b>3,537.85</b>	<b>89.7%</b>
 <b>OTHER EXPENSE</b>				
<b>999.1 · OTHER EXPENSE</b>	0.00	745.00	(745.00)	0.0%
<b>99999 - LEGAL EXPENSE</b>	2,784.00	1,495.00	1,289.00	139.2%
<b>TOTAL OTHER EXPENSE</b>	<b>2,784.00</b>	<b>2,240.00</b>	<b>544.00</b>	<b>92.8%</b>
 <b>NET OTHER INCOME</b>	 <b>18,754.85</b>	 <b>15,761.00</b>	 <b>2,993.85</b>	
 <b>NET INCOME</b>	 <b>(56,601.99)</b>	 <b>39,765.00</b>	 <b>(96,366.99)</b>	

## June 2024 Journal Entry Summary

- 878. JE to record June depreciation expense (non-cash transaction) \*
- 871. JE to record June inventory at month end \*
- 875. JE to reclass June payroll mileage reimbursements from “uncategorized” to appropriate class, i.e. Home Health and Admin \*
- 879. JE to reclass June payroll health insurance deductions from “uncategorized” to appropriate class, i.e. Home Health and Admin \*
- 878. JE to record June payroll spread across all programs- original payroll entry posts to one class \*
- 876. JE to record June volunteer hours in-kind wages \*
- 649. JE to record the Interest Adjustment for the Mortgage Payoff of TGP.

\* **Monthly recurring Journal Entries.**

# Finance Report

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**BILLS TO BE APPROVED****July 23, 2024****Motion to approve Vouchers in the amount of:**

\$ 149,038.85 General Fund (101)

\$ 9,433.04 Ambulance Fund & ALS (210)

\$ 21,958.52 Jail (213)

\$ 24,057.65 Fund 105-238

\$ 230.75 Building (249)

\$ 3,226.36 ACO Fund (251)

\$ 2,529.91 Dispatch 911 Fund (261)

\$ 132,631.13 Fund 239-292

\$ 133,058.94 Fund 293-690

\$ 49,918.16 Fund 701

\$ 59,973.28 Fund 702-771

**\$ 586,056.59**

## Payable July 4 to July 18

Date	Fund 101 General	Fund 210 EMS	Fund 213 Jail	Fund 105-238	Fund 249 Building	Fund 251 ACO	Fund 261 Dispatch	Fund 239-292	Fund 293-690	Fund 701 Trust/Agency	Fund 702-771	Totals
7/11/2024	\$ 58,480.27	\$ 635.76	\$ 9,013.79	\$ 23,270.53	\$ -	\$ 1,328.75	\$ 440.98	\$ 5,177.78	\$ 124,522.50	\$ 21,013.44	\$ -	\$ 243,883.80
7/18/2024	\$ 82,302.78	\$ 8,583.19	\$ 9,619.67	\$ 787.12	\$ 230.75	\$ 1,532.35	\$ 1,700.23	\$ 127,453.35	\$ 8,536.44	\$ 28,904.72	\$ 59,973.28	\$ 329,623.88
EFT 7/18/24	\$ 8,255.80	\$ 214.09	\$ 3,325.06	\$ -	\$ -	\$ 365.26	\$ 388.70	\$ -	\$ -	\$ -	\$ -	\$ 12,548.91
												\$ -
												\$ -
												\$ -
												\$ -
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												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
Totals	\$ 149,038.85	\$ 9,433.04	\$ 21,958.52	\$ 24,057.65	\$ 230.75	\$ 3,226.36	\$ 2,529.91	\$ 132,631.13	\$ 133,058.94	\$ 49,918.16	\$ 59,973.28	\$ 586,056.59

206-K-9 Fund	230-BVTMC	269-Law Library	310-Gov't Ctr Addition-Debt
207-Sheriff Reserve's	232-Planning/Zoning	270-Platte River Bridge	315-Benzie Leelanau Health
208-Dive Team	235-CBDG	271-Housing Grant	321-Jail Bond
209-Resource Officer	238-EDC	276-Council on Aging	371-Jail Bldg Debt Millage
210-Benzie Kids	245-Remonumentation	285-Pt. Betsie Lighthouse	425-Equipment Replace
211-D.A.R.E. Fund	256-Reg of Deeds	292-Child Care Fund	
215-FOC	262-911-Training	293-Soldiers Relief Fund	

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY  
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 101 GENERAL FUND</b>					
<b>Dept 101 BOARD OF COMMISSIONERS</b>					
101-101-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, INC	TABLE RUNNER FOR BENZIE COUNTY EVENTS	41.34	94522
101-101-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, INC	CENTER TABLE RUNNER FOR BENZIE COUNTY	22.98	94522
101-101-860.00	TRAVEL	MARKEY, TIM	TRAVEL VOUCHER FOR JUNE 2024	185.59	94486
101-101-860.00	TRAVEL	NYE, RHONDA	TRAVEL VOUCHER FOR JUNE 2024	30.82	94499
101-101-955.00	DUES & REGISTRATIONS	MICHIGAN ASSOCIATION OF CC	2024-2025 COUNTY DUES	12,139.58	94568
Total For Dept 101 BOARD OF COMMISSIONERS					12,420.31
<b>Dept 172 ADMINISTRATOR</b>					
101-172-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, INC	LOCK BOXES FOR OPIOID FUNDING	513.80	94438
101-172-800.00	CONTRACTED SERVICES	MITCHELL SHAPIRO	BROADBAND RELATED EXPENSES FOR JUNE 2024	3,825.00	94571
101-172-900.00	PRINTING & PUBLISHING	MI BENZIE CO RECORD PATRIC	SUBSCRIPTION RENEWAL	65.00	94489
101-172-900.00	PRINTING & PUBLISHING	THE PIONEER GROUP	ADMINISTRATOR RECYCLING COORDINATOR POS	116.10	94513
Total For Dept 172 ADMINISTRATOR					4,519.90
<b>Dept 215 COUNTY CLERK</b>					
101-215-970.00	EQUIPMENT	JACKPINE BUSINESS CENTERS	SUPPLIES-CHAIR	218.00	94467
Total For Dept 215 COUNTY CLERK					218.00
<b>Dept 228 TECHNOLOGY</b>					
101-228-970.00	EQUIPMENT	KARHU CYBER	5 SWITCHES	14,044.00	94474
Total For Dept 228 TECHNOLOGY					14,044.00
<b>Dept 233 CENTRAL SERVICES</b>					
101-233-730.00	POSTAGE	XPERT FULFILLMENT	REIMBURSE POSTAGE FOR MAILING DLQ TAX N	450.05	94519
101-233-850.00	TELEPHONE	TELNET WORLDWIDE	BENZIE COUNTY PHONES-ACCT# 61319	1,168.44	94585
101-233-874.00	MEDICAL INSURANCE - RETIREES	BLUE CARE NETWORK	GROUP#00189733 SUB#0002 AUGUST 2024 RET	3,704.44	94532
101-233-874.00	MEDICAL INSURANCE - RETIREES	KOSIBOSKI, JEFFREY	RETIREE HEALTH SUPPLEMENT BENEFIT PER C	175.00	94560
101-233-874.00	MEDICAL INSURANCE - RETIREES	TUCKER, DAVID	RETIREE, HEALTH SUPPLEMENT BENEFIT	175.00	94594
101-233-930.00	EQUIPMENT REPAIR	TEAM FINANCIAL GROUP, INC.	CUSTOMER #40027957 CONTRACT #40027957-1	120.97	94512
101-233-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP, INC.	CUSTOMER #40033811 CONTRACT #40033811-1	73.19	94512
101-233-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP, INC.	CUSTOMER #40038162 CONTRACT #40038162-	262.93	94512
101-233-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP, INC.	CUSTOMER #40029846 CONTRACT #40029846-1	189.93	94512
101-233-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP, INC.	CUSTOMER #40008416 CONTRACT #40035973-1	138.65	94512
101-233-940.20	EQUIPMENT LEASE	APPLIED INNOVATION	SUM OF EQUIPMENT BASE CHARGES	75.88	94523
101-233-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP, INC.	CUSTOMER #40032368 CONTRACT #40032368-1	375.75	94584
101-233-940.20	EQUIPMENT LEASE	TELNET WORLDWIDE	BENZIE COUNTY PHONES-ACCT# 61319	559.99	94585
Total For Dept 233 CENTRAL SERVICES					7,470.22
<b>Dept 253 COUNTY TREASURER</b>					
101-253-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES	42.34	94522
101-253-731.00	TAX ROLLS & NOTICES	XPERT FULFILLMENT	PRINTING AN MAILING DLQ TAX NOTICES	299.52	94519
101-253-828.00	INSURANCE & BONDS - CURRENT TAXE	LIBERTY MUTUAL	SUMMER 2024 TAX COLLECTOR SCHEDULE BONI	4,498.00	94480
101-253-900.00	PRINTING & PUBLISHING	THE PIONEER GROUP	2024 TAX DEFERRED PROGRAM	374.40	94513
Total For Dept 253 COUNTY TREASURER					5,214.26
<b>Dept 262 ELECTIONS</b>					
101-262-727.00	OFFICE SUPPLIES - BALLOTS	ELECTION SOURCE	AUG 2024 ELECTION DATABASE PROGRAMMING	34.58	94457
101-262-905.00	PRINTING & PUBLISHING - SUPPLY	K THE PIONEER GROUP	NOTICE OF VOTERS REGISTRATION	1,194.75	94586
Total For Dept 262 ELECTIONS					1,229.33
<b>Dept 265 BUILDING &amp; GROUNDS</b>					
101-265-750.00	MAINTENANCE SUPPLIES	HURST MECHANICAL	FILTERS FOR PM INSPECTION	278.69	94465
101-265-750.00	MAINTENANCE SUPPLIES	KSS	SUPPLIES-TOWLS & TP-GOV CENTER	352.75	94479

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 101 GENERAL FUND</b>					
<b>Dept 265 BUILDING &amp; GROUNDS</b>					
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	FLAG FOR GOV CENTER	64.99	94498
101-265-750.00	MAINTENANCE SUPPLIES	KSS	GOV CENTER SUPPLIES-KLEENEX, FORKS, TOW	384.77	94561
101-265-800.00	CONTRACTED SERVICES	FISH WINDOW CLEANING	GOV CENTER WINDOW CLEANNING	1,573.00	94461
101-265-800.00	CONTRACTED SERVICES	KATHY HELINE CLEANING	CAMPUS CLEANING FOR MONTH OF JUNE 2024	6,100.00	94475
101-265-850.00	TELEPHONE	CENTURYLINK	30343955 COMMUNICATION	38.51	94537
101-265-853.00	CELLULAR PHONES	ZEITS, KATIE	MONTHLY STIPEND PHONE	30.00	94598
101-265-922.00	WATER & SEWER	VILLAGE OF BEULAH	04-01-24-07-09-24 WATER & SEWER	1,004.71	94595
101-265-922.00	WATER & SEWER	VILLAGE OF BEULAH	04/01/24-07/10/24 WATER & SEWER PMT FOF	1,377.16	94595
101-265-924.00	ELECTRIC	CONSUMERS ENERGY	ACCT #1000 0051 4313 JAIL JULY ENERGY F	1,489.78	72
101-265-924.00	ELECTRIC	CONSUMERS ENERGY	ACCT # 1000 0051 4248 GOV CENTER JULY 2	6,736.23	72
101-265-924.00	ELECTRIC	CONSUMERS ENERGY	ACCT# 1000 0586 8649 GOV CENTER GARAGE	29.79	72
101-265-935.00	BUILDING REPAIRS	HURST MECHANICAL	PM INSPECTION	2,118.50	94465
Total For Dept 265 BUILDING & GROUNDS				21,578.88	
<b>Dept 266 LEGAL &amp; CONTRACTED SERVICES</b>					
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.	PROFESSIONAL SERVICES RENDERED FOR JUNE	2,193.20	94539
101-266-815.20	ADMINISTRATION FEES - MANISTEE	MANISTEE COUNTY - ADMINIST	MANISTEE COURT COST REIMB FOR MAY 2024	1,166.67	94563
101-266-815.20	ADMINISTRATION FEES - MANISTEE	MANISTEE COUNTY - ADMINIST	MANISTEE COURT COST REIMB FOR JUNE 2024	1,166.67	94563
Total For Dept 266 LEGAL & CONTRACTED SERVICES				4,526.54	
<b>Dept 283 CIRCUIT COURT</b>					
101-283-702.00	SALARY - ELECTED OFFICIALS	MANISTEE COUNTY - ADMINIST	MANISTEE COURT COST REIMB FOR MAY 2024	10,661.12	94563
101-283-702.00	SALARY - ELECTED OFFICIALS	MANISTEE COUNTY - ADMINIST	MANISTEE COURT COST REIMB FOR JUNE 2024	10,661.12	94563
101-283-725.00	COST OF FRINGE BENEFITS - TO MAN	MANISTEE COUNTY - ADMINIST	MANISTEE COURT COST REIMB FOR MAY 2024	7,663.34	94563
101-283-725.00	COST OF FRINGE BENEFITS - TO MAN	MANISTEE COUNTY - ADMINIST	MANISTEE COURT COST REIMB FOR JUNE 2024	7,663.34	94563
101-283-802.00	TRANSCRIPTS	MANISTEE COUNTY - ADMINIST	MANISTEE COURT COST REIMB FOR JUNE 2024	584.25	94563
101-283-962.00	JIS RELATED COSTS TO MANISTEE	MANISTEE COUNTY - ADMINIST	MANISTEE COURT COST REIMB FOR MAY 2024	(4,466.56)	94563
101-283-967.00	PROJECT EXPENSES - DRUG COURT GR BENZIE COUNTY SHERIFF OFF12	DRUG TESTS		10.00	94444
101-283-967.00	PROJECT EXPENSES - DRUG COURT GR BENZIE COUNTY SHERIFF OFF112	DRUG TESTS		60.00	94444
101-283-967.00	PROJECT EXPENSES - DRUG COURT GR BENZIE COUNTY SHERIFF OFF111	DRUG TESTS		55.00	94444
101-283-967.00	PROJECT EXPENSES - DRUG COURT GR BENZIE COUNTY SHERIFF OFF16	DRUG TESTS		30.00	94444
101-283-967.00	PROJECT EXPENSES - DRUG COURT GR BENZIE COUNTY SHERIFF OFF19	DRUG TESTS		45.00	94444
101-283-967.00	PROJECT EXPENSES - DRUG COURT GR JACKPINE BUSINESS CENTERS	CHARGE FOR COVER STOCK		0.90	94556
101-283-967.00	PROJECT EXPENSES - DRUG COURT GR KENNETH HILLIARD	CONTRACTED SERVICES FOR DRUG COURT COOF		1,600.55	94559
Total For Dept 283 CIRCUIT COURT				34,568.06	
<b>Dept 286 DISTRICT COURT</b>					
101-286-727.00	OFFICE SUPPLIES	I.C.L.E.	MI CIVIL PROCEDURE	178.50	94466
101-286-727.00	OFFICE SUPPLIES	MCCARDEL WATER CONDITIONIN	WATER RENTAL/PICK UP FOR DISTRICT/PROBA	12.00	94487
101-286-727.00	OFFICE SUPPLIES	MCCARDEL WATER CONDITIONIN	PROBATE COURT RENTAL	40.00	94487
101-286-727.00	OFFICE SUPPLIES	MCCARDEL WATER CONDITIONIN	BOTTLE WATER DEPOSIT & RETURN & DELIVEF	40.00	94564
101-286-727.00	OFFICE SUPPLIES	ODP BUSINESS SOLUTIONS, LI	OFFICE SUPPLIES DISTRICT/PROBATE COURT	393.99	94576
101-286-727.00	OFFICE SUPPLIES	THOMSON REUTER	MI CRIMINAL & MOTOR VEHICLE LAW 2024	256.00	94588
101-286-805.10	PROBATE CT APPOINTED ATTORNEY	BARE & WESTFALL, P.C.	IN THE MATTER OF RUBY DAVIDSON	120.00	94442
101-286-805.10	PROBATE CT APPOINTED ATTORNEY	14 KEHR, LINDA MOOREY	ATTY COURT APPOINTED ATTORNEY 14-0014-DD	350.00	94476
101-286-805.10	PROBATE CT APPOINTED ATTORNEY	19 KEHR, LINDA MOOREY	ATTY COURT APPT ATTORNEY 19-0028-GM	350.00	94476
101-286-805.10	PROBATE CT APPOINTED ATTORNEY	KISH DYKSTRA & SCOTT	BARTLEY, PRESLEY-BENZIE GAL	175.00	94478
101-286-805.10	PROBATE CT APPOINTED ATTORNEY	MIHELICH & KAVANAUGH, PLC	SERVICES RENDERED IN MATTER OF CINDY KC	150.00	94493
101-286-805.10	PROBATE CT APPOINTED ATTORNEY	NORTHERN MICHIGAN ELDER	LA LEGAL FEES FOR 6/17/24	25.00	94497
101-286-805.10	PROBATE CT APPOINTED ATTORNEY	NORTHERN MICHIGAN ELDER	LA LEAGAL FEES 06/26/24	110.00	94497
101-286-805.10	PROBATE CT APPOINTED ATTORNEY	NORTHERN MICHIGAN ELDER	LA LEGAL FEES RE: MASON GREENE	215.00	94497
101-286-805.10	PROBATE CT APPOINTED ATTORNEY	NORTHERN MICHIGAN ELDER	LA ATTORNEY FEES RE: JARED CUMMINGS	60.00	94497
101-286-805.10	PROBATE CT APPOINTED ATTORNEY	NORTHERN MICHIGAN ELDER	LA ATTY FEES 06/03/24	25.00	94497

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY  
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 101 GENERAL FUND</b>					
Dept 286 DISTRICT COURT					
101-286-805.10	PROBATE CT APPOINTED ATTORNEY	RENEE LYNN WAGENAAR	ORDER FOR PAYMENT	140.00	94578
101-286-806.00	SCREENING FEES	OPEN DOOR ASSESSMENTS, LLC	COURT SCREENING 24-121-SD	75.00	94500
101-286-806.00	SCREENING FEES	OPEN DOOR ASSESSMENTS, LLC	COURT SCREENING 24-116-SD, WM	75.00	94500
101-286-811.00	INTERPRETER FEES	V.O.I.C.E., INC. OF MICHIGAN	INTERPRETATION FOR 5/30/24	360.00	94516
101-286-860.00	TRAVEL	MEAD, JOHN D.	REIMBURSEMENT FOR SEMINAR IN MARQUETTE	419.42	94488
101-286-860.00	TRAVEL	O'BRIEN, AMANDA	MAGISTRATE SPECIALTY SEMINAR, LANSING,	272.02	94574
101-286-900.00	PRINTING & PUBLISHING	THE PIONEER GROUP	PROBATE COURT NOTICE OF HEARINGS	99.65	94513
101-286-955.00	DUES & REGISTRATIONS	MICHIGAN DISTRICT JUDGES & JUDGES CONFERENCES-MDJA ANNUAL CONFERENCE	375.00	94492	
101-286-955.00	DUES & REGISTRATIONS	MICHIGAN ASSOC OF DISTRICT COURT MAGISTRATE CONFERENCE SE	200.00	94567	
101-286-955.00	DUES & REGISTRATIONS	O'BRIEN, AMANDA	MAGISTRATE SPECIALTY SEMINAR, LANSING,	24.63	94574
			<b>Total For Dept 286 DISTRICT COURT</b>	<b>4,541.21</b>	
<b>Dept 289 FRIEND OF THE COURT</b>					
101-289-964.10	REIMBURSEMENT TO MANISTEE	MANISTEE COUNTY FOC	FOC REIMBURSEMENT FOR MAY 2024	10,047.94	94485
			<b>Total For Dept 289 FRIEND OF THE COURT</b>	<b>10,047.94</b>	
<b>Dept 301 SHERIFF</b>					
101-301-748.00	GAS, OIL & GREASE	SHELL CREDIT CARD	FUEL -SHELL JNE 16 2024 TO JULY 15 2024	272.11	94581
101-301-749.00	VEHICLE REPAIRS	GRAND TRAVERSE MOBILE COMM 18-2	RADIO REPAIR	71.25	94551
101-301-749.00	VEHICLE REPAIRS	HEIGES PERFORMANCE, INC.	19-3 SERVICE REAR DIFF	194.16	94553
101-301-749.00	VEHICLE REPAIRS	HONOR TOUCHLESS AUTO WASH	CAR WASH TOKENS	500.00	94554
101-301-749.00	VEHICLE REPAIRS	NAPA AUTO SUPPLY, INC.	20-1 REFRIGERANT AND CAN TAP VALVE	80.44	94572
101-301-751.00	UNIFORMS	GALL'S, LLC	UNIFORM BELT - UNDERSHERIFF HUBERS	50.50	94462
101-301-752.10	DRY CLEANERS	ROBBIE'S DRY CLEANERS, INC	DRY CLEANING CORRECTIONS AND ROAD PATRO	72.00	94502
101-301-835.10	BLOOD RESTITUTIONS	COUNTY OF BENZIE	EMS BILLING- BLOOD DRAW M PELKY 4/19/24	75.00	94540
101-301-835.10	BLOOD RESTITUTIONS	COUNTY OF BENZIE	EMS BLOOD DRAW - R BUCKNER 4/20/24	75.00	94540
101-301-835.10	BLOOD RESTITUTIONS	COUNTY OF BENZIE	EMS BLOOD DRAW - C PELKY 4/19/24	75.00	94540
101-301-853.00	CELLULAR PHONES-ROAD PATROL	AT & T MOBILITY	CELL PHONE SERVICE MAY 25 2024 TO JUNE	605.98	94440
101-301-961.00	TRAINING & SCHOOLS	MICHIGAN SHERIFFS ASSOCIATION	REGISTRATION - MSA CONFERENCE 10/28/24	150.00	94569
101-301-970.00	EQUIPMENT	AMAZON CAPITAL SERVICES, INC	SEAL PULL TIGHT PADLOCKS/DOCK LINES	22.00	94438
101-301-970.00	EQUIPMENT	GRAND TRAVERSE MOBILE COMM 19-4	DOCK REPLACEMENT SUPPLIES/LABOR	2,484.49	94551
			<b>Total For Dept 301 SHERIFF</b>	<b>4,727.93</b>	
<b>Dept 426 EMERGENCY MANAGEMENT</b>					
101-426-749.00	VEHICLE REPAIRS	AMAZON CAPITAL SERVICES, INC	CERT TRAILER LIGHT REPLACEMENT	12.36	94438
101-426-970.00	EQUIPMENT	AMAZON CAPITAL SERVICES, INC	SHOVELS FOR TOWER GROUNDBREAKING	118.00	94438
			<b>Total For Dept 426 EMERGENCY MANAGEMENT</b>	<b>130.36</b>	
<b>Dept 442 DRAIN COMMISSION</b>					
101-442-819.00	CONTRACT SERVICE - LAKE LEVELS	DIXON, CRAIG	MONTHLY CONTRACTED SERVICES FOR DAM WAIT	333.33	94545
			<b>Total For Dept 442 DRAIN COMMISSION</b>	<b>333.33</b>	
<b>Dept 648 MEDICAL EXAMINER</b>					
101-648-800.00	CONTRACTED SERVICES	MANISTEE COUNTY - ADMINISTRATOR	COURT COST REIMB FOR MAY 2024	2,234.34	94563
101-648-800.00	CONTRACTED SERVICES	MANISTEE COUNTY - ADMINISTRATOR	COURT COST REIMB FOR JUNE 2024	2,234.34	94563
101-648-835.00	LAB FEES	NMS LABS	LAB FEES	1,900.00	94573
101-648-835.00	LAB FEES	NMS LABS	LAB FEES	887.00	94573
101-648-835.00	LAB FEES	RGS REMOVALS	HISTOLOGY SERVICES-MICROSCOPIC SLIDES	430.00	94579
101-648-861.00	BURIAL TRANSITS	JOWETT FAMILY FUNERAL HOME	TRANSPORT OF DECEASED AND MEDICOLEGAL	1,350.00	94473
101-648-970.00	EQUIPMENT- MEDICAL EXAMINER	STERICYCLE, INC.	SITE 002: BENZIE COUNTY EMS, STERI-SAFE	871.81	94511
101-648-970.00	EQUIPMENT- MEDICAL EXAMINER	TRINITY FLUIDS	SUPPLIES	112.20	94593
			<b>Total For Dept 648 MEDICAL EXAMINER</b>	<b>10,019.69</b>	

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Fund 101 GENERAL FUND					
Dept 649 MENTAL HEALTH					
101-649-836.00	APPROPRIATIONS	CENTRA WELLNESS NETWORK	MONTHLY APPRORIATION JU 2024	9,731.75	94451
			Total For Dept 649 MENTAL HEALTH	9,731.75	
Dept 662 JUVENILE DIVISION					
101-662-702.00	WAGES	MANISTEE COUNTY - ADMINIST	MANISTEE COURT COST REIMB FOR MAY 2024	1,573.62	94563
101-662-702.00	WAGES	MANISTEE COUNTY - ADMINIST	MANISTEE COURT COST REIMB FOR JUNE 2024	1,573.62	94563
101-662-727.00	OFFICE SUPPLIES	WELLS FARGO FINANCIAL LEAS	603-0236145-000 2022 COPIER LEASE PMT	79.90	94517
			Total For Dept 662 JUVENILE DIVISION	3,227.14	
Dept 711 REGISTER OF DEEDS					
101-711-961.00	TRAINING & SCHOOLS	MI ASSOC OF REGISTER OF DE	MARD SUMMER EDUCATIONAL CONFERENCE	490.00	94565
			Total For Dept 711 REGISTER OF DEEDS	490.00	
			Total For Fund 101 GENERAL FUND	149,038.85	
Fund 210 AMBULANCE FUND					
Dept 265 BUILDING & GROUNDS					
210-265-750.00	MAINTENANCE SUPPLIES	MI PEST	PEST CONTROL ST 3	61.00	94490
210-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	ST 2 CLEANING SUPPLIES	10.57	94498
210-265-750.00	MAINTENANCE SUPPLIES	MI PEST	ST 2	66.00	94566
210-265-850.01	INTERNET, PHONE, CABLE	CHARTER COMMUNICATIONS	SPECTRUM ST3	283.00	94452
210-265-850.01	INTERNET, PHONE, CABLE	DIRECTV	DIRECTV	140.98	94544
210-265-850.01	INTERNET, PHONE, CABLE	TELNET WORLDWIDE	BENZIE COUNTY PHONES-ACCT# 61319	19.98	94585
210-265-922.00	WATER & SEWER	MCCARDEL WATER CONDITIONIN	ST 3 WATER	61.50	94487
210-265-922.00	WATER & SEWER	CITY OF FRANKFORT	WATER SEWER ST 3	69.17	94538
210-265-924.00	ELECTRIC	CHERRYLAND ELECTRIC	ST 2 ELECTRIC	184.82	94453
210-265-924.00	ELECTRIC	CONSUMERS ENERGY	ACCT #1000 1354 3556 EMS PARK JULY 2024	161.71	72
210-265-924.00	ELECTRIC	CONSUMERS ENERGY	ACCT #1000 1354 3937 EMS PINE JULY 2024	52.38	72
210-265-970.00	EQUIPMENT	AMAZON CAPITAL SERVICES,	EQUIPMENT POWER CORDS FOR AMBULANCES	34.87	94438
			Total For Dept 265 BUILDING & GROUNDS	1,145.98	
Dept 655 ADVANCED LIFE SUPPORT (ALS)					
210-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	OXYGEN	102.68	94521
210-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	OXYGEN	71.38	94521
210-655-749.00	VEHICLE REPAIRS	QUALITY CAR & TRUCK REPAIR	A32 STABILIZER LINKS, OIL, BRAKES,	976.74	94577
210-655-749.00	VEHICLE REPAIRS	QUALITY CAR & TRUCK REPAIR	QUALITY CAR AND TRUCK A33 AC AND PLUGS	1,418.67	94577
210-655-800.01	CONTRACTED SERVICES - BILLING	CENTRAL PROFESSIONAL PRE-C	PAYMENTS DUE FROM PATIENTS PAYING BENZI	1,263.62	94536
210-655-800.01	CONTRACTED SERVICES - BILLING	EMS MANAGEMENT & CONSULTAN	JUNE 24 BILLING PAYMENT	3,675.74	94547
210-655-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.	PROFESSIONAL SERVICES RENDERED FOR JUNE	778.23	94539
			Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)	8,287.06	
			Total For Fund 210 AMBULANCE FUND	9,433.04	
Fund 213 JAIL OPERATIONS FUND					
Dept 265 BUILDING & GROUNDS					
213-265-782.00	MAINTENANCE SUPPLIES	AMAZON CAPITAL SERVICES,	JAIL SUPPLIES-SANITIZER/BOX CUTTERS/COM	10.99	94522
213-265-782.00	MAINTENANCE SUPPLIES	KSS	JAIL SUPPLIES - INMATE LAUNDRY	1,742.93	94561
213-265-783.00	EQUIP. SERVICES & SUPPLIES	AMAZON CAPITAL SERVICES,	JAIL SUPPLIES-SANITIZER/BOX CUTTERS/COM	78.44	94522
213-265-850.00	TELEPHONE	TELNET WORLDWIDE	BENZIE COUNTY PHONES-ACCT# 61319	130.35	94585
213-265-853.00	CELLULAR PHONES	AT & T MOBILITY	CELL PHONE SERVICE MAY 25 2024 TO JUNE	115.00	94440
213-265-922.00	WATER & SEWER	VILLAGE OF BEULAH	04/01/24-07/10/24 WATER & SEWER PMT FOF	3,073.71	94595
213-265-924.00	ELECTRIC	CONSUMERS ENERGY	ACCT #1000 0051 4313 JAIL JULY ENERGY E	3,325.06	72
213-265-935.00	JAIL REPAIRS	HURST MECHANICAL	JAIL LABOR/MATERIAL TO CLEAN ALL CONDEN	997.67	94465

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<b>Fund 213 JAIL OPERATIONS FUND</b>					
Dept 265 BUILDING & GROUNDS					
213-265-935.00	JAIL REPAIRS	HURST MECHANICAL	AC/REFRIGERANT REPAIR-LABOR AND MATERIAL	408.48	94465
213-265-935.00	JAIL REPAIRS	JOHNSON CONTROLS FIRE PROT JAIL-ALARM-DETECTION	LABOR/SAFETY AND EQUIPMENT	1,558.72	94471
		<b>Total For Dept 265 BUILDING &amp; GROUNDS</b>		<b>11,441.35</b>	
<b>Dept 351 JAIL - CORRECTIONS</b>					
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	INMATE MEALS WEEK 6-23-24 TO 6-29-24	2,699.65	94449
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	INMATE MEALS 6-30-24 TO 7-6-24	2,680.79	94449
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	INMATE MEALS WEEK 7/7/24 TO 7/13/24	2,637.52	94534
213-351-742.00	KITCHEN SUPPLIES	KSS	JAIL SUPPLIES - INMATE LAUNDRY	350.62	94561
213-351-748.00	GAS, OIL & GREASE	BENZIE COUNTY SHERIFF OFFICE	PETTY CASH 4.19.24 TO 6.30.24	65.51	94445
213-351-748.00	GAS, OIL & GREASE	EXPRESS LUBE & TIRE SERVICE	OIL CHANGE GRAND CARAVAN-2 JAIL VEHICLE	55.51	94548
213-351-748.00	GAS, OIL & GREASE	EXPRESS LUBE & TIRE SERVICE	OIL CHANGE 23-5 JAIL PACIFICA	46.56	94548
213-351-748.00	GAS, OIL & GREASE	SHELL CREDIT CARD	FUEL -SHELL JNE 16 2024 TO JULY 15 2024	46.66	94581
213-351-751.00	UNIFORMS	GALL'S, LLC	JAIL UNIFORM PANTS- STEWART X3	252.00	94462
213-351-751.00	UNIFORMS	GALL'S, LLC	JAIL - DEPUTY STEWART UNIFORM BELT	50.50	94462
213-351-751.00	UNIFORMS	EMBROID ME OF TRAVERSE CITY	EMBROIDERY JAIL UNIFORMS-NEW EMPLOYEE S	150.00	94546
213-351-752.00	PRISONERS LAUNDRY	KSS	JAIL SUPPLIES - INMATE LAUNDRY	409.44	94561
213-351-752.10	DRY CLEANERS	ROBBIE'S DRY CLEANERS, INC	DRY CLEANING CORRECTIONS AND ROAD PATROL	64.00	94502
213-351-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.	PROFESSIONAL SERVICES RENDERED FOR JUNE	672.11	94539
213-351-865.00	PRISONER TRANSFER	BENZIE COUNTY SHERIFF OFFICE	PETTY CASH 4.19.24 TO 6.30.24	87.11	94445
213-351-961.00	TRAINING & SCHOOLS	BENZIE COUNTY SHERIFF OFFICE	PETTY CASH 4.19.24 TO 6.30.24	34.36	94445
213-351-970.00	EQUIPMENT	AMAZON CAPITAL SERVICES, INC	JAIL - RACK	104.85	94522
213-351-980.01	BIO-HAZARDS EQUIPMENT	AMAZON CAPITAL SERVICES, INC	JAIL SUPPLIES-SANITIZER/BOX CUTTERS/COM	109.98	94522
		<b>Total For Dept 351 JAIL - CORRECTIONS</b>		<b>10,517.17</b>	
		<b>Total For Fund 213 JAIL OPERATIONS FUND</b>		<b>21,958.52</b>	
<b>Fund 218 MARINE PATROL FUND</b>					
Dept 000					
218-000-748.00	GAS, OIL & GREASE	AMAZON CAPITAL SERVICES, INC	SEAL PULL TIGHT PADLOCKS/DOCK LINES	55.99	94438
218-000-748.00	GAS, OIL & GREASE	CITY OF FRANKFORT	MARINE BOAT FUEL 6-28-24 AND 7-1-24	174.72	94454
218-000-748.00	GAS, OIL & GREASE	CRYSTAL LAKE MARINA	GASOLINE FOR BOAT	140.00	94455
218-000-748.00	GAS, OIL & GREASE	LONG LAKE MARINA	XD100 OIL FOR BOATS	84.00	94481
		<b>Total For Dept 000</b>		<b>454.71</b>	
		<b>Total For Fund 218 MARINE PATROL FUND</b>		<b>454.71</b>	
<b>Fund 228 SOLID WASTE/RECYCLING FUND</b>					
Dept 000					
228-000-702.00	WAGES	JAMES P. FERGUSON	SITE ATTENDANT FOR RECYCLING	280.00	94468
228-000-702.00	WAGES	MIKE MACKIN	SITE ATTENDANT WORK	640.00	94494
228-000-702.00	WAGES	JAMES P. FERGUSON	SITE ATTENDANT AND TIRE RECYCLING EVENT	360.00	94557
228-000-702.00	WAGES	MIKE MACKIN	THOMPSONVILLE TIRE EVENT-SITE ATTENDANT	100.00	94570
228-000-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.	PROFESSIONAL SERVICES RENDERED FOR JUNE	35.37	94539
228-000-821.50	HAZARDOUS WASTE	ERG ENVIRONMENTAL SERVICES	COLLECTION EVENT AT FRANKFORT HIGHT SCHOOL	21,815.80	94459
228-000-850.00	TELEPHONE	TELNET WORLDWIDE	BENZIE COUNTY PHONES-ACCT# 61319	9.99	94585
		<b>Total For Dept 000</b>		<b>23,241.16</b>	
		<b>Total For Fund 228 SOLID WASTE/RECYCLING FUND</b>		<b>23,241.16</b>	
<b>Fund 232 SHERIFF'S K-9 FUND</b>					
Dept 000					
232-000-967.00	PROJECT EXPENSES	OAKWOOD VETERINARY HOSPITAL	NEXGARD PLUS X6 K-9	211.00	94575

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Fund 232 SHERIFF'S K-9 FUND Dept 000			Total For Dept 000	211.00	
			Total For Fund 232 SHERIFF'S K-9 FUND	211.00	
Fund 236 SCHOOL RESOURCE OFFICER Dept 000					
236-000-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.	PROFESSIONAL SERVICES RENDERED FOR JUNE	70.76	94539
236-000-957.00	MISCELLANEOUS	AT & T MOBILITY	CELL PHONE SERVICE MAY 25 2024 TO JUNE	80.02	94440
			Total For Dept 000	150.78	
			Total For Fund 236 SCHOOL RESOURCE OFFICER	150.78	
Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND Dept 000					
243-000-967.00	PROJECT EXPENSES	FISHBECK	BRA SUPPORT-PROFESSIONAL SERVICES REND	78.00	94549
			Total For Dept 000	78.00	
			Total For Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY I	78.00	
Fund 249 BUILDING DEPARTMENT FUND Dept 000					
249-000-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.	PROFESSIONAL SERVICES RENDERED FOR JUNE	70.75	94539
			Total For Dept 000	70.75	
Dept 372 PLUMBING INSPECTOR					
249-372-479.00	A3 Add Remod	GRICE, ROBERT R	BD Payment Refund	160.00	94552
			Total For Dept 372 PLUMBING INSPECTOR	160.00	
			Total For Fund 249 BUILDING DEPARTMENT FUND	230.75	
Fund 251 ANIMAL CONTROL FUND Dept 265 BUILDING & GROUNDS					
251-265-850.00	TELEPHONE	TELNET WORLDWIDE	BENZIE COUNTY PHONES-ACCT# 61319	26.23	94585
251-265-924.00	ELECTRIC	CONSUMERS ENERGY	ACCT #1000 0608 1572 ACO JULY	365.26	72
251-265-935.00	BUILDING REPAIRS	TREETOP BENZIE	TREE CUTTING/REMOVAL FOR ACO	1,400.00	94592
			Total For Dept 265 BUILDING & GROUNDS	1,791.49	
Dept 430 ANIMAL CONTROL					
251-430-749.00	VEHICLE REPAIRS	EPICENTER GRAPHICS	BLACK OUT CHROME ON INTERIOR OR VEHICLE	300.00	94458
251-430-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.	PROFESSIONAL SERVICES RENDERED FOR JUNE	106.12	94539
251-430-835.20	ANIMAL EXPENSES	AMAZON CAPITAL SERVICES, JOIL PUMP TRANSFER & CLEANING SUPPLIES F	1,028.75	94438	
			Total For Dept 430 ANIMAL CONTROL	1,434.87	
			Total For Fund 251 ANIMAL CONTROL FUND	3,226.36	
Fund 253 MCOLES TRAINING FUND Dept 000					
253-000-967.00	PROJECT EXPENSES	KIRTLAND COMMUNITY COLLEGE	INTERPERSONAL SKILLS TRAINING X21	1,575.00	94477
			Total For Dept 000	1,575.00	
			Total For Fund 253 MCOLES TRAINING FUND	1,575.00	
Fund 261 911 EMERGENCY SERVICE FUND Dept 266 LEGAL & CONTRACTED SERVICES					
261-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.	PROFESSIONAL SERVICES RENDERED FOR JUNE	371.43	94539

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Fund 261 911 EMERGENCY SERVICE FUND					
Dept 266 LEGAL & CONTRACTED SERVICES					
			Total For Dept 266 LEGAL & CONTRACTED SERVICES	371.43	
Dept 325 DISPATCH/COMMUNICATION					
261-325-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, 1MAP PROTECTORS AND FRAMES, SHARPIES		78.36	94438
261-325-830.00	911 MAINTENANCE CONTRACT	WESTTEL INTERNATIONAL, LLC AUGUST 2024 911 SOLUTION MONTHLY SERVICE		938.00	94597
261-325-853.00	CELLULAR PHONES	TELNET WORLDWIDE BENZIE COUNTY PHONES-ACCT# 61319		31.48	94585
261-325-954.10	RENT	CONSUMERS ENERGY ACCT #1000 0051 4313 JAIL JULY ENERGY F		388.70	72
261-325-954.10	RENT	VILLAGE OF BEULAH 04/01/24-07/10/24 WATER & SEWER PMT FOF		359.32	94595
261-325-961.00	TRAINING & SCHOOLS	STATE OF MICHIGAN (#38-6002024 ANNUAL TECHNOLOGY FORUM REGISTRATI		200.00	94509
261-325-970.00	EQUIPMENT	AMAZON CAPITAL SERVICES, 1ENCRYPTABLE BACKUP HARDDRIVES		162.62	94438
			Total For Dept 325 DISPATCH/COMMUNICATION	2,158.48	
			Total For Fund 261 911 EMERGENCY SERVICE FUND	2,529.91	
Fund 265 TNT OFFICER MILLAGE FUND					
Dept 000					
265-000-748.00	GAS, OIL & GREASE	SHELL CREDIT CARD FUEL -SHELL JNE 16 2024 TO JULY 15 2024		44.72	94581
265-000-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C. PROFESSIONAL SERVICES RENDERED FOR JUNE		35.37	94539
265-000-840.00	INTELL/INVESTIGATIONS	TRANSUNION RISK & ALTERNAT INTELL REPORT JUNE 2024		75.00	94515
265-000-853.00	CELLULAR PHONES-TNT	AT & T MOBILITY CELL PHONE SERVICE MAY 25 2024 TO JUNE		34.98	94440
			Total For Dept 000	190.07	
			Total For Fund 265 TNT OFFICER MILLAGE FUND	190.07	
Fund 269 LAW LIBRARY FUND					
Dept 000					
269-000-901.00	RESOURCE MATERIALS	THOMSON REUTERS - WEST WESTLAW JUNE 2024-DATABASE CHARGES		253.94	94514
269-000-901.00	RESOURCE MATERIALS	THOMSON REUTERS - WEST BOOKS & BOUNDS JULY 2024		1,099.65	94514
			Total For Dept 000	1,353.59	
			Total For Fund 269 LAW LIBRARY FUND	1,353.59	
Fund 276 COMMISSION ON AGING MILLAGE FUND					
Dept 000					
276-000-800.00	CONTRACTED SERVICES	BENZIE SENIOR RESOURCES MONTHLY PAYMENT FOR CONTRACTED SERVICES		111,108.00	94528
			Total For Dept 000	111,108.00	
			Total For Fund 276 COMMISSION ON AGING MILLAGE FUND	111,108.00	
Fund 283 LAND BANK AUTHORITY					
Dept 000					
283-000-800.00	CONTRACTED SERVICES	MLT SERVICES LLC EXEC. DIR.SERVICES FOR JUNE 2024 BC LAN		375.00	94495
283-000-967.00	PROJECT EXPENSES	LUCAS V. MIDDLETON LAND BANK LEGAL SERVICES		1,237.50	94484
			Total For Dept 000	1,612.50	
			Total For Fund 283 LAND BANK AUTHORITY	1,612.50	
Fund 292 CHILD CARE FUND					
Dept 000					
292-000-702.00	SALARY - CASEWORKER	MANISTEE COUNTY - ADMINISTRATOR COURT COST REIMB FOR MAY 2024		4,775.58	94563
292-000-702.00	SALARY - CASEWORKER	MANISTEE COUNTY - ADMINISTRATOR COURT COST REIMB FOR JUNE 2024		4,775.58	94563
292-000-725.00	FRINGE BENEFITS - JUVENILE OFFIC	MANISTEE COUNTY - ADMINISTRATOR COURT COST REIMB FOR MAY 2024		648.58	94563
292-000-725.00	FRINGE BENEFITS - JUVENILE OFFIC	MANISTEE COUNTY - ADMINISTRATOR COURT COST REIMB FOR JUNE 2024		648.58	94563
292-000-725.06	FRINGE BENEFITS - CASEWORKER	MANISTEE COUNTY - ADMINISTRATOR COURT COST REIMB FOR MAY 2024		2,669.47	94563

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<b>Fund 292 CHILD CARE FUND</b>					
Dept 000					
292-000-725.06	FRINGE BENEFITS - CASEWORKER	MANISTEE COUNTY - ADMINIST	MANISTEE COURT COST REIMB FOR JUNE 2024	2,669.47	94563
292-000-826.00	INCENTIVES	ROBINSON, KELLIE	JUVENILE PROBATION TRAVEL EXPENSE	100.76	94503
292-000-840.95	IN HOME CARE MISC.	CARLY BAILEY	FAMILY DIVISION-SUMMER PROGRAM	165.86	94450
292-000-850.00	TELEPHONE	ROBINSON, KELLIE	JUVENILE PROBATION TRAVEL EXPENSE	50.00	94503
292-000-860.00	TRAVEL/GAS CARDS	ROBINSON, KELLIE	JUVENILE PROBATION TRAVEL EXPENSE	210.09	94503
			Total For Dept 000		
				16,713.97	
			Total For Fund 292 CHILD CARE FUND		
				16,713.97	
<b>Fund 293 VETERAN'S RELIEF FUND</b>					
Dept 000					
293-000-721.00	PER DIEM-VETERAN'S AFFAIRS COMM	BURCH, TYSON	VETERANS AFFAIRS COMMITTEE MEETING	40.00	94448
293-000-721.00	PER DIEM-VETERAN'S AFFAIRS	FENDER, GARY	VETERANS AFFAIRS COMMITTEE MEETING	40.00	94460
293-000-721.00	PER DIEM-VA PER DIEM	SCHAFFER, DONALD E.	VETERANS AFFAIRS MEETING	40.00	94505
293-000-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, I	SUPPLIES	50.38	94522
293-000-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, I	SUPPLIES	133.89	94522
293-000-839.10	VETERANS FINANCIAL AID	STATE SAVINGS BANK	LOAN PMT FOR JAKE E RINEER FOR VETERANS	890.52	94510
293-000-839.10	VETERANS FINANCIAL AID	SAVE A LOT	VETERANS GROCERY CARD VOUCHERS 20	1,000.00	94580
293-000-839.10	VETERANS FINANCIAL AID	STAPLETONS	50 VETERANS GAS CARDS	500.00	94582
293-000-850.00	TELEPHONE	TELNET WORLDWIDE	BENZIE COUNTY PHONES-ACCT# 61319	20.49	94585
293-000-860.00	TRAV-E-VETERAN'S AFFAIRS COMMITTE	BURCH, TYSON	VETERANS AFFAIRS COMMITTEE MEETING	22.65	94448
293-000-860.00	TRAV-E-VETERAN'S AFFAIRS	FENDER, GARY	VETERANS AFFAIRS COMMITTEE MEETING	8.04	94460
293-000-860.00	TRAVEL	ROELOFS, ROBERT	VETERANS AFFAIRS COMMITTEE MEETING-TRAV	28.14	94504
293-000-860.00	TRAVEL-VA MILEAGE	SCHAFFER, DONALD E.	VETERANS AFFAIRS MEETING	2.95	94505
			Total For Dept 000		
				2,777.06	
			Total For Fund 293 VETERAN'S RELIEF FUND		
				2,777.06	
<b>Fund 296 JUVENILE JUSTICE FUND</b>					
Dept 000					
296-000-800.00	CONTRACTUAL SERVICES	LORI R. WADE	SOCIAL WORK SERVICES TO BENZIE COUNTY I	3,750.00	94482
			Total For Dept 000		
				3,750.00	
			Total For Fund 296 JUVENILE JUSTICE FUND		
				3,750.00	
<b>Fund 310 GOVERNMENT CENTER ADDITION DEBT FUND</b>					
Dept 000					
310-000-924.10	UTILITIES/RENT	SUMMIT FIRE PROTECTION	REGARDING 2124-2-295 HEALTH & HUMAN SEF	1,789.00	94583
			Total For Dept 000		
				1,789.00	
			Total For Fund 310 GOVERNMENT CENTER ADDITION DEBT FUND		
				1,789.00	
<b>Fund 401 CAPITAL IMPROVEMENT FUND</b>					
Dept 000					
401-000-967.00	PROJECT EXPENSES	PROTECT MI RIDE	24-2 VINYL-DIGITAL PRINT APPLIED TO NEW	475.00	94501
401-000-967.00	PROJECT EXPENSES	PROTECT MI RIDE	24-3 VINYL-DIGITAL PRINT FOR NEW PATROI	475.00	94501
			Total For Dept 000		
				950.00	
<b>Dept 901 911/EOC/PAROLE EXPANSION PROJECT</b>					
401-901-967.00	PROJECT EXPENSES (911/EOC/PAROLE GRAND TRAVERSE CONSTRUCTIC	14TH CERTIFICATE FOR PERIOD JUNE 30, 20		13,974.45	94464
401-901-967.00	PROJECT EXPENSES (911/EOC/PAROLE GRAND TRAVERSE CONSTRUCTIC	15 CERTIFICATE FOR PERIOD OF JUNE 30, 20		104,775.75	94464
			Total For Dept 901 911/EOC/PAROLE EXPANSION PROJECT		
				118,750.20	
<b>Dept 903 ARPA</b>					



INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY  
EXP CHECK RUN DATES 07/04/2024 - 07/18/2024  
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BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 701 GENERAL AGENCY FUND					
Dept 286 DISTRICT COURT					
701-286-214.01	DUE TO SHERIFF'S DEPT - OWI REIM BENZIE COUNTY SHERIFF OFFI OWI REIMBURSEMENTFOR JUNE 2024			322.00	94444
701-286-221.01	DUE CITY FRANKFORT - OWI REIMBUR CITY OF FRANKFORT OWI REIMBURSEMENT FOR MONTH OF JUNE 202			15.00	94454
701-286-228.20	DUE STATE - DNR JUDGEMENT FEES STATE OF MICHIGAN FEE TRANSMITTALS FOR DISTRICT COURT FOF			410.00	94507
701-286-228.37	DUE STATE - CRIME VICTIM RIGHTS STATE OF MICHIGAN FEE TRANSMITTALS FOR DISTRICT COURT FOF			1,152.00	94507
701-286-228.42	DUE STATE - STATE COURT - MOTION STATE OF MICHIGAN FEE TRANSMITTALS FOR DISTRICT COURT FOF			170.00	94507
701-286-228.47	DUE STATE - OWI REIMBURSEMENT STATE OF MICHIGAN FEE TRANSMITTALS FOR DISTRICT COURT FOF			325.00	94507
701-286-228.56	DUE STATE - EFILING FEE DIST CO STATE OF MICHIGAN FEE TRANSMITTALS FOR DISTRICT COURT FOF			470.00	94507
701-286-228.58	DUE STATE - CIVIL FILING FEES STATE OF MICHIGAN FEE TRANSMITTALS FOR DISTRICT COURT FOF			1,911.00	94507
701-286-228.59	DUE STATE - JUSTICE SYSTEM FUND STATE OF MICHIGAN FEE TRANSMITTALS FOR DISTRICT COURT FOF			4,508.00	94507
701-286-265.00	CASH BONDS PAYABLE 19TH CIRCUIT COURT - BENZIE BOND FOR BRETT LAWRENCE BRITTON			400.00	94436
701-286-265.00	CASH BONDS PAYABLE 85TH DISTRICT COURT BOND FOR GATLIN TIMOTHY RAUCH			100.00	94437
701-286-265.00	CASH BONDS PAYABLE 85TH DISTRICT COURT BOND FOR HUNTER CARRIER			100.00	94437
701-286-265.00	CASH BONDS PAYABLE 85TH DISTRICT COURT BOND FOR MICHAEL ROBERT WEAR			600.00	94437
701-286-265.00	CASH BONDS PAYABLE 23-B232267-DI 85TH DISTRICT COURT APPLIED TO FINES 23-B232267-SI-2			110.00	94437
701-286-265.00	CASH BONDS PAYABLE 23-X4295499-S 85TH DISTRICT COURT CASE # 23-X4295499-SI-2/23-B232073-SI-2			935.00	94437
701-286-265.00	CASH BONDS PAYABLE 23-B232279-SI 85TH DISTRICT COURT 23-B232279-SI2			135.00	94437
701-286-265.00	CASH BONDS PAYABLE 85TH DISTRICT COURT 24-104-SD RONALD CLYDE HAISS			500.00	94437
701-286-265.00	CASH BONDS PAYABLE 85TH DISTRICT COURT BOND FOR G.RAUCH, D.SWANSON, & J.MILLEF			950.00	94437
701-286-265.00	CASH BONDS PAYABLE 85TH DISTRICT COURT BOND COSTS & APPLIED TO FINES			3,647.50	94520
701-286-265.00	CASH BONDS PAYABLE JASON MICHAEL SHOEMAKER BOND FOR J.SHOEMAKER			117.50	94558
701-286-271.00	RESTITUTIONS PAYABLE AMICA MUTUAL INS CO #228063 RESTITUTION PAYMENT MIEKA ROWE			20.00	94439
701-286-271.00	RESTITUTIONS PAYABLE BALLARD, JOHN RESTITUTION PMT FROM PAUL DUMAN 23-115-			12.50	94441
701-286-271.00	RESTITUTIONS PAYABLE 18-063-SD GLEN LAKE ELECTRIC IN RESTITUTION FROM 18-063-SD			103.00	94463
701-286-271.00	RESTITUTIONS PAYABLE 23-297-SM JEFFERY KROESING RESTITUTION 23-297-SM			50.00	94469
701-286-271.00	RESTITUTIONS PAYABLE JOHN TRUAX RESTITUTION PMT FROM REBECKA MACHELIT 2			30.00	94470
701-286-271.00	RESTITUTIONS PAYABLE JOSH BALLARD RESTITUTION PMT FROM PAUL DUMAN 23-115-			12.50	94472
701-286-271.00	RESTITUTIONS PAYABLE LOTTIE ZAVALA RESTITUTION PMT FROM KRAIG HUMSTAD 17-1			5.00	94483
701-286-271.00	RESTITUTIONS PAYABLE CRYSTAL MOUNTAIN RESORT RESTITUTION PMT FROM S.BOYCE 23-365-FY			50.00	94541
701-286-271.00	RESTITUTIONS PAYABLE KURT KIDDER RESTITUTION PMT FROM L.PRIEST 21-314-FI			10.00	94562
701-286-271.00	RESTITUTIONS PAYABLE THOMAS STOLTMAN RESTITUTION PMT FROM S.PELL 18-336-SM			75.00	94587
Total For Dept 286 DISTRICT COURT				17,246.00	
Dept 294 PROBATE COURT					
701-294-228.06	DUE STATE - SHARED FEES STATE OF MICHIGAN FEE TRANSMITTALS FOR PROBATE COURT FOR			1,087.26	94506
701-294-228.42	DUE STATE - GENERAL FEES STATE OF MICHIGAN FEE TRANSMITTALS FOR PROBATE COURT FOR			30.00	94506
701-294-228.56	DUE STATE - EFILING FEE STATE OF MICHIGAN FEE TRANSMITTALS FOR PROBATE COURT FOR			175.00	94506
701-294-228.58	DUE STATE - CIVIL FILING FEES STATE OF MICHIGAN FEE TRANSMITTALS FOR PROBATE COURT FOR			1,050.00	94506
Total For Dept 294 PROBATE COURT				2,342.26	
Dept 301 SHERIFF					
701-301-228.16	DUE STATE - FINGER PRINT FEES STATE OF MICHIGAN (#38-60 JUNE 2024 FINGERPRINTS TAKEN-MONEY OWI			346.00	94509
701-301-228.63	DUE STATE - SEX OFFENDER'S REG. STATE OF MICHIGAN (#38-60 SOR JUNE 2024			120.00	94509
Total For Dept 301 SHERIFF				466.00	
Total For Fund 701 GENERAL AGENCY FUND				49,918.16	
Fund 721 LIBRARY PENAL FINE FUND					
Dept 000					
721-000-223.00	DUE TO LIBRARIES BENZIE SHORES DISTRICT LIB PENAL FINE DISTRIBUTION 2024			11,530.92	94529
721-000-223.00	DUE TO LIBRARIES BENZONIA PUBLIC LIBRARY PENAL FINE DISTRIBUTION 2024			11,855.84	94530
721-000-223.00	DUE TO LIBRARIES BETSIE VALLEY LIBRARY PENAL FINE DISTRIBUTION 2024			4,191.09	94531
721-000-223.00	DUE TO LIBRARIES DARCY LIBRARY OF BEULAH PENAL FINE DISTRIBUTION 2024			10,454.36	94542
721-000-223.00	DUE TO LIBRARIES TRAVERSE AREA DISTRICT LIB PENAL FINE DISTRIBUTION 2024			20,885.37	94591

07/18/2024 02:54 PM

User: RLynn  
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY  
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 721 LIBRARY PENAL FINE FUND					
Dept 000					
721-000-957.00	MISC - DISBURSE INTEREST	BENZIE SHORES DISTRICT LIB PENAL FINE DISTRIBUTION 2024		1,055.70	94529
		Total For Dept 000		59,973.28	
		Total For Fund 721 LIBRARY PENAL FINE FUND		59,973.28	

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User: RLynn  
DB: Benzie CountyINVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY  
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
		Fund 101	GENERAL FUND	149,038.85	
		Fund 210	AMBULANCE FUND	9,433.04	
		Fund 213	JAIL OPERATIONS	21,958.52	
		Fund 218	MARINE PATROL I	454.71	
		Fund 228	SOLID WASTE/REC	23,241.16	
		Fund 232	SHERIFF'S K-9 I	211.00	
		Fund 236	SCHOOL RESOURCE	150.78	
		Fund 243	BROWNFIELD REDE	78.00	
		Fund 249	BUILDING DEPART	230.75	
		Fund 251	ANIMAL CONTROL	3,226.36	
		Fund 253	MCOLES TRAINING	1,575.00	
		Fund 261	911 EMERGENCY S	2,529.91	
		Fund 265	TNT OFFICER MII	190.07	
		Fund 269	LAW LIBRARY FUN	1,353.59	
		Fund 276	COMMISSION ON I	111,108.00	
		Fund 283	LAND BANK AUTHO	1,612.50	
		Fund 292	CHILD CARE FUNI	16,713.97	
		Fund 293	VETERAN'S RELIE	2,777.06	
		Fund 296	JUVENILE JUSTIC	3,750.00	
		Fund 310	GOVERNMENT CENT	1,789.00	
		Fund 401	CAPITAL IMPROVI	120,103.19	
		Fund 425	EQUIPMENT REPLA	182.52	
		Fund 532	TAX FORECLOSURE	4,457.17	
		Fund 701	GENERAL AGENCY	49,918.16	
		Fund 721	LIBRARY PENAL I	59,973.28	
Total For All Funds:				586,056.59	

# Consent Calendar Approval

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# Memorandum

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To: Board of Commissioners

Copy: Katie Zeits, County Administrator *Kathy Zeits*  
Elected Officials  
Department Heads

From: Rose Roelofs *Rose Roelofs*

Date: July 15, 2024

Subject: **Consideration of Approving the Building Closure Policy**

Attached is an updated policy regarding Building Closures. This policy, originally adopted in 2016, has been reviewed by Elected Officials, Department Heads and our legal counsel.

This policy provides procedure for situations when the Government Center may need to be closed. This policy is simply an updated and restatement of an existing policy on the books.

The important change to this policy is adding the utilization of Code Red, an emergency notification system we subscribe to. By adding this in, it helps to minimize the extensiveness of a phone tree system.

**RECOMMENDATION:**

That the Board of Commissioners adopts the Building Closure Policy and rescinds previously adopted policies on this matter.



Updated: 7/19/2024

## Building Closure Policy

### **Purpose**

Although Benzie County is committed to providing high-quality public service, including in many emergency-related situations, in all types of weather or adverse conditions, the County also recognizes that under certain conditions the Government Center should not be open for business during regularly scheduled hours of operation. The primary reason will most likely be weather conditions that prevent or delay employees traveling to and from work. Power outages, climate threats, bomb threats, active shooter threats, or other stated emergencies may also affect whether the Government Center may be opened or should remain open.

### **Section I-Eligibility**

- A. This policy applies to employees who are not considered emergency first responders or corrections staff, i.e., (NOT: EMS, 911/Dispatch, Sheriff's Office Road Patrol, and Corrections).

### **Section II-Policy**

- A. All employees of Benzie County are expected to report to work at their normal workstation in any working condition. However, when closing conditions occur (regardless of time of day), the County Administrator or the County Clerk will be notified, usually by one of the following: the State Police, the Benzie County Sheriff's Department, or the Emergency Management Coordinator.
- B. The County Administrator (or Clerk in the Administrator's absence) will contact the Chief Judge, the Benzie County Sheriff, the Emergency Management Coordinator, the Benzie County Road Commission, and any other knowledgeable source to gain as much information as possible about potential closing conditions.
- C. The County Administrator will then contact the Chair of the Benzie County Board of Commissioners (or Vice-Chair in his/her absence) to make a recommendation. The chair or vice-chair in coordination with the Chief Judge will make a decision whether to delay the opening of the Government Center or close the Center for the day or the remaining part of the day.
  - a. If the decision is to delay opening or to close the Government Center, the County Administrator will contact the Emergency Management Coordinator and County Clerk to relay the decision from the Chair/Vice-Chair and Chief Judge.
    - i. The Emergency Management Coordinator will utilize Code Red. If Code red is unavailable, County Administration and the Clerk will notify the appropriate persons/organizations, as determined by a separate call list which is updated annually.
- D. This procedure shall be reviewed annually by the County Administrator and Board of Commissioners in January for any personnel changes and contact updates. The call list that

is part of this procedure is for use by the Emergency Management Coordinator, County Clerk, and County Administrator (and their Deputies) for notification purposes only. It shall be kept separate to protect the personal cell phone and home phone numbers of County staff.

- E. Once notified, it is the responsibility of each Elected Official and Department Head to notify their staff members of any closing actions being taken. Additionally, the County website will be updated with applicable information if possible.

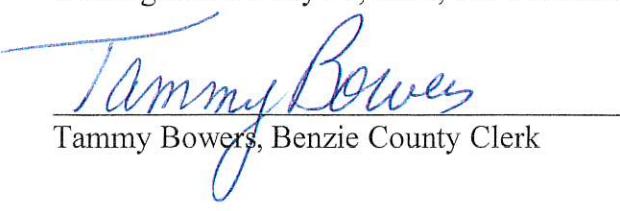
### **Section III-Reporting of Time**

- A. During severe weather when the building remains open and an employee reports late for work or leaves early, the employee may use accumulated leave time, take leave without pay, or elect to make up the time lost within the current pay period provided that the make-up time does not create the hours worked to cause overtime without pre-approval. When an employee's building is officially closed for all or part of an employee's normal workday, employees will be paid their regular scheduled working hours and shall suffer no loss of time or pay.

### **Section IV-24-Hour Operations & Critical Staff**

- A. For County departments that operate on a 24-hour basis, the Elected Official or Department Head and the County Administrator shall make the decision about who needs to report to work.
  - a. Those employees who are uncertain of their status should contact their Elected Official or Department Head for instructions about whether they need to report to work.

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 July 23, 2024, 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 offices of an Elected Official. Any questions related to the content of this policy, or its interpretation, should be directed to Administration.

mail. If the employee does not reply within ten (10) working days, it will be assumed that they declined the recall and they shall have no further recall rights.

### **15.3 Retirement**

Employees who want to retire under the Municipal Employees' Retirement System must notify their department head in writing, with a copy to the County Administrator, at least thirty (30) calendar days before their last day of work.

### **15.4 Return of Property**

Employees are responsible for property, materials, or information issued to them or in their possession or control. All County property must be returned as required or by the employee's last day of work. If permitted by law, the County may deduct the cost of unreturned items from the employee's final paycheck. The County may take action to recover or protect its property.

### **15.5 Final Paycheck**

The final paycheck will be paid on the normal pay date, and shall contain all pay due the employee, including leave, personal leave, prorated longevity bonus if eligible, and 100% of sick leave for the number of days eligible. For FLSA-exempt employees, the annual salary shall be pro-rated based on the final day at work, and any balance owed shall be paid on the final check. Any funds owed to the County will be deducted from final pay.

## **Section 16:Building Closure**

This section shall not apply to employees who provide emergency service or who are called in to work by their supervisor. Conditions may occur that affect the ability of Benzie County Government Center to be open for business during regularly scheduled hours of operation. The primary reason will usually be weather conditions that prevent or delay employees traveling to and from work. Power outages, climate threats, bomb threats, active shooter threats, or other stated emergencies may also affect whether the Government Center can be opened or can remain open.

This policy does NOT apply to staff who are considered emergency responders or corrections staff (EMS, 911/Dispatch, Emergency Operations Manager, Sheriff's Department, and Jail).

1. When closing conditions materialize (regardless of time of day), the County Administrator or the County Clerk will be notified, usually by one of the following: the State Police, the Benzie County Sheriff's Department, the Emergency Operations Manager, the Government Center Maintenance Coordinator, a Benzie County Elected Official, or a Benzie County management member.
2. The County Administrator (or Clerk in the Administrator's absence) will contact the Benzie County Sheriff, the Chief Judge, the Emergency Operations Manager, the Benzie

County Road Commission and any other knowledgeable source to gain as much information as possible about potential closing conditions.

3. The County Administrator will then contact the Chair of the Benzie County Board of Commissioners (or vice-chair in his/her absence) to make a recommendation. The chair or vice-chair will make a decision whether to delay the opening of the Government Center or close the Center for the day or remaining part of the day.
4. If the decision is to delay opening or to close the Government Center, the County Administrator will contact the County Clerk and relay the decision from the chair/vice-chair. The Clerk and Administrator will notify the appropriate persons/organizations, as determined by a separate call list which is updated annually.

This procedure shall be reviewed annually by the County Administrator in January for personnel changes and contact updates.

Once notified, it is the responsibility of each Elected Official and department head to notify their staff members of any closing actions being taken.

## **Section 17: Other Policies**

The County may adopt other policies. This manual and any additional policies will be posted on the County's website and will be maintained at the most current set of applicable policies. Employees will be notified of new or revised policies and are required to read and abide by all posted policies. Employees must be familiar with all policies. Failure to abide by County policies could result in discipline or termination.

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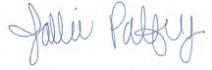
# Memorandum

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To: Board of Commissioners

Copy: Katie Zeits, County Administrator

From: Jackie Palfey, Human Resource Manager 

Date: July 23, 2024

Subject: **Employee Assistance Program (EAP) Policy**

Attached is the Employee Assistance Program (EAP) Policy, this policy has been reviewed by Elected Officials, Department Heads and our legal counsel.

This policy provides employees information regarding the purpose of an employee assistance program, what services are provided through the program, and information regarding our current vendor, ENCOMPASS.

## RECOMMENDATION:

The Board of Commissioners adopts the EAP policy.



Updated: 7/19/2024

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## Employee Assistance Program Policy

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### **Purpose**

Benzie County recognizes that all employees are individuals and can have unique personal problems that sometimes affect their job performance. These problems may be related to a vast variety of conditions. In most cases, these conditions can be effectively treated and controlled with proper assistance. Therefore, the County has established the Employee Assistance Program (EAP) which will provide employees with an opportunity to seek assistance with any difficulty which may be affecting their job performance or affecting them personally.

The County encourages employees and members of their household who think that they may have a problem that is affecting their lives at home or at work to seek treatment, however, the primary concern as an employer is to limit problems that could ultimately affect the employee's attendance and performance on the job.

### **Section I- Policy & Procedure**

- A. Benzie County will provide confidential and voluntary assistance through its Employee Assistance Program to all employees and their family members who may be faced with challenges of financial concerns, legal issues, work concerns, alcohol or drug problems, marital problems, illness of a family member, emotional worries, childcare problems, etc. The EAP program will also provide assistance for life coaching, personal assistance, medical advocacy, work-life resources and referrals, and mental health sessions.
- B. For the welfare of employees as well as for effective business operations, Benzie County encourages its employees to take advantage of this valuable benefit. Each employee will be made aware of this program at the beginning of their employment with the County.

### **Section II – Confidentiality**

- A. All contact between an employee and the EAP is held strictly confidential. Benzie County does not have access to employee information associated with the EAP vendor. The EAP vendor is required to adhere to state and federal HIPAA confidentiality laws. If the employee would like to share information, the employee can complete a Release of Information with the EAP vendor.

### **Section III- EAP Services**

- A. The EAP services include:
  - a. Unlimited telephone access to EAP professionals 24 hours a day, seven days a week
  - b. Mental Health Sessions
    - i. Five (5) visits per occurrence
  - c. Life Coaching

- d. Legal assistance and financial services
- e. Financial Consultation
- f. Legal Referrals
- g. Work-Life Resources and Referrals
- h. Personal Assistant
- i. Medical Advocacy
- j. Robust network of licensed mental health professionals

B. In 2024 our EAP Services are currently will be provided by Encompass. Contact Encompass at 1-800-788-8630 or visit [www.encompass.us.com](http://www.encompass.us.com). Please contact Human Resources to receive the code to receive services.

#### **Section IV-End of Service**

A. Once an employee is terminated, retired, or resigns, the benefits for the EAP program end.

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 July 23, 2024, 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.

# New Business



# Memorandum

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To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: July 18, 2024

Subject: **Maintenance Agreement for HVAC Systems in Jail**

The Sheriff's Office was able to obtain three proposals for ongoing maintenance of the HVAC system in the jail building. These proposals were reviewed by the Buildings and Grounds subcommittee where a recommendation was made.

The Buildings and Grounds subcommittee looked over the proposals from Hurst Mechanical, Team Bobs and Trane and asked clarification questions to the Undersheriff. After much deliberation, the committee has recommended Hurst Mechanical as the vendor for ongoing maintenance. Hurst Mechanical has built the current system in place and has the ability to remotely access 24/7 and diagnose issues that arise. Hurst is also the vendor who performs maintenance on the Government Center system and is proprietary for the current system in place.

**Recommendation:**

That the Board of Commissioners accepts the proposal from Hurst Mechanical dated March 25, 2024, for ongoing maintenance of the HVAC system in the Jail Building for a period of three years in the not to exceed amount of \$6,440, annually, with funds available in the jail and general funds.



# THANK YOU!



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March 25th, 2024

Dear Ken,

Thank you for the opportunity to present our Service Agreement tailored to your facility. Our goal has been to listen carefully to your needs so we can understand the challenges and issues you face in managing your facility.

The following proposal represents the solutions we recommend based on our understanding of your needs and Hurst Mechanical's 30 plus years of mechanical systems experience.

The following are some of the key items we've included in your program:

- Adjust and calibrate all operating controls.
- Check refrigerant levels in all units.
- Lubricate all moving parts, including bearings on units and circulating pumps.
- Align all motor pulleys and check belt tension.
- Check all boiler safeties in order to comply with State of Michigan ASME CSD-1.
- Check amp draw and voltage on all motors.
- Clean and adjust burners on all heating equipment.
- Check heating operation including safety controls, ignition and pilot.
- Change Belts (O/O Provided) once a year.
- Clean all evaporator and condenser coils as required.

In addition to preferential scheduling, your labor rate is discounted 10% for all service work including plumbing and electrical.

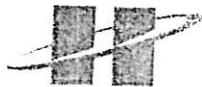
If our plan meets your expectations, please authorize on the agreement page.

Again, we thank you for this opportunity and look forward to working with you.

Sincerely,

*Frank Reed*

Frank Reed  
Hurst Mechanical, Inc.



# SEMI ANNUAL SERVICE AGREEMENT

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We agree to provide building equipment maintenance on the equipment covered in accordance with the terms and conditions of this agreement at the following locations:

Benzie County Correctional Facility  
505 South Michigan Avenue  
Beulah, MI 49616

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This agreement shall begin on date signed and shall remain in force for 3 years and from year to year thereafter until canceled in writing no less than 30 days prior to anniversary date.

## Semi Annual Service Agreement

This is a semi-annual scheduled maintenance plan that includes 2 visits per year. This is a limited plan that may not be adequate for all facilities. Repairs and service calls are billed separately from this agreement.

For these services, including maintenance of equipment covered, you agree to pay Hurst Mechanical the annual sum of Six Thousand Four Hundred Forty dollars (\$6,440.00) payable on presentation of invoice in accordance with the following schedule:

(2) invoices of \$3,220.00, billed in June and November of each year.

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For services not covered under this agreement and performed by Hurst Mechanical upon your authorization, you agree to pay Hurst Mechanical upon presentation of invoice(s) at Hurst mechanical prevailing labor, transportation and material charges. You agree to pay any applicable taxes or governmental charges in addition to the amounts set forth above.

This agreement, when accepted in writing below by you and approved by the authorized Hurst Mechanical representative, shall constitute the entire agreement between us, and all prior agreements are superseded.

Accepted by: Benzie County

Bob Roelofs  
Bob Roelofs, Chair  
Customers Signature

July 23, 2024

Date

Hurst Mechanical

Frank Reed  
Frank Reed

March 25<sup>th</sup>, 2024

# **QUARTERLY AND SEMI ANNUAL TERMS AND CONDITIONS**

1. Hurst Mechanical, Inc. shall provide a preventative maintenance program tailored specifically to the customer's HVAC equipment.
2. All scheduled labor shall be performed during normal working hours.
3. All labor shall be performed with qualified, trained personnel directly employed/supervised by Hurst Mechanical, Inc.

## **ADDITIONAL SERVICES PROVIDED**

4. ALL EQUIPMENT SHALL BE MAINTAINED ACCORDING TO MANUFACTURER'S RECOMMENDED GUIDELINES. THIS INCLUDES NEW FILTERS EACH VISIT AND NEW BELTS EACH SPRING. IN ADDITION, ALL MOVING PARTS WILL BE LUBRICATED AND CALIBRATED, INCLUDING SHEAVES AND BEARINGS.

## **LIMITATIONS**

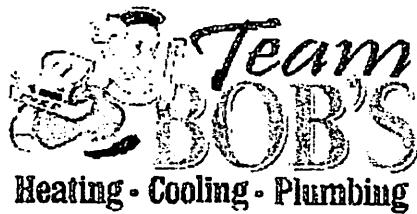
5. Hurst Mechanical, Inc. shall not be liable for any loss, delay, injury or damage that may be caused by circumstances beyond its control including, but not restricted to: acts of God, fire, theft, explosions, vandalism, work stoppage, floods, or delays in transportation.
6. Hurst Mechanical, Inc. shall not be liable for loss of business or consequential damages other than property damage or injury to persons caused as a direct result of negligence by Hurst Mechanical, Inc. in performance or failure of performance of it's obligations under this agreement.
7. Hurst Mechanical, Inc. shall not be responsible for concealed piping and lines. Reasonable access is presumed under the scope of this agreement.
8. Hurst Mechanical, Inc. shall not be responsible for alterations or modifications required by governmental, regulatory or insurance agencies.
9. This agreement does not include responsibility for initial system design or obsolescence.
10. Contractor disclaims any and all responsibility and liability for the indoor air quality of the customer's facility. This includes without limitation illness or injury to occupants or third parties, or any damage to the customer's facility arising out of or in connection with the contractors work under this agreement. This includes without limitation any injury, illness, or damage resulting in any manner from any fungus(es) or spore(s), or any substance produced by or arising out of any fungus or spore.

## **SPECIAL CONDITIONS**

11. SHOULD ANY ADDITIONAL REPAIRS BE NECESSARY, YOU WILL BE NOTIFIED, AND PROVIDED A PRICE AT THAT TIME. POWERWASHING OF COILS IS NOT INCLUDED.



## **EQUIPMENT COVERED**



1797 Park Dr. Traverse City, MI 49686 Phone: (231) 941-4064 Fax: (231) 941-5299

Location:  
*Benzie County Sheriff Office*  
505 S Michigan Ave  
Beulah, MI 49617



Prepared By:  
**Mariah Zientek**  
*Commercial HVACR Consultant*

### ***Planned Maintenance Program***

Planned Maintenance Program

To:	Benzie County Sheriff Office 505 S Michigan Ave Beulah, MI 49617 Benzie County Sheriff Office
Attn:	

It has been our experience that HVAC equipment, when properly maintained, will generally operate at a more efficient level as well as possess fewer service related problems. This contract includes the replacement of air filters and v-belts, as well as any lubrication that may be needed. All other repairs, including labor and any necessary parts will be invoiced separately from this agreement after receiving approval by customer.

Team Bob's Heating, Cooling, Plumbing, hereby agrees to provide services for the attached list of equipment.

In future years, this agreement may vary slightly due to economic and equipment factors. At Team Bob's Heating, Cooling, Plumbing, we strive to keep these increases as low as possible. This agreement shall remain in effect from year to year thereafter unless either the customer or Team Bob's Heating, Cooling, Plumbing gives thirty days written notice prior to the end of the written agreement.

- \* Repair charges necessary to correct defects discovered by this maintenance inspection will be the sole responsibility of the purchaser. Additional work needed will be done at a contract labor rate of \$100 for the trip and first half hour and \$95 per hour thereafter for both HVAC and Plumbing services. Any parts needed will be discounted 10% off regular rates.
- \* The service outlined in this agreement will be performed during normal working hours. Repair service requested by customer will be provided during normal working hours at rates indicated above. Emergency after hour or weekend service is available at a contract labor rate of \$150 for the first half hour and \$142.50 per hour thereafter for both HVAC and Plumbing services.
- \* Repair workmanship is guaranteed for 30 days from the date of the repair. Warranty is void if anyone other than a representative of Team Bob's performs any service on the equipment, or if purchases fails to follow recommendations made by Team Bob's.

Your Preventative Maintenance Service Program:	
Spring/Summer Preventative Maintenance	
Fall/Winter Preventative Maintenance	
<b>Total Price:</b>	<b>\$4,194</b>

Pay in Full	Spring Maintenance	Fall Maintenance	Back Flow Testing
\$4,194	\$2,194	\$1,550	\$450

All accounts are due upon completion of work. When an account is past due, no further credit will be extended and a DELINQUENCY CHARGE OF 1-1/2 % PER MONTH, which is an ANNUAL PERCENTAGE RATE OF 18%, WILL BE ADDED each 30 days thereafter.

All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. Our workers are fully covered by Workman's Compensation Insurance.	Authorized Signature: This contract may be withdrawn by Team Bob's Heating, Cooling, Plumbing if not accepted within 30 days of April 2, 2024
Acceptance of Preventive Maintenance Agreement. The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to perform the maintenance as specified. Payment will be made as outlined above.	Signature: Acceptance Date:

## HVAC Equipment Service Life

EQUIPMENT ITEM	MEDIAN YEARS	EQUIPMENT ITEM	MEDIAN YEARS
<b>AIR CONDITIONERS:</b>		<b>AIR TERMINALS:</b>	
Residential	15	Introduction Fan Coil Units	27
		VAV Boxes	20
Through-the-wall	15		
Water Cooled Package	15	<b>FANS:</b>	
Computer Room	15	Centrifugal	25
		Axial	20
<b>HEAT PUMPS:</b>		Propeller	15
Air to Air	12	Ventilation	20
Water to Air	19		
		<b>COILS:</b>	
<b>COMMERCIAL PKG. UNITS:</b>		D-X, Water, Steam	20
Single-zone	15	Electric	15
Multi-zone	15		
		<b>HEAT EXCHANGERS:</b>	24
<b>BOILERS:</b>			
Steel Water-tube	24	<b>PUMPS:</b>	20
Cast Iron	30		
Electric	15	<b>CONTROLS:</b>	
		Pneumatic	20
<b>FURNACES:</b>	18	Electric	16
		Electronic	15
<b>UNIT HEATERS:</b>	18		
		<b>AIR COOLED CONDENSERS:</b>	20

Information attained from ASHRAE Systems Handbook

## The Value of a Planned Maintenance Program

Get the energy savings you're paying for...

### Research and our experience has shown:

- Without proper scheduled maintenance, equipment will waste energy dollars and fail more frequently
- Failures stress other critical parts, eventually causing major repairs, resulting in EXPENSIVE premature equipment replacement
- 9 Out Of 10 commercial buildings fail to meet fundamental conditions for acceptable comfort & energy efficiency

*\*Air Advice Commercial Building Performance Report*

### North Carolina Alternative Energy Corp:

This non-profit organization examined air conditioning manufacturers' efficiencies versus the actual efficiencies that resulted after installation

- 90% of the units tested exhibited some type of energy-wasting problem
- 50% had an improper refrigerant charge
- 40% failed to meet minimum air flow criterion. 20% were barely inside the range specified by manufacturers.
- A deficiency of 20% in air flow reduces the SEER rating by 17%.
- A 15% return air leak from a 120° attic could reduce a 12 SEER to 6 SEER!

### Texas A&M University:

Found that a 23% refrigerant undercharge could result in a 52% efficiency loss.

### Pacific Gas & Electric:

Found the average heating energy savings for (1) repair of disconnected ducts was 15% (2) Repair of diffuser leakage 7.5% (3) correct low air flow 5.6% (4) repair leaks and correct refrigerant charge 18.4%.

### Lakeland Electric & Water:

The Florida Solar Energy Center's researchers found that by repairing leaking duct work, cooling energy was reduced by an average of 17.4%.

### Honeywell:

Found that a typical heat pump would lose almost 50% of its efficiency after 20 years, even if a typical "dust stop" filter had been installed. In 20 years, a 12 SEER unit could degrade to a 6 SEER if it is not properly maintained. This would double the energy cost!

### Louisiana State University:

Gulf States Utility found THAT consumers could save about \$30 per month just by making sure that their air conditioning system is cleaned and serviced regularly.

### Industry research shows:

Every .01" of dirt on an evap. coil can increase operating costs by 5% and a 10% refrigerant undercharge can increase operating costs by 20%.

## Tasks Performed

Preventive Maintenance as well as Predictive Maintenance is performed to detect early signs of deteriorating equipment and to predict potential system failures. These services diagnose and solve equipment component problems often before they occur. Preventive maintenance is performed on an ongoing basis and is scheduled with little or no equipment downtime with its primary objective being system durability, reliability, efficiency and safety.

*National Standard Practice For The Inspection & Maintenance Of Commercial HVAC Systems (ANSI/ASHRE/ACCA Standard 180).*

*"Where maintenance is neglected, energy costs rise significantly and equipment life drops dramatically. With HVAC&R systems responsible for about 60 percent of site electrical energy use, it's imperative that we provide consistent maintenance and inspection to improve energy efficiency along with thermal comfort and indoor air quality. When systems are not maintained, indoor air quality, occupant comfort and energy efficiency all suffer."*

*- Robert Baker, Chair of the committee that wrote the standard*

A detailed checklist of tasks performed as well as service history will be provided on each piece of equipment to ensure consistent, quality service. As customized for your system, the following tasks are performed for these services as applicable:

### CALIBRATION

- temperature controls
- operating & safety controls
- humidity & pressure controls
- transmitter and receiver gauges
- economizer controls

### VIBRATION

- damper linkages
- fan bearings
- axial vane drives
- pumps
- motors

### ALIGNMENT

- open drive couplings
- belt sheaves
- pulleys
- coil fins
- belt drives

### ADJUSTMENT

- purge systems
- superheat
- damper & valve linkages
- unloaders
- belt tensions
- fan speed
- chemical feed equipment
- gas pressure regulators
- combustion air ratios
- set points
- igniter & flame rod assembly
- sump floats

### SECURE AND TIGHTEN

- motor terminals
- control terminals
- piping clamps
- line fittings
- mounting hardware
- electrical connections
- equipment panels
- motor mounts
- vibration pad nuts & bolts
- damper sections

### CLEANING

- control devices
- electrical contactor
- coils
- fan blades & impellers
- pilot & burner orifices
- heat exchangers
- igniters

### Equipment Detail



## PRICING AND ACCEPTANCE

### Trane Service Agreement

This Service Agreement consists of the pages beginning with the title page entitled "Scheduled Service Agreement," the consecutively numbered pages immediately following such title page, and includes and ends with the Trane Terms and Conditions (Service) (collectively, the "Service Agreement" or "Agreement"). Trane agrees to inspect and maintain the Covered Equipment according to the terms of this Service Agreement, including the "Terms and Conditions," and "Scope of Services" sections. Trane agrees to give preferential service to Service Agreement Customer over non-contract customers.

### Service Fee

As the fee(s) (the "Service Fee(s)") for the inspection and maintenance services described in the Scope of Services section with respect to the Covered Equipment, Customer agrees to pay to Trane the following amounts, plus applicable tax, as and when due.

Contract Year	Annual Amount USD	**Annual Amount w/ Option	Payment Term
5/1/24-4/30/25	6,207.00	8,527.00	Semi-Annual
5/1/25-4/30/26	6,393.00	8,783.00	Semi-Annual
5/1/26-4/30/27	6,585.00	9,047.00	Semi-Annual

\*\*Optional Add-on – Condenser Coil Cleaning (\$2,320 first year add)

In addition to any other amounts then due hereunder, if this Agreement is terminated or cancelled prior to its scheduled expiration, Customer shall pay to Company the balance of any amounts billed to but unpaid by Customer and, if a "Service Project" is included in the Agreement, the Cancellation Fee set forth in "Exhibit A" Cancellation Schedule attached hereto and incorporated herein, which Cancellation Fee represents unbilled labor, non-labor expenses and parts materials and components. Subject only to a prior written agreement signed by Trane, payment is due upon receipt of invoice in accordance with Section 4 of the attached Terms and Conditions.

### Term

The Initial Term of this Service Agreement is 3 year, beginning May 1, 2024. However, Trane's obligation under this Agreement will not begin until authorized representatives of Trane and Customer have both signed this Agreement in the spaces provided below.

Following expiration of the initial term on April 30, 2027, this Agreement shall renew automatically for successive periods of 3 year (the "Renewal Term") until terminated as provided herein. If you do not want to renew this Agreement for the Renewal Term, please notify Trane by telephone or by U.S. mail prior to the expiration date set forth in the preceding sentence. If any questions arise regarding this Service Agreement or how to cancel this Agreement, Trane can be reached either by telephone at or by direct mail addressed to: 5005 Corporate Exchange Blvd SE, Grand Rapids, MI 49512.

### Renewal Pricing Adjustment

The Service Fees for an impending Renewal Term shall be the current Service Fees (defined as the Service Fees for the initial Term or Renewal Term immediately preceding the impending Renewal Term) annually adjusted based on changes to the cost of service. The Service Fees for an impending Renewal Term shall be set forth in the service renewal letter furnished to Customer.

### Cancellation by Customer Prior to Services; Refund

If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and if no Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer's account, the full Service Fee of this Agreement that Customer paid to Company, if any. A ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer's right to cancel this Agreement only applies to the original owner of this Agreement and only if no Services have been provided by Company under this Agreement prior to its return to Company.



## HVAC EQUIPMENT COVERAGE

### Benzie County Sheriff Dept

The following "Covered Equipment" will be serviced at Benzie County Sheriff Dept:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Rooftop Units	6	Trane	Various	Multiple	
Rooftop Unit	1	AAON	RN-010-8-0-FA09-2L4	201106-ANGJ16875	
Rooftop Unit	1	AAON	RN-010-8-0-FA09-2L4	201106-ANGJ16875	
Horizon Unit	1	KCC	OABD048D3	347659-1-1	
VRF Systems	4	Mitsubishi			
Boiler	2	Lochinvar	FBN1251		
Hot Water Heaters	3				

#### Scope of Services

##### Rooftop / KCC units

- Pre-season Cooling Inspection with Filter Change
- Pre-season Heating Inspection with Filter Change and Belt
- Filters and Belts provided by customer

##### VRF Systems

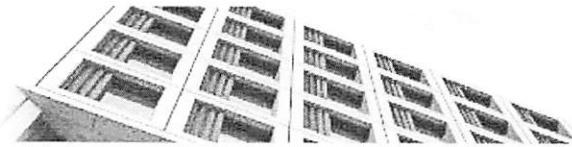
- Operating Inspection on Indoor and Outdoor units (2x per year)

##### Boiler / Water Heaters

- Boiler CSD-1 Inspection
- Hot Water Heater Annual Inspection

\*\* Optional Add-on

- Condenser Coil Cleaning



### Cancellation by Company

This Agreement may be cancelled during the Initial Term or, if applicable, a Renewal Term for any reason or no reason, upon written notice from Company to Customer no later than 30 days prior to the scheduled expiration date and Company will refund to Customer, or credit Customer's account, that part of the Service Fee attributable to Services not performed by Company. Customer shall remain liable for and shall pay to Company all amounts due for Services provided by Company and not yet paid.

This agreement is subject to Customer's acceptance of the attached Trane Terms and Conditions (Service).

CUSTOMER ACCEPTANCE	TRANE ACCEPTANCE
Authorized Representative	Submitted By: Jim Spero
Printed Name	Proposal Date: April 08, 2024
	Cell: (616) 292-9367
Title	Office: (616) 971-1400
	License Number:
Purchase Order	Authorized Representative
	Title
Acceptance Date	Signature Date

The Initial Term of this Service Agreement is 3 year, beginning May 1, 2024.  
Total Contract Amount: \$19,185.00 USD.

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# Memorandum

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To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: July 18, 2024

Subject: **Electronic Monitoring Program**

When an inmate in the jail is allowed work release, typically a tether system is put in place. Benzie County has an agreement with House Arrest Services to provide this device, which is ultimately billed to the inmates themselves. I am recommending approval of an agreement between the County, on behalf of the Sheriff's Office, and House Arrest Services, Inc. to add structure to the relationship.

On Tuesday, a representative of the Sheriff's Office will be present to answer questions related to this program offered to work release inmates.

**Recommendation:**

That the Board of Commissioners approves an agreement with House Arrest Services, Inc. for electronic monitoring programming, as prepared by legal counsel, and authorizes the Chair to sign.

**ELECTRONIC MONITORING PROGRAM AGREEMENT**  
**BETWEEN**  
**BENZIE COUNTY**  
**ON BEHALF OF THE SHERIFF OFFICE OF BENZIE COUNTY**  
**AND**  
**HOUSE ARREST SERVICES, INC.**

**THIS AGREEMENT**, effective June 24, 2024, is made and entered into by and between **COUNTY OF BENZIE**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County") acting on behalf of the **SHERIFF OFFICE OF BENZIE COUNTY** (hereinafter referred to as the "Sheriff"), and **HOUSE ARREST SERVICES, INC.** 27700 Hoover Road, Warren, Michigan 48093 (hereinafter referred to as "Contractor").

**WITNESSETH:**

**WHEREAS**, the County and the Sheriff Office require an Electronic Monitoring Program as an alternative to secure detention for inmates on work release program; and

**WHEREAS**, the Contractor, has in the past, provided the Electronic Monitoring Program services which the County requires and agrees to continue to perform said services at the compensation rates as in the Agreement for such services; and

**WHEREAS**, the County accepts the Contractor's agreement to perform the Electronic Monitoring Program services required by the Sheriff, subject to the terms and conditions of this Agreement.

**NOW, THEREFORE**, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED**, as follows:

**1. Agreement Duration and Termination.** This Agreement shall become effective and performance thereon shall commence on the 24<sup>th</sup> day of June, 2024, and, unless terminated as authorized in the second paragraph of this Section 1, shall continue to the 23<sup>rd</sup> day of September, 2024, at which time it may be terminated. The Agreement may be renewed for two (2) additional one (1) year terms, under the same terms and conditions upon thirty (30) days written notice.

Notwithstanding any other provision in this Agreement to the contrary, this Agreement may be terminated, with or without cause, by the County upon thirty (30) days prior written notice to the Contractor. In the event this Agreement is prematurely terminated, the Contractor shall be paid as set forth in this Agreement's Sections 5 and 6, for services performed up to the effective date of termination.

**2. Services to be Provided.** The Contractor shall provide the Sheriff's Electronic Monitoring Program with the following:

- A. Passive electronic monitoring service to the Sheriff. This shall include seven-day-per-week, 24 hours per day monitoring of all installed monitoring units with e-mail notifications of violations the next day by 6:00 a.m. EST. Exceptions will include any strap tamper, exclusion zone violations or unit shut downs (dead battery) that will be emails to the Sheriff when they occur.
- B. Provide monitoring documentation as requested by the Sheriff and hold records of all monitoring for every person monitored for a period of six (6) months from the completion of the monitoring for each specific individual monitored.
- C. Lease and provide the necessary electronic monitoring equipment including any expendable parts.
- D. Repair or replace equipment as needed due to normal wear and tear. All shipping costs to and from the Sheriff will be the responsibility of Contractor.

3. **Maintenance and/or Replacement.** The Contractor shall, regardless of the cause, provide maintenance or replacement, as needed, of all electronic monitoring equipment it provides to the County under this Agreement. Such maintenance or replacement shall be provided at no extra cost to the County or Sheriff within one (1) week from when the Contractor becomes aware of a defect, malfunction, loss, damage to, or destruction of the equipment.

4. **Services Not Exclusive to Contractor.** It is expressly understood and agreed by the Contractor that the performance of the services required of the Contractor in Section 2 of this Agreement shall not be exclusive to the Contractor. The County shall at all times be free to contract on behalf of the Sheriff with other providers of the same or similar services as provided by the Contractor and the Sheriff shall be free to designate who shall receive services from the Contractor and who shall receive services of another provider.

5. **Compensation.** The Contractor shall be compensated for the equipment provided and monitoring services given at the following rates:

EQUIPMENT TYPE	MONITORING COST PER ACTIVE DUTY
Track Group ReliAlert GPS	\$5.75 Per Day

- If equipment is damaged or lost there shall be no cost to either the County or Sheriff. The Contractor shall bill the cost of any lost or damaged equipment to the offender or his/her family.

6. **Billing.** The Contractor shall submit a bill to the Sheriff by the tenth (10<sup>th</sup>) day of each month for the units on-line during the previous month. The Sheriff shall examine the bills it receives and advise the Contractor of any errors. If the Sheriff finds a bill to be accurate, it shall forward the bill to the County with notification of its accuracy. The County, upon receipt from the Sheriff of the Contractor's bills and assurance of their accuracy, shall process and pay the bills in accordance with the County's procedure for payment of Accounts Payable.

7. **Confidentiality.** The Contractor shall establish and maintain procedures to ensure against disclosure of records of the Electronic Monitoring Program containing the identity of the individuals monitored under this Agreement. The only exceptions to this confidentiality requirement shall be the following:

- A. Where disclosure is authorized by law.
- B. Where written consent has been obtained from either the youth or his/her legally authorized representative.

8. **Compliance with the Law.** The Contractor shall comply with all applicable Federal, State and local laws, rules, regulations and ordinances.

9. **Nondiscrimination.** The Contractor, as required by law and/or the County's Equal Opportunity Employment/Nondiscrimination Policy, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or matters directly or indirectly related to employment because of race, color, religion, national origin, age, gender identity or expression, sex, sexual orientation, disability or genetic information that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, political affiliation or beliefs.

The Contractor shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the following:

- A. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- B. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- C. Section 504 of the Rehabilitation Act of 1973, as amended.
- D. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USC §12101 et seq.), as amended, and regulations promulgated thereunder.

Breach of this Section 9 shall be regarded as a material breach of this Agreement.

**10. Independent Contractor.** It is expressly understood and agreed that the Contractor is an independent contractor. The employees, servants and agents of the Contractor shall not be considered to be and shall not hold themselves out as employees, servants or agents of either the County or the Sheriff. The Contractor, as the employer of record, shall be responsible for paying the salaries or wages of its personnel and for the withholding and payment of all income and social security taxes for their employees to the proper Federal, State and local governments. The Contractor shall carry workers' compensation insurance coverage for its employees, as required by law.

**11. Indemnification and Hold Harmless.** The Contractor shall, at its own expense, protect, defend, indemnify and hold harmless the County, the Sheriff and their elected and appointed officers, employees and agents from all claims, damages, lawsuits, costs and expenses, including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that the County, the Sheriff and their elected and appointed officers, employees and agents may incur as a result of the acts, omissions or negligence of the Contractor, its officers, employees, subcontractors or agents.

The Contractor's indemnification responsibilities under this Section 11 shall include the sum of damages, costs and expenses that are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the County, the Sheriff, their officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the Contractor.

**12. Insurance.** The Contractor, and any and all of its subcontractors, shall not commence work under this Agreement until they have obtained the insurance required by this Section 13. All insurance coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan who are acceptable to the County and have at a minimum an A.M. Best Company's Insurance Reports rating of A.

- A. Worker's Compensation Insurance including Employers Liability Coverage as required by the laws of the State of Michigan.
- B. Commercial General Liability Insurance (occurrence basis only) with the following coverage inclusions:
  - 1. Broad Form General Liability Endorsement or equivalent, if not in policy proper.
  - 2. Contractual Liability.
  - 3. Independent Contractors coverage.
  - 4. Products and completed operations.
  - 5. Per contract aggregate.
  - 6. The limits of liability for this insurance shall not be less than \$1,000,000 per occurrence, and \$1,000,000.00 aggregate, for Personal Injury, Bodily Injury and Property Damage.

C. Vehicle Liability Insurance, and Michigan No-Fault Coverages including all owned, non-owned, and hired vehicles. The limits of liability for this insurance shall not be less than \$1,000,000.00 per occurrence and \$1,000,000.00 aggregate, for Personal Injury, Bodily Injury and Property Damage.

D. Deductibles and SIRs: The Contractor shall pay all deductibles and self-insured retentions (SIRs) required by its insurance coverages.

E. Additional Insured: The Commercial General Liability Insurance and Vehicle Liability Insurance as described above shall include an endorsement stating the following shall be "Additional Insureds": The County of Benzie and the Benzie County Sheriff Office, including all elected and appointed officials/officers/Judges of the County and the Sheriff, all the County's and Sheriff's employees, volunteers, boards, commissions and/or authorities and their board members, including employees, and volunteers thereof.

The Commercial General Liability Insurance and Vehicle Liability Insurance required by this Agreement shall be considered to be primary to the Additional Insureds and any other insurance the Additional Insureds may have shall be considered to be contributory or excess.

F. Cancellation Notice: All insurances described above shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change shall be sent to: Benzie County Sheriff Office, 505 S. Michigan Avenue, Beulah, Michigan 49617." If Contractor is unable to obtain such an endorsement the Contractor shall be responsible for providing such notification.

G. Proof of Insurance: The Contractor shall provide the County of Benzie at the time the contracts are returned by it for execution, with two (2) copies of Certificates of Insurance showing the Contractor's possession of the aforementioned insurances that are acceptable to the County. The Certificates of Insurance shall be sent to Benzie County Sheriff Office, 505 S. Michigan Avenue, Beulah, Michigan 49617. If so requested, certified copies of all policies will be furnished. Contractor shall provide the County evidence that all subcontractors are included under the Contractor's policy or have otherwise met all the requirements of this Section 12. If any of the insurance required above will expire during the term of this Agreement, the Contractor shall provide the County and the Sheriff with renewal certificates and/or policies at least ten (10) business days prior to the expiration date.

**13. Applicable Law and Venue.** This Agreement shall be subject to, governed by, and construed according to the laws of the State of Michigan, without regard to any Michigan choice of law rules that would apply the substantive law of any other jurisdiction to the extent not inconsistent with, or pre-empted by Federal law.

It is expressly understood and agreed that any legal or equitable action(s) arising out of or regarding this Agreement shall be in Michigan Courts whose jurisdiction and venue shall be established in accordance with the statutes of the State of Michigan and Michigan Court Rules. In the event any action arising out of or regarding this Agreement is brought in or moved to Federal Court the venue for such action shall be the Federal Judicial District of Michigan, Western District, Southern Division.

**14. Waivers.** No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

**15. Assignments.** The Contractor shall not assign its duties and/or obligations under this Agreement without the prior written consent of the County.

**16. Amendments to the Agreement.** This Agreement may be amended only by the written mutual consent of the parties hereto.

**17. Section Titles.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

**18. Complete Agreement.** This Agreement contains all the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

**19. Non-Beneficiary Contract.** This Agreement is not intended to be a third party beneficiary contract and confers no rights on anyone other than the parties hereto.

**20. Surviving Provisions.** All rights, duties and responsibilities of the County, Sheriff and Contractor under this Agreement that either expressly or by their nature extend into the future including but not limited to those set forth in Sections 8, 9, 10, 11, 13, 17, 21, and 22 shall survive termination of this Agreement.

**21. Severability of Invalid/Unenforceable Provisions.** If any section, clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, it shall be considered to be deleted and the remainder of the Agreement shall not be affected thereby. Where the deletion of the invalid or unenforceable provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to

have terminated as of the date in which the section, clause or provision was rendered invalid or unenforceable.

**22. Certification of Authority to Sign Agreement.** The people signing on behalf of the parties hereto certify by their signatures that they are authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO HAVE FULLY EXECUTED THIS ELECTRONIC MONITORING PROGRAM AGREEMENT IN THE SPACES AND ON THE DATES SET FORTH BELOW.

**COUNTY OF BENZUE**

By: Bob Roelofs  
Bob Roelofs, Chairperson  
County Board of Commissioners

Date: July 23, 2024

**HOUSE ARREST SERVICES, INC.**

By: James Miller  
(Signature)  
Name: James Miller  
(Print or Type)  
Title: Business Development Manager  
(Print or Type)  
Date: 7/22/24

APPROVED AS TO FORM FOR COUNTY OF BENZIE:  
COHL, STOKER & TOSKEY, P.C.  
By: Jennifer L. Bliss  
On: July 19, 2024

N:\Client\Benzie Co\Agrs\House Arrest Svcs\Electronic Monitoring Program Agreement jlb v2.docx  
Benzie Co. #24-014E



# Memorandum

---

To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: July 18, 2024

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

When the Point Betsie Shoreline Protection project was approved in October 2021, the County entered into an agreement with Barr Engineering Company for the completion of final engineering and specifications as well as bid letting for the shoreline project. The action taken by the Board allowed for administrative approval of change orders up to \$5,000, however Barr Engineering has recently submitted a sixth change order in the amount of \$44,800.

This change order has been approved by Friends of Point Betsie for payment and now needs the Board's authorization. Much of this change order is the result of refiling of permits with EGLE, and adjustments to the plan to help ensure EGLE approval on this round.

I have included the change order with this memo to allow for reviewing of the requested changes.

A representative of the Friends will be in attendance on Tuesday to answer any additional questions.

**Recommendation:**

That the Board of Commissioners approves Change Order #6 to the Point Betsie Shoreline Protect Project agreement with Barr Engineering in the amount of \$44,800 and that the Board Chair be authorized to sign.

July 14, 2024

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

**Re: Change Order #6 to Agreement for Point Betsie Shoreline Protection System Design**

Dear Ms. Zeits:

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

## **I. Scope of Services**

The scope of professional consulting services we will provide is modified as follows to update the design documents and re-submit the project permit applications in summer 2024 and support ongoing permit negotiation with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) and State Historic Preservation Office (SHPO). This scope does not include preparation of bidding documents (previously authorized under Change Order #5) or updates to the Section 106 application. Barr understands that additional services for historic preservation coordination (Section 106 application and adverse impacts determination/mitigation) will be performed under a subsequent authorization once agreement is reached with EGLE on the project design.

### **Task 1: Permit Reapplication**

#### **1a: Design Materials Update**

Barr previously updated the project design drawings in May 2024 in response to comments provided by EGLE on the previous permit application package. Because these updates were part of an ongoing permit negotiation, they were not carried forward into the full project Design Narrative report. For the permit resubmittal in June 2024, Barr will update the Design Narrative report to be consistent with the updated drawings and perform minor additional revisions to the drawings for overall project consistency. The revised Design Narrative report will include the environmental assessment documentation previously prepared during 2023 permit negotiations and an updated rendering of the proposed design. The revised report will not include updates to the construction cost estimate.

#### **1b: Permit Application Resubmittal**

Barr will prepare a new Joint Permit Application package for the application resubmittal in June 2024. The new application package will be based on the previously submitted application, supplemental materials

developed during previous permit negotiations, and the updated design materials from Task 1a. Barr will submit the revised permit application and pay the application fees on behalf of Benzie County and the Friends. Application fees are expected to total approximately \$3,900 for the EGLE Joint Permit application for Part 325, Great Lakes Submerged Lands, and Part 353, Sand Dunes Protection and Management, including the special exception panel review fee.

### **1c: Additional Permit Coordination**

Agency permit review process submittal may require additional correspondence with EGLE and SHPO. Barr and subcontractor Quinn Evans will provide updated design drawings to SHPO, and we will respond to questions and provide additional information to the agencies. We have provided an allowance of up to 40 hours for EGLE permitting support and 40 hours for SHPO coordination during the permit review period.

### **1d: Design Updates (if needed)**

Previous design negotiations have required updates to the project design drawings to address EGLE comments. If required, Barr will update the design drawings with revised project footprints and restoration design. We assume that major changes to the structural and geotechnical design will not be required during this permitting process.

#### **Task 1 Deliverables**

- Drawing package (re-issued for permit electronic submittal)
- Design narrative report (re-issued for permit electronic submittal)
- New Joint Permit Application (electronic submittal)

#### **Task 1 Assumptions**

- Design material and permit application updates will be based on the May 2024 updates prepared for the previous permit application and will not include modifications to the project grading design
- Up to two rounds of coordination discussions with EGLE may be required to reach agreement on project design modifications
- Detailed cost estimates will not be prepared under this scope of work
- A single round of drawing revisions will be required following agreement with EGLE on project design changes
- Drawing revisions during this round of permitting may include grading or restoration updates but will not include structural or geotechnical redesign of the steel sheet pile wall or concrete apron

## **II. Maximum Compensation and Assumptions ("Service Assumptions") Upon Which Maximum is Based**

Barr's maximum compensation for the above scope of services will be \$44,800.00 (forty-four thousand eight hundred and zero cents). The estimated budget for each task is shown in the table on the following page.

Service assumptions are as listed above under the applicable scope items.

### III. Schedule and Assumptions Upon Which Schedule is Based

Barr will provide the above scope of services according to the proposed schedule shown in the table on the following page.

#### Schedule assumptions

- Barr receives preliminary authorization to proceed with Task 1a and 1b by June 1, 2024
- Permit negotiations with EGLE will not extend beyond September 30, 2024

Task	Estimated Completion	Budget Amount
Previously Authorized Budget	--	\$525,797
1a. Design materials update	June 30, 2024	\$4,600
1b. Permit application resubmittal	June 30, 2024	\$7,900 <sup>(1)</sup>
1c. Additional permit coordination	September 30, 2024	\$13,200
1d. Design updates (if needed)	September 30, 2024	\$19,100
<b>Total this Change Order</b>	<b>May 31, 2024</b>	<b>\$44,800</b>
Revised Project Budget including Change order	--	\$570,597

(1) Includes permit application fee of approximately \$3,900

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

Sincerely,

BARR ENGINEERING CO.

By William J. Forsmark  
Its Vice President

Accepted this 23<sup>rd</sup> day of July, 20\_\_\_\_

BENZIE COUNTY

By Bob Roelofs  
Its Bob Roelofs, Board of Commissioners Chair



# Memorandum

---

To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: July 18, 2024

Subject: **Jail Kitchen Door Repair (C-14)**

Attached you will find two proposals to repair the door in the jail's kitchen. Additional proposals were sought after, but there wasn't success in getting those proposals. The Buildings and Ground subcommittee reviewed the two proposals and asked clarifying questions of the Undersheriff.

The repair and/or replacement of this door has been budgeted on the approved Capital Plan, and the low bidder has come in under budget. This repair has been needed for some time and we're able to do it now.

The recommendation from the Buildings and Grounds subcommittee and staff is to move forward with Northwest Commercial Door for this repair.

Recommendation:

That the Board of Commissioners approves the repair of the jail kitchen door (C-14) by Northwest Commercial Door and Frame, LLC in the not to exceed amount of \$13,548, with funds available in the Capital Fund.

Tots 11 \$13,547.30

**ESTIMATE**

Northwest Commercial Door and  
Frame LLC  
8397 e bingham rd traverse city  
Traverse City, MI 49684

cbraden@nwcommercialdoor.com  
+1 (231) 883-1834  
<https://www.nwcommercialdoor.com>



Bill to  
Benzie County Sheriff

**Estimate details**

Estimate no.: 1105  
Estimate date: 07/10/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Material	14 ga. door, frame, fabricated to fit existing lock, prison hinges, closer, security pull, threshold, seals, sweep.	1	\$6,810.00	\$6,810.00
2.		Labor	delivery and prep of new material for hardware(new and existing), rip out existing opening,prep opening for install, seal opening with polyurethane sealant for corrosion and weather control once complete.	1	\$1,300.00	\$1,300.00

Note to customer Total \$8,110.00

Thank you for your business.



# WESTERN DETENTION

Hardware products on demand.

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

PHONE: (509) 292-2438 FAX: (509) 292-2449  
FEDERAL ID #: 91-2018057

CA TAX # 100-869348 CA CORP #3195221

**ATTN: KEN BOS**

**FAX**

PHONE 231-882-4484 X 247

E-MAIL: [kbos@benzieco.net](mailto:kbos@benzieco.net)

BENZIE COUNTY SHERIFFS OFFICE  
505 MICHIGAN AVE  
BEULAH, MI 49617

## Quote

QUOTE #: 20230268

DATE: 1/27/2023



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



## PROPOSAL AND SERVICE AGREEMENT

Johnson Controls Fire Protection LP

18 Boulden Circle

New Castle, De 19720

302-325-6300

[www.johnsoncontrols.com](http://www.johnsoncontrols.com)

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

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

## Scope of Work

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

Prevailing Wage Required?	No	Working Hours: Based on normal business hours
Certified Payroll Required?	No	Mon-Fri 7:30AM-4:00PM unless otherwise noted.
Customer/Site Tax Exempt?	No	
Payment Terms:	Net 30	\$1,710.80 One Thousand Seven Hundred Ten Dollars and Eighty Cents
<input checked="" type="checkbox"/> Fixed Price <input type="checkbox"/> Labor and Material <input type="checkbox"/> NTE		
*This Proposal is valid for 60 days*		

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 PO #: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Johnson Controls Fire Protection LP

Kevin Giangiobbe

[kevin.giangiobbe@jci.com](mailto:kevin.giangiobbe@jci.com)

248-207-4806

Total: 23,674. <sup>30</sup>

# INVOICE



## KYLE'S WELDING & FABRICATION

**KYLE HARRIS, Certified Welder**

Phone: 231.620.5953

4887 Maple City Highway, Interlochen, MI 49643

## Mobile Welding, Structural, Equipment Repair, Handrailing, Custom Fabrication

## WELDING & FABRICATION

Date: 6-27-24

To: Benzie County Sheriff's Office

For: Jan Sally per - Kitchen

Thank You For Your Business!



## PROPOSAL AND SERVICE AGREEMENT

Johnson Controls Fire Protection LP  
 18 Boulden Circle  
 New Castle, DE 19720  
 302-325-6300  
[www.johnsoncontrols.com](http://www.johnsoncontrols.com)

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

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Prevailing Wage Required?	No	Working Hours: Based on normal business hours
Certified Payroll Required?	No	Mon-Fri 7:30AM-4:00PM unless otherwise noted.
Customer/Site Tax Exempt?	No	
Payment Terms:	Net 30	\$1,710.80 One Thousand Seven Hundred Ten Dollars and Eighty Cents
<input checked="" type="checkbox"/> Fixed Price <input type="checkbox"/> Labor and Material <input type="checkbox"/> NTE <input type="checkbox"/>		'This Proposal is valid for 60 days'

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 PO #: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Johnson Controls Fire Protection LP  
 Kevin Giangiobbe  
[kevin.giangiobbe@jci.com](mailto:kevin.giangiobbe@jci.com)  
 248-207-4806



# WESTERN DETENTION

Hardware products on demand.

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

PHONE: (509) 292-2438 FAX: (509) 292-2449  
FEDERAL ID #: 91-2018057

CA TAX # 100-869348 CA CORP #3195221

**ATTN: KEN BOS**  
**FAX**

PHONE 231-882-4484 X 247

E-MAIL: [kbos@benzieco.net](mailto:kbos@benzieco.net)  
BENZIE COUNTY SHERIFFS OFFICE  
505 MICHIGAN AVE  
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## Quote

QUOTE #: 20230268

DATE: 1/27/2023



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

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# Memorandum

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To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: July 18, 2024

Subject: **Jail HVAC – Energy Recovery Wheel Replacement**

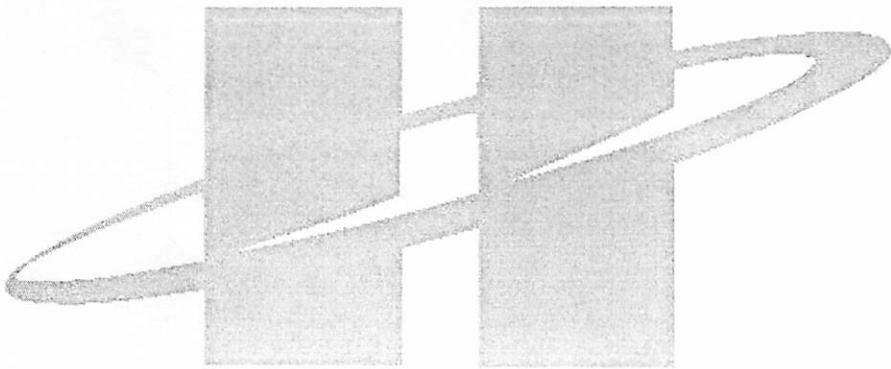
Attached you will find two proposals to repair the energy recover wheel in the HVAC system in the jail. An additional proposal was sought after without success. The current part is failing and causes a loud intrusive noise when the machine turns on.

The Buildings and Grounds subcommittee reviewed the proposals and asked the Undersheriff clarifying questions. This repair was not budgeted on the approved Capital Plan, however, there are funds available within the jail repairs line.

The Buildings and Grounds subcommittee has recommended that we move forward with Hurst Mechanical for the replacement and staff agrees.

Recommendation:

That the Board of Commissioners approves the replacement of the energy recovery wheel by Hurst Mechanical in the not to exceed amount of \$7,158, with funds available in the Jail Fund.



# HURST MECHANICAL

## Approve Request Changes

### **Hurst Mechanical**

885 Robinwood Court

**From** Traverse City, MI 49686

(231) 947-2750

[www.hurstmechanical.com](http://www.hurstmechanical.com)

Quote No. **2019111**

Type Repair

Prepared By Chris McSpaden

Created On 06/19/2024

Valid Until 07/19/2024

Benzie County Correctional Facility

**Quote For** 505 S Michigan Ave

Beulah, MI 49617

## **Description of Work**

### **Replace the failing energy recovery wheel**

Pursuant to your request, Hurst Mechanical has visited your facility to observe conditions, collect data, and receive instructions pertaining to the above mentioned project. The following scope of work includes labor and material to perform repairs during normal business hours, Monday through Friday 7am-4pm. Pricing for this quote is valid for 30 days. Initial service call is not included in the quoted price.

#### **Scope of Work:**

- Gain access to the unit

- Shut down power
- Remove the energy recovery wheel from the unit
- Install a new energy recovery wheel into the unit
- Restore power and test for proper operation

Note:

We appreciate the opportunity to prepare this quote for you. If you have any questions, please feel free to call us at 616-784-4040. Thank you for your business.

#### Services to be completed

##### Location - Building

While checking over system I found the bearings bad on the energy recovery wheel.

Replace the energy recovery wheel

GRAND TOTAL \$7,157.37

## Terms and Conditions

- Use tax paid by Hurst Mechanical at point of purchase is included in material charge.
- Hurst charges a 3% credit card processing fee.

## Approve Quote Close

Please confirm that you approve this quote. Hurst Mechanical will be notified that you have authorized them to perform this work.

Please make sure your name and email address are correct:

Ken Bos kbos@benzieco.net

Enter your purchase order number, if you have one:  
you have read and accepted the Quote Terms and Conditions.

Checking this confirms that

## Request Changes to Quote Close

Enter any parts, services, or labor on this quote that you would like the vendor to change.

Enter any changes on  
this quote

Powered by SERVICE TRADE



Team Bob's

Hello, this is your estimate

Location: 505 South Michigan Avenue, Beulah, MI, 49617

JOB ID  
86106129

Benzie County Sheriff

Your Price

\$12,967.18

#3  
Dtw Heat Wheel  
no Bid

#### Summary

Heat wheel

TCBD - RT

Your Price

\$59.00

Trip Charge - Return Trip

#### Service

Your Price

\$12,908.18

Heat Wheel



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# Memorandum

---

To: Board of Commissioners

Copy: Katie Zeits, County Administrator *Katie Zeits*

From: Rose Roelofs *Rose Roelofs*

Date: July 15, 2024

Subject: **Consideration of Approving Parking Lot Lighting at the Government Center**

Attached you will find two quotes related to parking lot lighting changes at the Government Center. Both bids are from BlueWater Electric, LLC. Updating our lighting in the parking lot has been identified as a priority by many employees.

Bidding first started in the fall of 2023, with only one bid submitted. The Building and Grounds Committee discussed this at length and decided to pull the project and wait for a better time. It was thought that in the spring of 2024, when construction projects are starting up, there would be a greater chance of receiving bids for this project. However, when the April 2024 deadline passed, we received two bids from the same company. Doing their due diligence, the Building and Grounds committee tried one more time and extended the project, but no additional bids were submitted.

The Building and Grounds committee recommends to the Board of Commissioners to accept the quote dated 6/25/2024 from BlueWater Electric for a total not to exceed \$9,200. This proposal would be to replace the tops of the current poles which is a recommendation by BlueWater Electric as the new tops have a larger light cast. If this does not meet expectations for security, we can add additional poles at a later time.

## RECOMMENDATION:

The Board of Commissioners approve the quote dated 06/25/2024 from BlueWater Electric, to update lighting in the Government Center parking lot in the not to exceed amount of \$9,200, with funds available in the capital fund.



PO Box 168  
Beulah, MI 49617

# Proposal

Date

4/29/2024

Benzie County Government Center

Description	Rate
Option #1 (Estimated times 2.5 weeks)	32,200.00
<p>*Recommend due to light poles and concrete being solid.</p> <p>Replace 11 Shoebox style parking lot light fixtures with (RAB A17-3T150/3PRS) Add 6 Lights (RAB A17-3T150/3PRS) with 20 ft poles and concrete. Install new wiring for the new 6 pole lights.</p>	
TOTAL= 32,200	
<p>In addition to option #1 we could remove / replace old poles (Not the concrete) \$17,600 *****</p> <p>Option #2 (Estimated Time 4 weeks)</p> <p>Remove all old light poles and fixtures. (Concrete removal and disposal of concrete supplied by Benzie Government Center) Replace and Add 17 Shoebox style parking lot light fixtures with (RAB A17-3T150/3PRS) poles and concrete. Install new wiring for the new 6 pole lights. Reuse existing wires and feeds from the building. TOTAL= \$67,350</p>	0.00

All Material is Guaranteed to be specified, and the above work is to be performed in accordance with the drawings and specifications submitted for the above work, and completed in a substantial workmanlike manner for the indicated sum. 1/3 draw on total is due upon start, 1/3 due upon completion of rough-in, and balance is due upon final completion date. Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. Respectfully Submitted

Acceptance: the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

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

**Total**

\$32,200.00



Color: Bronze

Weight: 13.2 lbs

Project: \_\_\_\_\_

Type: \_\_\_\_\_

Prepared By: \_\_\_\_\_

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

**Driver Info**

Type	Constant Current
120V	1.50A
208V	0.80A
240V	0.70A
277V	0.06A
Input Watts	149.1W

**LED Info**

Watts	150W
Color Temp	5000K (Cool)
Color Accuracy	70 CRI
L70 Lifespan	100,000 Hours
Lumens	21,594 lm
Efficacy	144.8 lm/W

**Technical Specifications****Compliance****UL Listed:**

Suitable for wet locations

**IESNA LM-79 & LM-80 Testing:**

RAB LED luminaires and LED components have been tested by an independent laboratory in accordance with IESNA LM-79 and LM-80.

**IP Rating:**

Ingress protection rating of IP65 for dust and water

**DLC Listed:**

This product is listed by Design Lights Consortium (DLC) as an ultra-efficient premium product that qualifies for the highest tier of rebates from DLC Member Utilities. Designed to meet DLC 5.1 requirements.

DLC Product Code: PLHVLH9ZGFNP

**Electrical****Driver:**

Constant Current, Class 2, 120-277V, 50/60Hz, 120V: 1.50A, 208V: 0.70A, 240V: 0.70A, 277V: 0.60A

**Dimming Driver:**

Driver includes dimming control wiring for 0-10V dimming systems. Requires separate 0-10V DC dimming circuit. Dims down to 10%.

**THD:**

3.96% at 120V, 8.22% at 277V

**Power Factor:**

99.8% at 120V, 95.6% at 277V

**Surge Protection:**

10kV

**3-Pin Receptacle with Shorting Cap:**

ANSI C136.41 3-pin receptacle, compatible with wireless control systems

**Performance****Lifespan:**

100,000-Hour LED lifespan based on IES LM-80 results and TM-21 calculations

**Construction****IES Classification:**

The Type III distribution is ideal for roadway, general parking and other area lighting applications where a larger pool of lighting is required. It is intended to be located near the side of the area, allowing the light to project outward and fill the area.

**Cold Weather Starting:**

The minimum starting temperature is -40°C (-40°F)

**Maximum Ambient Temperature:**

Suitable for use in up to 40°C (104°F)

**Lens:**

Polycarbonate lens

**Housing:**

Die-cast aluminum housing, lens frame and mounting arm

**Vibration Rating:**

3G vibration rating per ANSI C136.31

**EPA:**

1 Fixture: 0.46
2 Fixtures at 90°: 0.60
2 Fixtures at 180°: 0.93
3 Fixtures at 90°: 0.93
4 Fixtures at 90°: 0.93

**EPA with Slipfitter & Adjustable Arm Mounting Accessories (Sold Separately)**

1 Fixture: 0.66
2 Fixtures at 90°: 0.80
2 Fixtures at 180°: 1.32
3 Fixtures at 90°: 1.32
4 Fixtures at 90°: 1.32

**Technical Specifications (continued)****Mounting:**

Universal mounting arm compatible for hole spacing patterns from 1" to 5 1/2" center to center. Round Pole Adaptor plate included as a standard. Easy slide and lock to mount fixture with ease. Round pole diameter must be >4" to mount fixtures at 90° orientation.

**Finish:**

Formulated for high durability and long-lasting color

**Green Technology:**

Mercury and UV free. RoHS-compliant components.

**LED Characteristics****LEDs:**

Long-life, high-efficiency, surface-mount LEDs

**Color Uniformity:**

RAB's range of Correlated Color Temperature follows the guidelines of the American National Standard for Specifications for the Chromaticity of Solid State Lighting (SSL) Products, ANSI C78.377-2017.

**Optical****BUG Rating:**

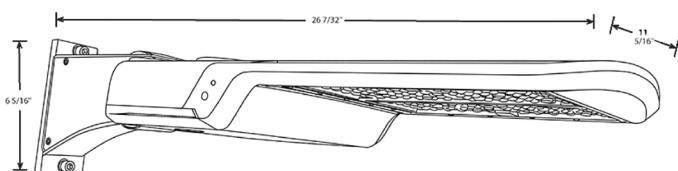
B3 U0 G3

**Other****5 Yr Limited Warranty:**

The RAB 5-year, limited warranty covers light output, driver performance and paint finish. RAB's warranty is subject to all terms and conditions found at [rablighting.com/warranty](http://rablighting.com/warranty).

**Buy American Act Compliance:**

RAB values USA manufacturing! Upon request, RAB may be able to manufacture this product to be compliant with the Buy American Act (BAA). Please contact customer service to request a quote for the product to be made BAA compliant.

**Dimensions****Features**

0-10V Dimming, standard  
100,000-hour LED lifespan  
5-Year, limited warranty

**Ordering Matrix**

Family	Distribution	Wattage/Lumens	Mounting	Color Temp	Driver	Options	
A17	-	3T	150			/3PRS	
		3T = Type III 4T = Type IV 5T = Type V	70 = 70W/10,000lm 100 = 100W/15,000lm 150 = 150W/21,500lm 200 = 200W/30,000lm 240 = 240W/36,000lm 300 = 300W/45,000lm 375 = 375W/51,800lm	Blank = Universal Pole Mount SF = Slipfitter (Factory installed SF available in 150W)	Blank = 5000K Cool N = 4000K Neutral	Blank = 120-277V, 0-10V Dimming /480 = 480V, 0-10V Dimming <sup>1</sup>	Blank = No Option /3PRS = 3-pin Receptacle and Shorting Cap /7PRS = 7-pin Receptacle and Shorting Cap /MVS = Microwave Motion Sensor /LC = Lightcloud Controller

<sup>1</sup> 480V driver available standard on 150W and 300W and by special order on 100, 240 and 375W. Not available on 70W or 200W models.

Type II distribution available as special order

Wall mount and adjustable universal pole mount available as optional field-installed accessories



PO Box 168  
Beulah, MI 49617

# Proposal

Date
6/25/2024

Benzie County Government Center

Description	Rate
Labor and Material Replace 11 Shoebox style parking lot light fixtures with (RAB A17-3T150/3PRS)	9,200.00

# Committee Appointments

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# Memorandum

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To: Board of Commissioners

From: Rose Roelofs, Executive Assistant *Rose Roelofs*

Date: July 18, 2024

Subject: **Veterans Affairs Committee**

There is one vacant position in the Veterans Affairs Committee, due to the recent resignation of Kirt Giddis. This committee consists of a Board of Commissioner as a liaison/member, and six members at large. Unlike other committees, this committee requires you to be a Veteran.

After advertising for this position, we have received two applications, and they are attached. Both are Veterans of Benzie County and eligible to serve; Vincent Palazzolo and Gary Saur. An ad hoc committee was established, and interviews were held.

Both interviewees are highly qualified and experienced. The ad hoc committee is recommending to the full Board of Commissioners to appoint Vincent Palazzolo, to fill the rest of the term, expiring December 31, 2025.

Recommended Motion:

That the Board of Commissioners appoints Vincent Palazzolo to an unexpired term on the Veterans Affairs Committee, term expiring December 31, 2025.

**Benzie County**  
**Application to Committee Appointments**



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

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

Name: Vincent S Palazzolo

Residential Address: 6360 Hunt rd Arcadia MI 49613  
(Street) (City) (State) (Zip)

E-Mail Address: TACOPR624@gmail.com

Preferred Phone No.: 248-867-0051 Additional Phone No.: \_\_\_\_\_

Occupation: Retired Law Enforcement (if retired, please provide your career)

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

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

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

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

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

YES  NO  Are you a veteran?

YES  NO  Did you attach the required letter outlining the items requested above? Will send in.

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



Signature

6/10/24

Date

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

# Vincent S. Palazzolo

6360 Hunt rd.  
Arcadia , MI 49613

Cell Phone: (248) 867-0051

## PROFILE

A 26-year public safety career encompassing all aspects of the law enforcement profession; from road patrol to field training, criminal investigations, shift supervisor, SWAT team Commander, Patrol Division Commander, and Chief of Police. I have worked my way up through the ranks and take a front seat approach to mentorship and leadership.

## PROFESSIONAL EXPERIENCE

**2018 to 2021**

**Ferndale Police Department**

### **CHIEF of POLICE**

Responsible for the administration of the 55 members of the Ferndale Police Department. Duties included planning, organizes, and directs all operations and personnel of the Department to provide a safe and orderly environment within the community.

#### **Key Achievements**

- Achieved accreditation through the Michigan Association Chiefs of Police.
- Created opportunities for public service for military service members.

**2016 to 2018**

**Ferndale Police Department – Ferndale, Michigan**

### **POLICE CAPTAIN – OPERATIONS**

Oversees the day-to-day activities of patrol operations, criminal investigations, the school resource officer program and the Community Engagement Officer. Participates in public relations activities and is responsible for investigating all types of complaints directed at the Police Division and its personnel. Addresses training issues, procedures, policy review, revision and implementation of departmental policy and procedure, and reports directly to the Chief of Police. Responsible for preparing the police budget of 6.9 Million dollars.

#### **Key Achievements**

- A complete overhaul of all policies and procedures that were 15 years old.
- Implementation of technology to include data management software, scheduling software, personnel tracking software, and performance evaluations.
- Instituted the agency's first full-time Community Engagement Officer.
- Commander of Oakland County Mobile Field Force which consisted of 65 members from 36 different organizations.
- Created and implemented In-Service training and On-line training for the entire department.

# Vincent S. Palazzolo

---

2012 to 2016

**Ferndale Police Department**

**LIEUTENANT- Platoon Commander**

- Commander Southeast Oakland SWAT multijurisdictional team.
- Responsible for all tactical and firearms training.

2005-2012

**Ferndale Police Department**

**SERGEANT- Patrol**

- I helped create a Multijurisdictional SWAT team with 6 surrounding communities.
- Assistant team leader of the SWAT team.

1995 to 2005\*

**Ferndale Police Department**

**Patrol Officer**

**Roles**

- Field Training Officer, Swat Operator, Sniper, Rifle/Pistol Instructor, Range Officer, Chemical munitions Instructor, Less Lethal instructor, SWAT instructor.
- Assigned to the Oakland County Crime Suppression Taskforce.
- Police Officer of the Year.
- \* 2004-2005 Deployed to Iraq as Infantry Paratrooper with Michigan Army National Guard.

## EDUCATION

**Bachelor of Integrated Studies (public administration)- (2019)**  
**Siena Heights University**

**Eastern Michigan University (2007)**  
School of Police Staff and Command

**Federal Bureau of Investigation – National Academy (2017)**  
Nominated and accepted into the April – June 2017 Session 268

Benzie County  
Application to Committee Appointments



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

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

Committee

Name: GARY SPENCER

Residential Address: 4558 Mich Rd Frankfort MI 49635  
(Street) (City) (State) (Zip)

E-Mail Address: garyspencer536@yahoo.com

Preferred Phone No.: 231-651-0647 Additional Phone No.: \_\_\_\_\_

Occupation: Postal worker Retired, County Commissioner (if retired, please provide your career)

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

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

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

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

YES  NO Do you or immediate family members currently serve on a County board or committee?  
If yes, which board? BOC, BVTinc, Parks + Rec, Health Dept.

YES  NO Are you a veteran?

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

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

Gary Spencer  
Signature

6-14-2024  
Date

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

From: Gary Sauer [gsauer@benzieco.gov](mailto:gsauer@benzieco.gov)  
Subject: Veterans Affairs Committee  
Date: Jun 14, 2024 at 12:19:34 PM  
To: [garysauer53@yahoo.com](mailto:garysauer53@yahoo.com)

---

Feel I could benefit the committee. Have served as a liaison to this committee in the past for 2 years and have an understanding of its functions.

Would be happy to promote veterans in our county. As a veteran myself I do understand their concerns, needs and problems that they face.

As a county commissioner I serve on several boards, have been involved for over 9 years. As a county board we work as a group to solve problem and help move Benzie County forward. This board has a excellent ( Veterans Affairs ) reputation in our community I wish to help continue this progress.

My family has been in Benzie County for 5 generations. Military Service throughout these generations. My grandfather was a WWI veteran, my father a Korean War veteran and myself a Vietnam Era veteran. Our family veterans service ranged from Air Force, Navy and Army almost all branches. All proud to serve, thank you for this opportunity to once again serve and be considered by this board.

Sincerely,

  
Gary Sauer

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# Commissioner Reports

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**Art Jeannot**  
**Commissioner Report**  
**July 23, 2024**

- **7/15 – Northern MI Counties Association**
  - Good discussion on impact regarding 4 year term for commissioners, county jail costs and alternatives and the makeup/use of county committees. Still seeking applicants to replace John Amrheim.
    - General support for this term length.
    - It appears most daily rates on outsourced jail fees are around \$35. Should there be regional jails for rural communities?
    - Committees need to have the proper skill sets for the task. Recruiting committee members is more effective than postings alone.
- **7/16 – Adhoc Committee (grant writer)**
  - Met to discuss the need for a grant writer and administrator. Approaches were presented on how to begin the process to determine the need and value. This will be presented at a future BOC meeting.
- **Other –**
  - Met with Tim, Bob and Katie multiple times to discuss the County Administrator's contract.



**23 July 2024 BoC**

**Commissioner Cunningham, District 3**

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

**231.822.4067**

**Attended/Presented**

10 Jul SWAC/MMP cancelled

16 Jul Ad Hoc

City, Wyatt Crawford is the new assessor.

17 Jul CLkTwp

Ad Hoc and special meetings

19 Jul EDC cancelled

**Community**

10 Jul Emergency Tower groundbreaking.

## **Tammy Bowers**

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**From:** Gary Sauer  
**Sent:** Saturday, July 20, 2024 7:55 AM  
**To:** Tammy Bowers  
**Subject:** Commissioner Report District 7

### **7-9 Weldon Township**

Public Hearing was conducted well attended, after the regular meeting. The board decided and approved to proceed with the Crystal Commons project after legal review. The board voted to approve a 4% PILT for the 30 year mortgage. Jon Stimson during the public hearing stated the Honor project had 2 times the applicants needed to fill the rentals also Frankfort's project had 3 times the applicants.

### **7-9 Gilmore Township**

Business as usual short 2 board members.

### **7-11 Road Commission**

The Platte River School is completely torn down, the piles of concrete will be hauled by the Road Commission and crushed to be used in some of their projects. They have hired 1 new employee and have 3 more applicants. The 4 employees on suspension are back to work.

### **7-11 Blaine Township**

Approved to use ARPA money for road repairs gravel and paving. Will pay Road Commission now with projects completed next year.

### **7-11 Seabury Foundation**

Discussion from various groups that benefit from this foundation. The meeting was held at the Garden Theater in Frankfort.

### **7-15 BVT Initiative**

The Friends and DNR along with a representative from county and BVTMC were present. Discussed the roles and boundaries of each group and developing a cooperative working relationship that is beneficial to all. Believe we have a better understanding of each group and their roles.

### **7-17 Special BOC Meeting**

Followed by 2 closed sessions.

### **7-18 Village of Elberta**

Paid bills with draws for water and sewer projects. Approved a resolution for deficit elimination plan the Village will be debt free in 5 years or less. Concern with BVT crossings on M22 two accidents have occurred, vehicles are not required to stop for cyclists they are required to yield to traffic.

Will report on Parks and Rec meeting.

Respectfully submitted,  
Gary Sauer  
District 7 commissioner

# County Administrator Report

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# Presentations



## MEMORANDUM

23 JULY 2024

### RE: 2024 – 2025 FCCAA Budget Presentation to Benzie County Board of Commissioners

Public value refers to the benefits which are accessible to all members of the public, for example, public parks, the rule of law, clean air, a national defense system, arts, and culture. Public value also refers to what people hold dear beyond their self-interest. For example, people might want to leave a legacy for future generations; they may have ambitions about shaping society or their community.

Value is created where benefits exceed costs, measured in terms of the willingness and ability to pay on the part of the members of the public who enjoy them. In other words, value creation involves the sacrifice of valued things to create things of greater significance. Maximizing public value means maximizing net benefit to the public from the enjoyment of existing resources and amenities. Values are created and enjoyed over time. These flows can be increased or reduced by adding resources or by depleting them.

The Federal Aviation Administration (FAA) believes transportation systems connect communities, business, and people and provide critical support functions and contribute to a productive economy. This includes people living in areas, such as ours, where an airport may provide the community with critical access to that system. In the past fiscal year, the FAA and MDOT invested over 1.5 million dollars (\$1,552,310) into our airport.

As we know, the City of Frankfort, County of Benzie and Crystal Lake Township are members of a community airport authority.

When the Authority was created in 1996, operating expenses were basically unknown and minimal. Today, operating revenues are not in keep with operating expenses.

The Community Airport Authority Act states that airport funding or budget shortfalls are funded by the member entities. The budget shortfall is for all the operating expenses not funded by the airports operating revenues.

I am here today requesting a \$15,000 contribution from Benzie County. This contribution is intended to fund various airport expenses, including utilities, repairs, maintenance, insurance, and wages. The County's contribution will add value and stability to the community, with virtually no risk to the County.



The FKS Community Benefits Assessment by the Michigan Department of Transportation, on page 17 of the Airport Authority budget document depicts an annual on-going contribution to the County's economy of almost 1.4 million dollars.

The Economic Impact Model described on the previous document page 16, describes how benefits go beyond the airport and into the community.

Per [impactdatasource.com](http://impactdatasource.com):

Economic impacts occur anytime money changes hands, from consumer to business or even business to business. Economic impact is typically measured using four metrics; (1) employment, (2) household earnings, (3) economic output, and (4) value added.

Employment (or jobs) is probably the easiest one. Typically, employment impact is reported as a headcount of jobs—not in terms of full-time equivalents. So, employment consists of a number of jobs that include both full-time and part-time workers. In this way, 10 full-time workers and 10 part-time workers would be reported as 20 jobs.

Household earnings (or workers' earnings) is the total amount of income paid to all workers, including wages and salaries, employer provided benefits.

Economic output is the total dollar amount of all sales made or the value of goods and services created in the activity under analysis. Economic output represents the money spent to purchase all of the inputs to a product as well as the money received when the product is sold. This measure is a duplicative total because the value of inputs is counted multiple times when those products are used in the production of other goods and services. Consider a wood furniture manufacturer who buys raw lumber for \$50, cuts, sands and stains the wood to create a chair that sells for \$200. Economic output in this example would be \$250.

Value added is the total dollar amount of only new sales made. Therefore, it is output minus the value of anything that was already sold in the market. In our wood furniture example, value added is \$200.

These definitions are useful but often generate some additional questions. The first question is "So do I add all of these up to get the economic impact?" The answer is no, these are four distinct measurements of economic impact. Think about it this way, if I told you that I ran a marathon in 3 hours and 56 minutes, at an average pace of 9 minutes per mile; you wouldn't add the total race time and average pace together. In that case, we're using two numbers to



meaningful measures. A business will generate an impact on economic output and value added but the scale of that impact typically doesn't warrant the use of economic output or value added. This is to say; these measures won't provide any meaningful insight to the project. The easier-to-comprehend impacts of employment and household earnings are the most instructive measures to analyze and report.

For the community, maximizing productivity means higher levels of economic growth and development. The airport is committed to increasing efficiencies and is confident the new improvements will increase airport revenues. Now that the airport is no longer encumbered by the air easement process, we can look forward.

Our goal is self-sufficiency.

A few the new efficiencies are:

- PlanePass is capturing revenue and improving records management.
- Rental cars will be available next spring to capture lost revenue due to planes diverting to other airports that offer that service.
- Increasing hangar rents to competitive levels will increase revenues.
- Concentrating on competitively priced aviation fuel will increase income.
- Providing other services at the airport that generate income such as:
  - Gliders
  - Skydiving
  - Plane tours.

Self-sufficient means standing alone. This will take time. The next 2 years of grants will be made toward the outstanding bond.

If the Authority chooses to construct additional hangars, a jet fuel-farm or other revenue producing project, it may be 8 years in the future for completion of that project.

Moving forward, I would like to focus on building a collaborative team with the Authority and their members.

describe the result of the race. The same is true for economic impact, we're simply describing the impact in multiple ways.

For the typical economic development impact analysis for a business locating or expanding in a community, employment and household earnings are the most



## ARTICLES OF INCORPORATION

### and TAX STATUS

Per the State of Michigan, Articles of Incorporation are legal formation documents that must be filed to create new profit, nonprofit, professional service, or ecclesiastical corporations. All Articles must include the name of the corporation, the purposes (except for ecclesiastical corporations), the name of the resident agent, the address of the registered office, and the names, addresses, and signatures of the incorporators. In addition, each type of corporation has individual requirements that must be satisfied in the Articles.

For-profit businesses corporations follow MCL Act 284 of 1972 and non-profit business corporations follow MCL Act 162 of 1982 and must file Articles of Incorporation.

The FCCAA was created under the Michigan Act 206 of 1957. It is an incorporated airport authority necessary for a community airport and is not required to file Articles with the State of Michigan.

The FCCAA was incorporated 26 June 1997 and initially considered by the Internal Revenue Service (IRS) to be 509(a)(1), Section 170(b)(1)(A)(vi), a public charity that is publicly supported, as it normally receives at least one-third of its total support from governmental units, from contributions made directly or indirectly by the general public, or a combination of these sources.

Per MCL 259.622, the FCCAA is a corporate body, an organization such as a company or government that is considered to have its own legal rights and responsibilities.

In 1998, the FCCAA believed that the IRS code 501(c)(3) would be beneficial. Organizations described in the IRS section 501(c)(3) are commonly referred to as charitable organizations. The FCCAA federal tax exemption 501(c)(3) status was revoked on 15 Nov. 2010 for not filing an IRS Form 990-series return or notice for three consecutive years and has reverted to the original 509(a)(1), Section 170(b)(1)(A)(vi).



### FKS HANGARS

Hangars	Public/Private	Annual Income
(6) Community Hangars	Public	\$12,240.00
(10) T-Hangars	Public	\$23,400.00
(1) Half-Hangar	Public	\$500.00
(1) Half-Hangar	FKS Use	\$0.00
Dow Hangar	Public	\$5,400.00
(2) Large Hangars	Public	\$12,000.00
(1) Large Hangar	FKS Use	\$0.00
Single T-Hangar	Private	\$300.00
(1) Large Hangar	Private	\$336.00
(1) Large Hangar	Private	\$500.00
TOTAL ANNUAL INCOME		\$54,676.00

The hangar tenants reside in the following locations:

- 17 from Benzie County
- 4 from Grand Traverse County
- 2 outside Michigan
- 1 from Leelanau County
- 1 from Manistee County



### June 2024 Enplanements/Operations:

- Arrivals/Departures 2023: 294 (air traffic at FKS is very weather dependent)

- Arrivals/Departures 2024: 244 (data captured by PlanePass)

o GA Local: 40	#Crew, Passengers: 20/0	#Visitors: 0
o GA Itinerant: 94	#Crew, Passengers: 47/?*	#Visitors: 47?*
o Air Taxi (Commuter): 64	#Crew, Passengers: 32/?*	#Visitors: 32?*
o Military: 0		
o NMC Flight School: 46		
o Michigan Aeronautics Commission: 4		

\*Currently, FKS does not have a mechanism to quantify the number of passengers or visitors and is striving to resolve this issue.

From personal conversations with pilots and visitors, the purpose of utilizing FKS (in order of popular responses):

- Visiting family, friends in the area (Benzonia, Blaine, Crystal Lake Townships, City of Frankfort)
- Visiting cottage, cabin in the area (Benzonia, Blaine, Crystal Lake Townships, City of Frankfort)
- Utilizing City of Frankfort amenities (restaurants, motels, etc.)
- Utilizing FKS amenities (fuel, terminal)
- Visiting the National Lakeshore
- Visiting area golf courses
- Visiting Crystal Mountain Resort

# 2024-2025 BUDGET

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Frankfort City-County Airport Authority



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# 2024 – 2025 BUDGET

## Budget Message

The following is the 2024-2025 Frankfort Dow Memorial Field (FKS) Operating Budget as proposed by the Frankfort City-County Airport Authority (FCCAA) in accordance with the State of Michigan Public Act of 1968 – The Uniform Budgeting and Accounting Act, as amended.

This document outlines issues and trends for the new fiscal year and includes the Michigan Department of Transportation Aeronautics (MDOT) economic impact report.

The budget provides a blueprint of the FCCAA's efforts to meet the project goals addressed in the ACIP and obtaining an un-provisional General Utility License through the State of Michigan's Bureau of Aeronautics. This document is a communication tool to assist the FCCAA in being accountable and financially transparent.

The 2024-2025 budget is balanced, obligations and ACIP is fully funded. The FCCAA's policies stress the importance of a balanced budget, meaning at the end of the fiscal year, revenues do not exceed expenditures and available fund balance.

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## Benzie's First Airport is Dedicated

As published in the July 18, 1935, edition of the Benzie Banner:

"The sloping take-off runway and surrounding fields of Frankfort's new airport would make it the best landing spot in northern Michigan." This statement was issued by Col. Floyd Evans, director of the state aeronautical board, in his periodical bulletin to airports throughout the state of Michigan. Col. Evans was one of the main speakers at the dedication ceremony of the Frankfort airport Saturday.

Preliminary to the ceremony was the Coast Guard drill starting at 1:30 o-clock. Rev. Harry Smart, of Frankfort gave the dedication prayer an hour later. Speakers, in addition to Col. Evans, were Mayor E. R. Luedtke and M. D. Van Wagoner, state highway commissioner.

Twenty planes individually and commercially owned glided down onto the stubble field from all sections of the state Saturday to have a part in the dedication maneuvers. Tiny monocoupes, graceful, streamlined speed planes, and huge trimotors roared and zoomed over fields that only a short time before had known only the commands of a farmer to his horses. It was a breathtaking sight to behold the airships flying about boldly, like pioneers blazing new trails in the wilderness.

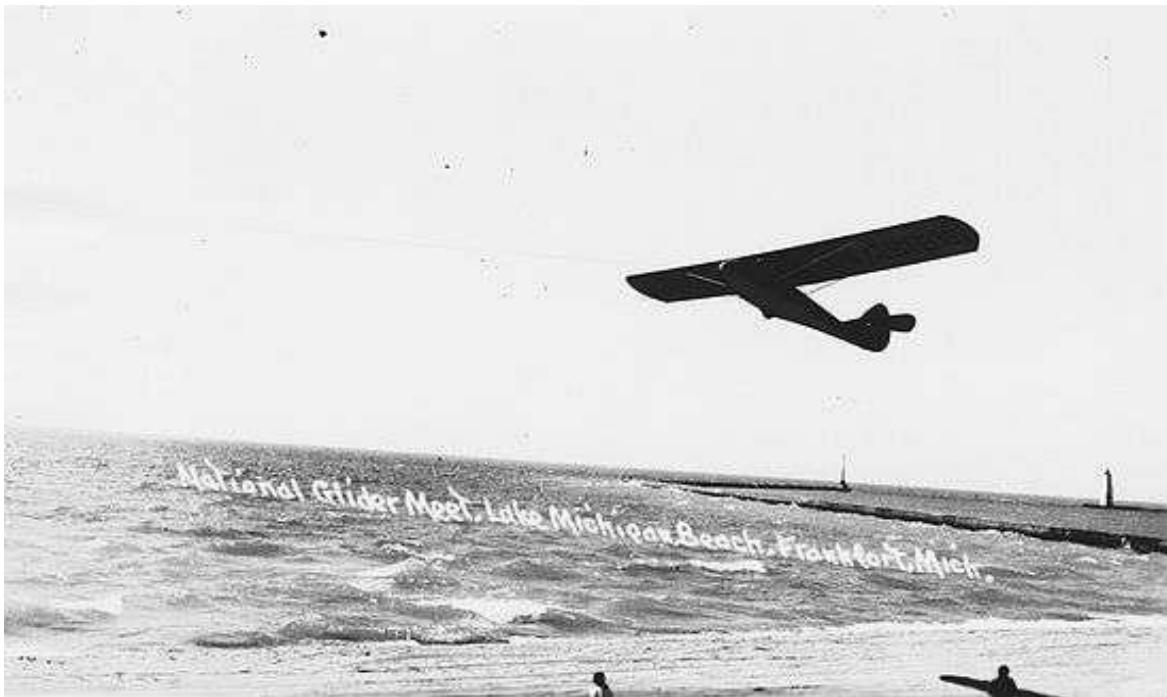
The airport was brought to this community through the combined efforts of Crystal Lake Township, the City of Frankfort, and the state department of aeronautics, which gave splendid cooperation throughout. Far-seeing businessmen of this resort region expect to have soon a regular run of planes carrying resorters to and from this section and the big cities. John Vette, who with his partner, Lew Huck, from Detroit, will use the field as a landing place for their biplane all summer, is using his influence on a friend in Chicago to establish a commercial run.

E. H. Raichel, member of the city commission of Frankfort and manager of Crystal Canning company, was appointed by the state department as manager of the airport. A plot of ground one hundred acres in area, in the side and bottom of a small valley outside of Frankfort, the landing field is relatively level, sloping, and entirely free of rocks and trees. It was purchased by the city and county governments and cleared as a CWA project."

## Frankfort City-County Airport Authority

In 1996, the City of Frankfort and Benzie County agreed to form the Frankfort City-County Airport Authority. Prior to that date, the Marina and Airport Authority, of the City of Frankfort, administered the airport. The City-County Memorandum of Understanding states that the Authority is "an intra-county authority, financed through voluntary funding by constituent entities or voter-approved county-wide millage."

In 2006, after a series of township resolutions, Crystal Lake Township entered FCCAA membership. The current board consists of two members appointed by the City of Frankfort, two members appointed by the County of Benzie, two members appointed by Crystal Lake Township and one member by the FCCAA board.



The "City of Utica," designed by Stanley W. Smith, at the 1938 Glider Contest. Frankfort has been a soaring mecca since the early 1930's. The city is the home of the sailplane company, which manufactured the first designated military training glider. The area also hosted two national soaring meets and numerous Midwest gliding contests.

## Budget Overview

The development of the budget for FCCAA is the annual financial plan. It defines what projects and operations the Authority is funding for the budget year beginning July 1. It determines what revenues are available and how the money will be spent.

The FCCAA currently follows a modified accrual accounting basis to develop its annual budget. In the accounting method, revenue is recorded in the year it is earned and expenditures are recorded in the year when the services are performed.

Factors:

Airports are as unique in appearance as they are in function and vary as much as the airplanes that use them. At FKS, a smaller, general aviation airport, the needs are simple, and the primary goal is functionality. Operating on finite resources dictates the need to prioritize.

FKS budget covers the day-to-day operations that include labor, scheduled and unscheduled repairs of buildings and equipment, snow removal in the winter and grass cutting in the summer, and airfield expenses that pertain to very specialized equipment.

FKS strives to become a self-sufficient airport, generating income from its various revenue sources.

FKS is held to specific guidelines and is part of a larger network described as the national transportation system.

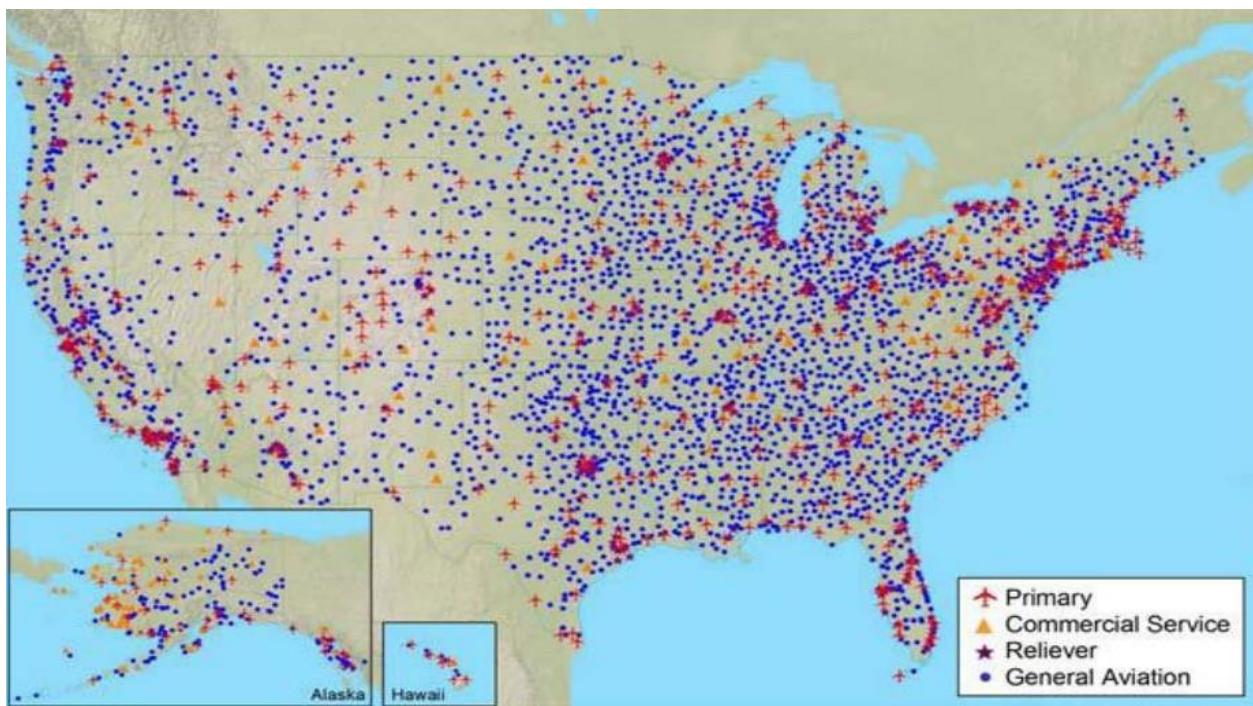
This structure is referred to as the National Plan of Integrated Airports System (NPIAS) that identifies existing and proposed airports that are critical to the national transportation system. The focus is to provide a comprehensive plan to ensure a productive national economy and international competitiveness.

To best use all the national aviation resources, planning must ensure the safest, most efficient, and environmentally responsible aviation system in the world that meets the needs of the traveling public.

The NPIAS falls under the regulatory arm of the Federal Aviation Administration (FAA). The FAA provides guidance to airports, helping and guiding them to remain eligible for federal funding.

The guidance focuses on several specific areas to include principles of safety, efficiency, affordability to both the users and government, flexible and expandable while remaining compatible, adaptable, versatile, and integrated.

Approximately 4,940 public-use airports are included in the NPIAS. This system also provides a framework for airports to follow when requesting funding of specific development projects.



The FAA, following legislation, may provide funding to assist an airport in completing the identified projects. The primary funding source for the FAA is the Airport Improvement Program (AIP). AIP provides grants to airports to fund qualified projects. AIP funding splits into two categories and types

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of funding according to AIP legislation: apportioned funds, known as entitlement funding, and discretionary funding.

Entitlement grants are distributed to eligible airports at distinct levels determined by the passenger traffic that travels through the airport.

Airports having passenger counts of 10,000 or more enplanements per year qualify for an annual grant of \$1-million in funding for approved projects; airports with less than 10,000 passengers are eligible for an annual grant of \$150,000 that could also be used on approved projects. These funds are provided at a 90% federal, 5% state and 5% local split.

Discretionary funding is another part of the AIP program, but these funds are what remains after the entitlement funds are distributed. These funds are divided among various projects relating to noise mitigation, environmental, Military Airports Program (MAP), and other approved projects.

FKS, in the last few years, has qualified for the annual \$150,000 under the entitlement segment of the AIP, and has recently been successful at getting funds through both MAP and Discretionary programs for projects that require additional funds.

When requesting any funding from the AIP, an airport will provide the FAA with an ACIP that will look to the future as far out as ten years. The ACIP will list the projects that the airport is requesting money for and include the estimated cost and justification.

The FAA reviews the plan and compares the airport's priorities against their official ranking system that identifies thirty-two specific items by importance, starting with runways as number one.

Every project will go through a vetting process to ensure it remains in the national goals and ranking for importance.

FKS's planned project for the coming years will be to eliminate the debt obligation from the 2023 aviation easement settlement.

Date of Payment	Payment	Principal	Interest	Remaining Principal Balance
Jan. 12, 2024	\$390,000			\$1,635,000
Nov. 1, 2024	\$1,524,932	\$1,443,862	\$81,070	\$191,068
Nov. 1, 2025	\$204,443	\$191,068	\$13,375	\$0

In Jan. of 2024, the Michigan Aeronautics Commission (MAC) approved a grant in the amount of \$497,788 to FKS. The grant consists of 2022, 2023, and 2024 allocations of Bipartisan Infrastructure Law (BIL) of Airport Infrastructure Grants (AIG) in the amounts of \$159,000.00, \$145,000.00, and \$144,000.00, respectively. Federal grants are matched by the State of Michigan by five percent or \$24,894.00 and by the FCCAA of five percent or \$24,894.00.

In May of 2024, the FAA awarded FKS \$691,792 from their supplemental discretionary grant program.

The Authority will use the grant money for reimbursement of legal, professional and bond fees accrued for the air easement relating to the 2023 aviation settlement.

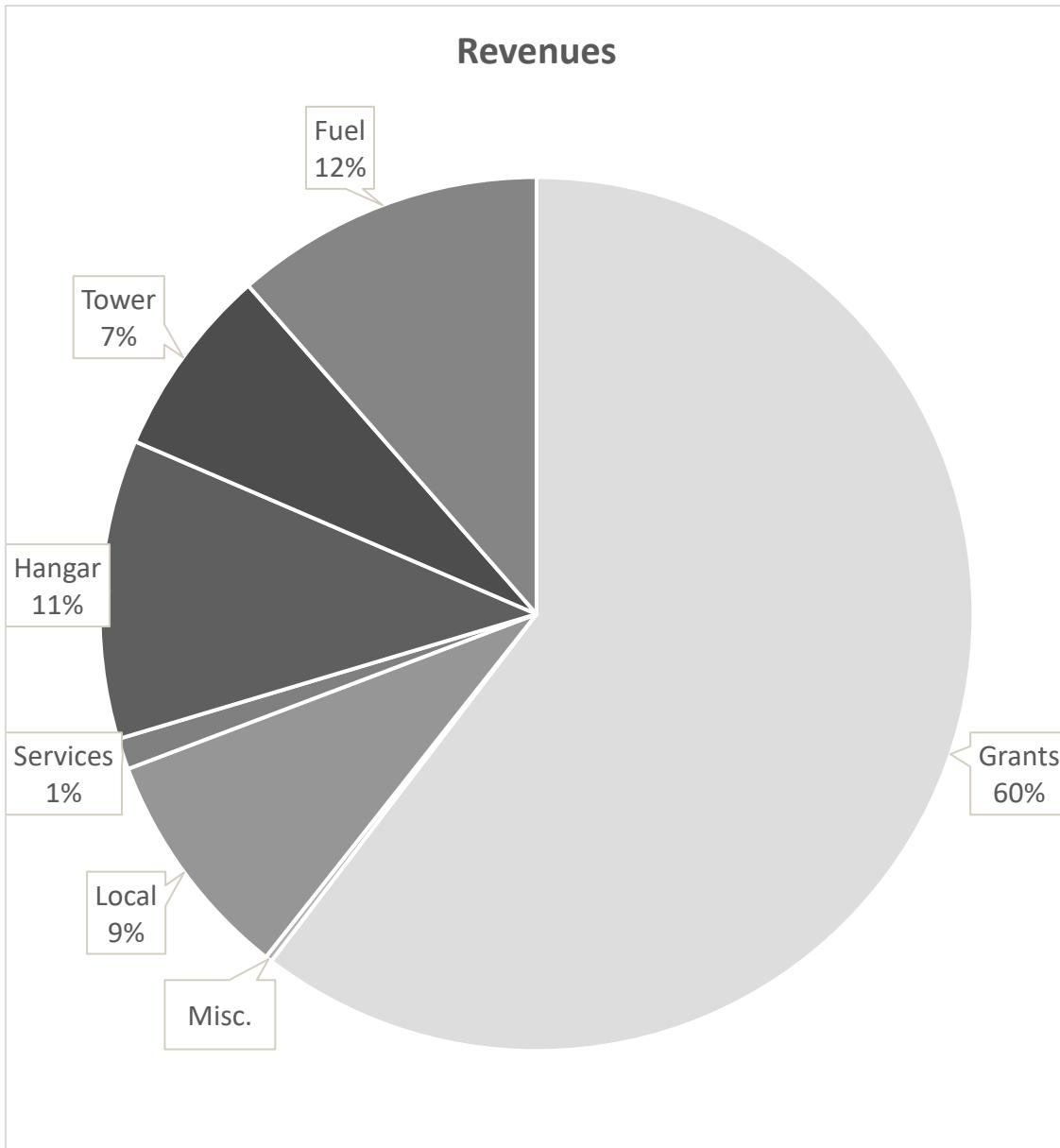
## Summary of the 2024-2025 Budget

<b>REVENUES</b>	
State and Federal Grants	316,000
Local Government Appropriations	45,000
Hangar Rentals	58,000
Tower Leases	37,000
Fuel Sales	60,000
Charges for Services, Misc. Income	7,300
<b>TOTAL REVENUES</b>	<b>523,300</b>
<b>EXPENDITURES</b>	
Project Commitments	316,000
General Operating	90,000
Hangar Maintenance	27,000
Tower Fees	27,000
Fuel Costs, Fees	57,700
Professional Contracts and Services	30,000
<b>TOTAL EXPENDITURES</b>	<b>547,700</b>
Change in Net Position	(24,400)
Fund Balance, Beginning of Year	205,720
Projected Fund Balance, End of Year	181,320

## Revenue Summary

REVENUES	2022-2023 Actual	2023-2024 Projected	2024-2025 Budget
Grants, Federal and State	\$13,000	\$1,543,251	\$316,000
State Reimbursement	\$0	\$225,720	\$0
Local Government Appropriations	\$39,000	\$39,000	\$45,000
Hangar Rentals	\$56,906	\$55,000	\$58,000
Tower Leases	\$35,264	\$38,400	\$37,000
Fuel Sales	\$51,262	\$60,000	\$60,000
Charges for Services	\$6,288	\$4,145	\$6,000
Miscellaneous, Interest	\$8,083	\$500	\$1,300
<b>TOTAL</b>	<b>\$209,803</b>	<b>\$1,966,016</b>	<b>\$523,300</b>

- Local government appropriations consist of \$15,000 from the City of Frankfort, Benzie County and Crystal Lake Township.
- FKS has twenty-three (23) airplane hangars for rent. All are occupied.
- The Authority leases tower space to a communications business.
- Aviation fuel is available for sale at FKS.
- FKS charges landing fees for aircraft.



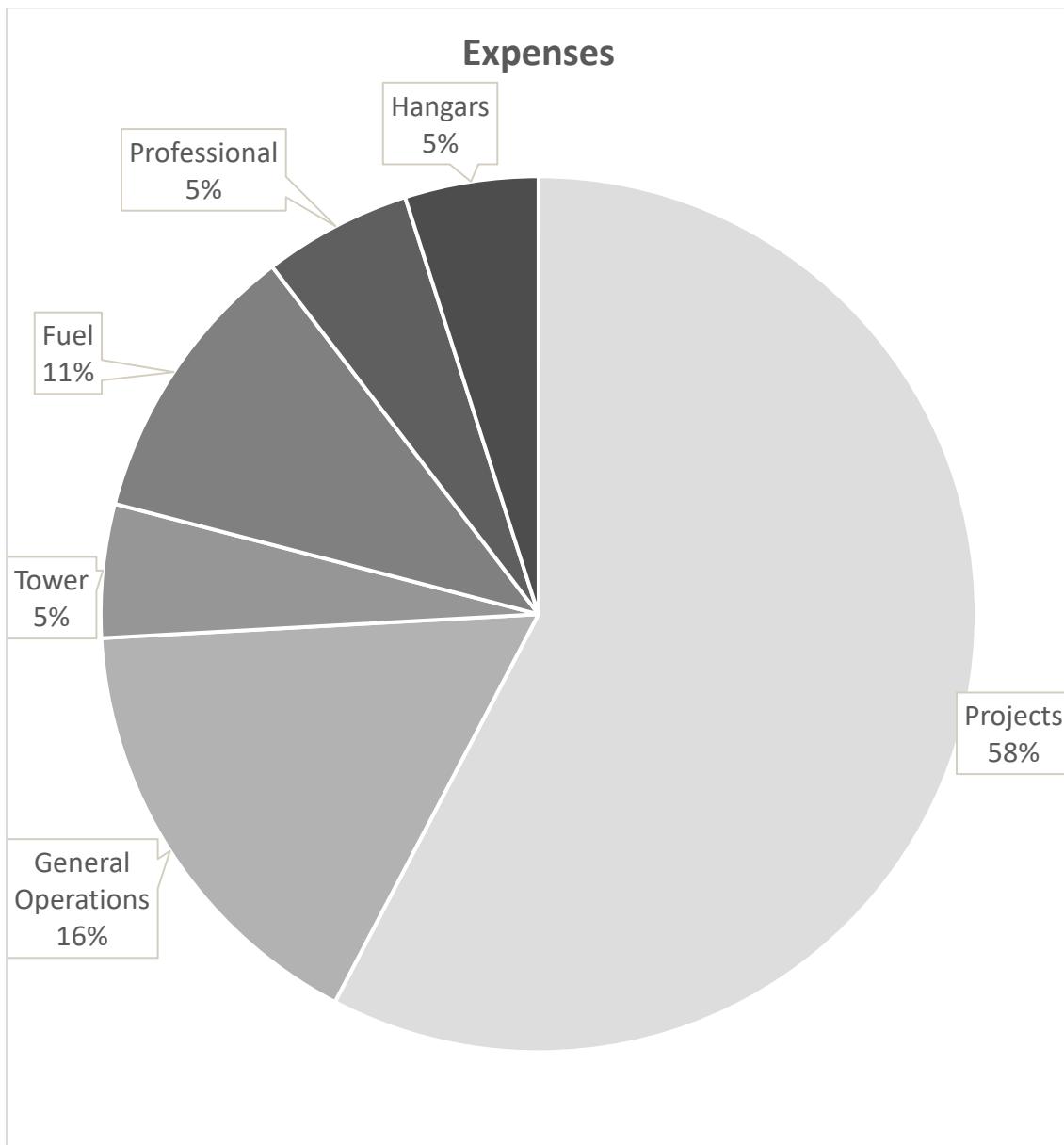
The \$45,000 invested into FKS, by local governments, is rewarded by a local economic return of \$1,032,000 as detailed on pages 16 and 17.

## Expenditure Summary

EXPENSES	2022-2023 Actual	2023-2024 Projected	2024-2025 Budget
Project Commitments	\$0	\$1,577,081	\$316,000
General Operating	\$151,081	\$78,900	\$90,000
Professional Services	\$85,084	\$95,000	\$30,000
Fuel	\$53,052	\$61,000	\$57,700
Communication Tower	\$24,956	\$26,200	\$27,000
Hangars	\$7,000	\$8,000	\$27,000
<b>TOTAL</b>	<b>\$321,173</b>	<b>\$1,845,281</b>	<b>\$547,700</b>

As an alternative to voluntary appropriations, per the Community Airports Act 206 of 1957, the FCCAA may levy an ad valorem property tax on taxable property, within Benzie County, at a rate of not to exceed 1-mill, upon approval of the majority of the electors in Benzie County voting on the question.

A county-wide tax rate of 0.0300 mills (3-cents of taxes for every \$1,000 of taxable value) would be sufficient to cover a FCCAA budget of \$50,000 per year. For example, a taxable value of \$150,000 would generate \$4.50 per year of tax revenue.



FKS has struggled with deficits and rising costs; needing to do more with less. The Authority is confronting this dilemma by looking at the processes to evaluate wasteful, inefficient, and unnecessary steps to become more efficient, responsive, and satisfying to citizens and airport users. The Board's goal is to think dynamically, work towards continuous improvement and ensure that FKS adds value to the community.

## 2024-2025 Detailed Budget

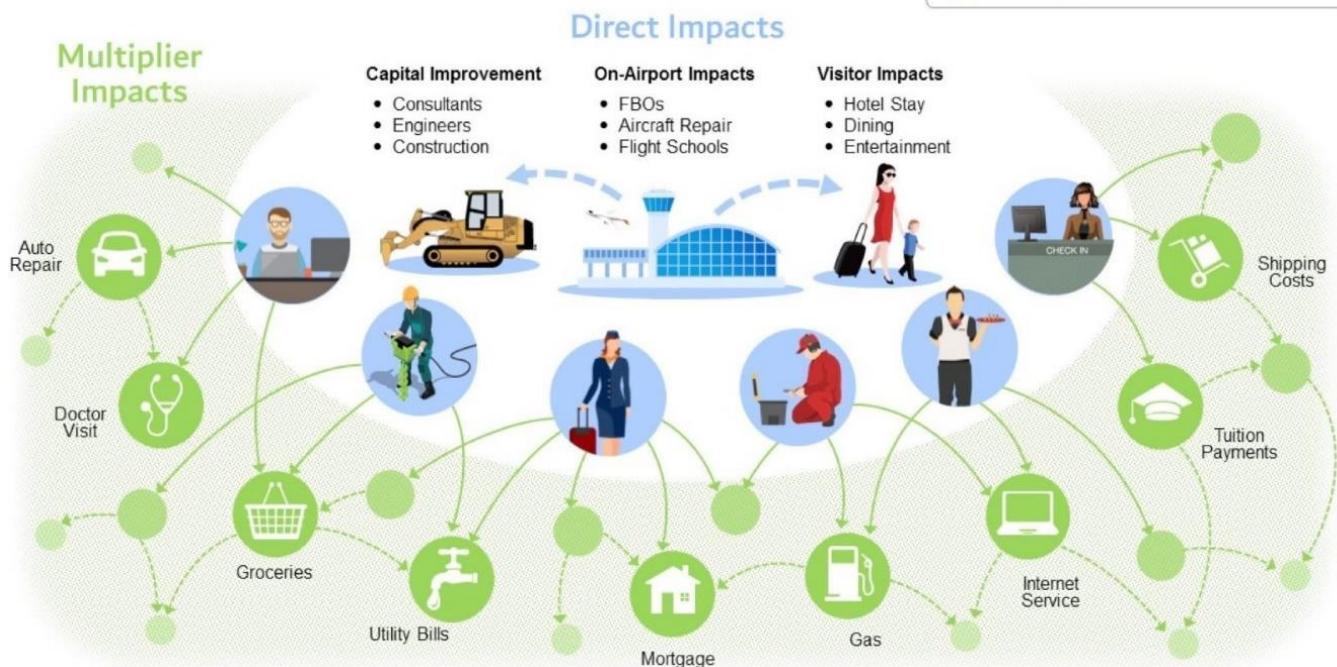
<b>Operations:</b>		
Hangar Income	58,000	
(Hangar Utilities)	(7,000)	
(Hangar Repairs)	(20,000)	31,000
Tower Income	39,000	
(Tower Fees)	(25,800)	
(Tower Utilities)	(1,200)	10,000
Fuel Sales	60,000	
(Fuel Costs)	(50,800)	
(Fuel Farm Maint.)	(3,500)	
(Taxes)	(1,900)	
(Fees)	(1,500)	2,300
User Income	6,000	
Misc. Income	1,300	
(Admin. Salary, FICA)	(39,000)	
(Maintenance Wages, FICA)	(5,000)	
(Insurance)	(15,000)	
(Equipment Repairs)	(14,500)	
(Weather System)	(4,000)	
(Professional Development)	(1,500)	
(Terminal Utilities)	(8,000)	
(Supplies)	(3,000)	(82,700)
<b>Non-Operations:</b>		
Grant Income	316,000	
(Project Commitments)	(316,000)	
(Professional Services)	(30,000)	(30,000)
<b>Voluntary Appropriations:</b>		
City of Frankfort	15,000	
Crystal Lake Township	15,000	
Benzie County	15,000	45,000
<b>Beginning Fund Balance</b>		205,720
<b>Fund Balance Gain (Loss)</b>		(24,400)
<b>Ending Fund Balance</b>		181,320

## Economic Impact

A study by CDM Smith with Airport Solutions Group, LLC, City Point Partners, LLC, and Think Argus, collected information from a variety of sources, all of which served as the input for an economic impact model. This model estimated each airport's impact generated by aviation activities occurring directly on the airports, such as operations by aircraft maintenance businesses, flight schools, as well as capital improvement projects.

### ECONOMIC IMPACT MODEL

 +  = Total Impacts



The benefits of an airport go beyond what is seen on the airfield. As the diagram shows, there is a great deal of economic activity that takes place beyond the airport fence. Expenditures by the airport and businesses/government agencies from the airport trickle through the economy, influencing people and businesses nearby. For example, when an aircraft mechanic working on the airport purchases local goods and services, such as gas or groceries, that spending circulates through the local economy by supporting the jobs and payroll of other businesses and thereby generates additional economic activity that is referred to as multiplier impacts. Additionally, visitors flying to the area typically spend money in the local community. The total impacts reflect all the economic activity, not just what can be witnessed on the airport.

Michigan Department of Transportation - Office of Aeronautics

FRANKFORT

CBA Community Benefits Assessment

Airport Role in Economy

Airport: Frankfort Dow Memorial F  
 City: Frankfort  
 Current FAA ARC: B-I  
 County: Benzie  
 Ownership: **PUB**  
 Scenario: Current  
 Service Area: Benzie  
 Run Date: 10/9/2023 8:03:59 AM

MASP Tier	Tier 2
MASP ARC	B-II

Evaluated for Year: 2022

Airport Features	
Primary Runway Length	4,194
Primary Runway Width	75
Instrument Approach	NPI

**Activity Data**

Total Operations:	5,441
Total Aircraft:	23
Total Passengers:	13,813
Total Cargo Tons:	0

On-going Contribution to the County Economy

<b>Direct Effect</b>	Jobs		Income (\$)		Output (\$)	
	Local	State	Local	State	Local	State
1. Airport (incl. FBO and air related tenants)	2	2	\$118,000	\$118,000	\$0	\$0
2. Airport Tenants: non-air related	1	1	\$7,000	\$7,000	\$54,000	\$54,000
3. Off-Site: Supported by Visitor Spending	11	11	\$239,000	\$239,000	\$760,000	\$760,000
4. Off-Site: Staff or Cargo Reliant	0	0	\$0	\$0	\$0	\$0
<b>Supplier and income re-spending effects*</b>						
5. -due to Airport and Related Activities**	0	0	\$0	\$0	\$0	\$0
6. -due to Visitor Spending	3	5	\$57,000	\$166,000	\$218,000	\$563,000
7. -due to Reliance on Air Transport	0	0	\$0	\$0	\$0	\$0
<b>8. Total Impact from Airport Activities</b>	<b>17</b>	<b>19</b>	<b>\$421,000</b>	<b>\$530,000</b>	<b>\$1,032,000</b>	<b>\$1,377,000</b>

**Tax Generated by Aviation-Related Activity**

	At-Airport	Off-Site
9. State Income Tax	\$3,000	\$10,000
10. State Sales Tax	\$3,000	\$79,000
11. Tax generated by fuel sales	\$325	

**Annual Capital Expenditures**

	Total	Federal \$	State \$	Local \$
2022 Budget:	\$91,135	\$66,246	\$12,445	\$12,444

**2017 MASP Goals:**

Serve Significant Population Centers Tier 3  
 Serve Significant Business Centers Tier 3  
 Serve Significant Tourism/Convention Centers Tier 2  
 Provide Access to the General Population Tier 3  
 Provide Adequate Land Area Coverage Tier 3  
 Preserve Regional Capacity Tier 3  
 Serve Seasonally Isolated Areas Tier 3  
 Inclusion in NPIAS

**Other Attributes**

\* on the Service-area economy as defined by the user  
 \*\* Supplier and income re-spending effects pertain only to air-related and air support activities

ARC = Airport Reference Code

NPIAS = National Plan of Integrated Airport Systems

Average visitor spending (per visitor): \$192.00

Visitor spending source: Prosperity Region

## Memorandum

Date: October 25, 2023

To: Ms. Karrie Zeits

Company: Sondee, Racine & Doren, PLC

From: John A. Stroo, P.E.

Project #: 2190466

Re: Summary of Airport Improvement Program (AIP) funding

The Airport Improvement Program (AIP) provides grants to airport sponsors (owners) for the planning and development of public-use airports included in the National Plan of Integrated Airport Systems (NPIAS). The origin of AIP was established in 1970 under the Airport and Airway Development Act to promote the development of a national airports system. This act created the Airport and Airway Trust Fund. The Trust Fund collects revenue from various aviation-user taxes on passenger tickets, air freight and aviation fuel, aviation fees and other sources. The program was renamed as AIP in 1982 but continues to be funded through the Airport and Airway Trust fund.

The current program authorization was enacted in 2018 and was set to expire on September 30, 2023. The US House of Representatives passed a reauthorization bill increasing AIP funding in July 2023. Reauthorization going through the Senate process. The most recent AAT fund balance was reported by FAA as \$14.80 billion (<https://www.faa.gov/about/budget/aatf>) at the end of FY21.

Frankfort Memorial Dow Airport meets the criteria for NPIAS funding as a general aviation airport. The 2018 AIP authorization (as with previous ones) allocated \$150,000 per year to general aviation airports. This allocation is generally referenced as Entitlement Funds. Entitlement funds provided to general aviation airport sponsors are limited to 90% of the total grant amount. The remaining 10% must be matched by other funding sources. This results in total funding of \$166,666.67 per year. Frankfort currently has about \$389,000 in AIP funding available from 2022 and previous years.

The Government of the United States passed the Infrastructure Investment and Jobs Act in 2021. This act is frequently referenced as the Bipartisan Infrastructure Law (BIL). As part of this law, NPIAS airports were allocated additional funding based on the airport's role in the national airspace system. A formula for determining funding amounts was included in the bill. However, exact funding amounts were not. Funding for Frankfort was set at \$159,000 in 2022 and \$145,000 in 2023. Michigan Department of Transportation, Office of Aeronautics (MDOT AERO) assumes funding will be approximately \$150,000 per year for the remaining three years of the law. These funds also require a local 10% match. We were informed by MDOT that Frankfort's BIL funds currently available as well as future BIL funds may be allocated by MDOT to Frankfort to pay the Consent Agreement including to make bond payments for any bond issued to pay a portion of the Consent Agreement.

The State of Michigan has implemented a law generically called the “Channeling Act”. This law requires the State of Michigan to apply for and accept grants from various departments of the federal government. Local government entities, including airports, must submit grant applications to the State which in turn submits them to the federal government.

The Federal Aviation Administration (FAA) also has a program called the “State Block Grant Program” where a division of the State government assumes many of the functions of the FAA. Michigan is part of the FAA State Block Grant program and the Michigan Department of Transportation, Office of Aeronautics (MDOT AERO) assumes some of the FAA functions.

One of the assumed responsibilities is the receipt and distribution of grant funding from AIP, BIL and all other federal grants. Airport sponsors (legal airport owners) must submit an airport capital improvement program to AERO each year to before making a funding request for the next year. A project must be on the ACIP to receive funding the following year. MDOT incorporates multiple general aviation airport requests into one funding application. Historically, multiple funding applications were made by MDOT to FAA each year. Recently, FAA has been seeking modifications to the process and limit MDOT to one funding request per year. Once the funding request is received, FAA begins processing the request for issuance of the state block grant. Once the state block grant is executed, MDOT receives the federal funding and dispenses it to individual airport sponsors. MDOT has not yet requested Frankfort’s entitlement funds from 2023 and 2024 from FAA. We were informed by MDOT of their intent to request those funds as soon as practical.

For land or easement acquisitions, the property agreement must be ready for closure or similar legal milestone (Consent Agreement) before funding will be allocated. A request for funding (typically reimbursement) is submitted to AERO. The request is reviewed for compliance and completeness with respect to FAA funding eligibility and submitted to the Michigan Aeronautics Commission (MAC) for approval. The MAC meets six times per year. Funding requests are due one month before each meeting. The request for funding of the Consent Agreement for Parcels E32 and E36 was submitted to MDOT in October 2023 and is expected to be on the November 2023 MAC meeting agenda for approval. We were informed by MDOT that Frankfort’s AIP entitlement funds currently available as well as future entitlement funds will be allocated by MDOT to Frankfort to pay the Consent Agreement including to make bond payments for any bond issued to pay a portion of the Consent Agreement.

MAC typically approves projects without adding additional stipulations. In my experience, MAC has not denied funding to any project that is eligible for funding. After approval by MDOT, a sponsor contract (grant) is sent to the airport sponsor for execution. MDOT needs approximately two weeks to issue sponsor contracts following the MAC meeting. It can take one day to four weeks for a sponsor to execute the sponsor contract. Once executed by the sponsor, it typically takes MDOT another two weeks to complete the execution and make funding available.

Availability of funding in any given year is normally dependent on when the US Congress appropriates funding to FAA. Politics can become a factor and divide or delay

appropriation. AERO did not receive the 2023 State Block Grant from FAA until late in the federal fiscal year. This is not the first-time appropriation has been delayed. To mitigate the impact of delayed appropriations in the future, Prein&Newhof recommends using September 30 (the last day of the federal fiscal year) as the date when federal funding becomes available.



## Airport Improvement Program History

The Federal Government initiated a grants-in-aid program shortly after the end of World War II to promote the development of a system of civil airports to meet U.S. aviation needs. This early program, the Federal-Aid Airport Program (FAAP), was established with the passage of the Federal Airport Act of 1946 and funded from the general fund of the Department of Treasury. The FAAP grants could be used for basic airport development, including airfield construction, passenger terminals, entrance roads, and land needed for the airport.

**Airport and Airway Development Act of 1970:** The Airport and Airway Development Act of 1970 (P.L. 91-258, enacted May 21, 1970) established a more comprehensive program. This act provided grant assistance for airport planning under the Planning Grant Program and for airport development under the Airport Development Aid Program (ADAP). The source of funds was a newly established Airport and Airway Trust Fund that derives its revenues from aviation user taxes on items such as airline fares, airfreight, and aviation fuels. The act was amended several times and was extended 1 year before expiring on September 30, 1981.

**The Airport and Airway Improvement Act of 1982:** The Airport and Airway Improvement Act of 1982 (title V of the Tax Equity and Fiscal Responsibility Act of 1982, P.L. 97-248, enacted September 3, 1982) established the successor grant program, the Airport Improvement Program (AIP). The AIP provides assistance under a single program for airport planning and development with user taxes from the Airport and Airway Trust Fund. This 1982 act also provides funds to conduct noise compatibility planning and to implement noise compatibility programs that are authorized by the Aviation Safety and Noise Abatement Act of 1979 (P.L. 96- 193, enacted February 18, 1980).

The Airport and Airway Improvement Act has been amended several times. The first amendment, enacted barely 1 month after the initial statute, was the Continuing Appropriations Act (P.L. 97-276, enacted October 2, 1982). It provided authority to convert unused apportioned funds for use in the award

of discretionary grants. The Surface Transportation Assistance Act (P.L. 97-424, enacted January 6, 1983) increased the annual authorizations for the AIP for FY 1983 through FY 1985.

**The Airport and Airway Safety and Capacity Expansion Act of 1987:** The Airport and Airway Safety and Capacity Expansion Act of 1987 (P.L. 100-223, enacted December 30, 1987) extended AIP grant authority for 5 years. It authorized \$1.7 billion each fiscal year through 1990, \$1.8 billion for FY 1991, and \$1.9 billion for FY 1992. This act also authorized FAA to use the LOI process to finance high priority capacity projects with funds that become available in future fiscal years. Another provision of the 1987 amendment authorized an SBGP in three states during FY 1990 and FY 1991. The FAA initiated this program with Illinois, Missouri, and North Carolina. The amendment also established a DBE Program to help small business concerns owned and controlled by socially and economically disadvantaged individuals. Under the statutory authority establishing the DBE Program, not less than

10 percent of AIP funds made available yearly for approved construction projects must be awarded to DBE firms and individuals. However, subsequent Supreme Court decisions and the resultant revisions to the DOT's DBE regulations require DBE goals to be "narrowly tailored." Therefore, DBE goals must be based on demonstrable evidence of the relative availability of DBEs ready, willing, and able to participate in DOT-assisted contracts.

**The Aviation Safety and Capacity Expansion Act of 1990:** The Aviation Safety and Capacity Expansion Act of 1990 (P.L. 101-508, enacted November 5, 1990) allowed public agencies controlling commercial service airports to charge a \$1, \$2, or \$3 passenger facility charge to enplaning passengers using the airport. The act required that public agencies wanting to impose such PFCs must apply to FAA for such authority and meet regulatory requirements spelled out in the legislation and the implementing regulation title 14 CFR, part 158, issued by FAA in May 1991.

**The Airport and Airway Safety, Capacity, Noise Improvement, and Intermodal Transportation Act of 1992:** The Airport and Airway Safety, Capacity, Noise Improvement, and Intermodal Transportation Act of 1992 (P.L. 102-581, enacted October 31, 1992) authorized the extension of the AIP at a funding level of \$2.025 million through FY 1993. This act included several changes in the AIP. The primary changes include the expanded eligibility of development under the MAP, as well as eligibility for the relocation of air traffic control towers and navigational aids (including radar) if they impede other projects funded under the AIP, the eligibility of land, paving, drainage, aircraft deicing equipment, and structures for centralized aircraft deicing areas. Additionally, projects are to comply with the Americans with Disabilities Act of 1990, the Clean Air Act, and the Federal Water Pollution Control Act. The act also increased the number of states that may participate in the SBGP from three to seven and extended that program through FY 1996. In 1993, the FAA added Michigan, New Jersey, Texas, and Wisconsin to the program.

**The AIP Temporary Extension Act of 1994:** The AIP Temporary Extension Act of 1994 (P.L. 103-260, enacted May 26, 1994) extended the authorization of the AIP until June 30, 1994. This act

stipulated that the minimum amount to be apportioned to a primary airport based on passenger boardings would be \$500,000. The act also modified the percentage of the AIP funds that must be set aside for reliever airports (reduced from 10 percent to 5 percent), commercial service nonprimary airports (reduced from 2.5 percent to 1.5 percent), and system planning projects (increased from 0.5 percent to 0.75 percent). It also provided a minimum level of discretionary funds after August 1, 1994. If the discretionary funds remaining after all formulas and set-asides were calculated were less than \$325 million, all set-asides and apportionments (except Alaska supplemental funds) must be reduced by equal percentages to provide this minimum level of discretionary funds. Eligibility for terminal development was expanded to allow the use of discretionary funds at reliever airports and non-hub primary airports.

**Codification of Certain U.S. Transportation Laws at Title 49 U.S.C.: Codification of Certain U.S. Transportation Laws** at title 49 U.S.C. (P.L. 103-272, enacted July 5, 1994) repealed the Airport and Airway Improvement Act of 1982, as amended, and the Aviation Safety and Noise Abatement Act of 1979, as amended, and recodified them without substantive change at title 49 U.S.C., section 47101, *et seq.* Several notable name changes were contained in the recodification language. The term “enplanements” was replaced with the term “passenger boardings.” The codification also uses the term “passenger facility fees” instead of “passenger facility charges.” These terms, when used in a discussion of legislative provisions and program objectives, are interchangeable.

**The Federal Aviation Administration Authorization Act of 1994:** The Federal Aviation Administration Authorization Act of 1994 (P.L. 103-305, enacted August 23, 1994) extended the AIP until September 30, 1996. This act increased the number of airports that can be designated in the MAP from 12 to 15 but required that FAA identify projects at newly designated airports that would reduce delays at airports with 20,000 hours of delay or more. It also expanded AIP eligibility to include universal access control and explosives detection security devices. This act also imposed a requirement for several actions by FAA and airport sponsors related to airport rates and charges and airport revenue diversion.

**The Federal Aviation Reauthorization Act of 1996:** The Federal Aviation Reauthorization Act of 1996 (P.L. 104-264, enacted October 9, 1996) extended the AIP until September 30, 1998. Various changes were made to the formula computation of primary and cargo entitlements, State Apportionment, and discretionary set-asides. Specifically, under primary airport entitlements, the formula was adjusted by changing the credit for the number of enplaning passengers over 500,000 from \$0.65 to: (1) \$0.65 for the passengers from 500,000 up to 1 million, and (2) \$0.50 for each passenger over 1 million. Cargo entitlements were decreased from 3.5 percent of the AIP to 2.5 percent of the AIP.

State Apportionments were increased from 12 percent of the AIP to 18.5 percent, with the previous set-asides for reliever and nonprimary commercial service airports removed. The eligibility for use of State Apportionments was expanded to include nonprimary commercial service airports. The system planning set-aside was also eliminated.

The noise and MAP set-aside computations were also changed from 12.5 percent and 2.5 percent of the total AIP, respectively, to 31 percent and 4 percent of the discretionary fund. In addition, previously there was a minimum level of \$325 million for the discretionary fund after subtraction of the various apportioned funds and set-asides. This act changed the minimum discretionary fund level to \$148 million plus the total amount required from the discretionary fund to carry out in the fiscal year LOIs issued prior to January 1, 1996.

Three new pilot programs for innovative financing techniques, pavement maintenance, and privatization of airports were added to the program. Other changes included changes to the MAP in the number of airports under the program, criteria for selection, project eligibility, and permission to extend MAP participants for an additional 5-year period.

The SBGP was formally adopted by removing the designation of “pilot” and the number of participating states was increased first to seven states in 1993 and then to nine states in 1998. Following enactment, the FAA added Pennsylvania and Tennessee to the program.

The act also aligned the PFC Program and the AIP to permit both to be used for funding projects to comply with Federal mandates and to relocate navigational aids and air traffic control towers. However, these relocations would be eligible only when needed in conjunction with approved airport development using the AIP or PFC funding. Finally, new provisions for revenue diversion enforcement were added to the FAA's authority.

**1999 AIP Extensions:** During FY 1999, four separate public laws extended the AIP through September 30, 1999:

1. **Initial Extension.** P.L. 105-277, enacted October 21, 1998, extended the AIP for a 6-month period ending March 31, 1999. The AIP contract authority was established at \$1.205 billion, and the obligation limitation was established at \$975 million. This public law created new project eligibility, during FY 1999 only, for assessments of turn of the century (Y2K) CY 2000 processing capabilities for airport technology systems.
2. **Second Extension.** P.L. 106-6, enacted March 31, 1999, extended the AIP for a 2-month period until May 31, 1999, increasing the contract authority by \$402 million and the obligation limitation to \$1.3 billion or an additional \$325 million. In addition, the public law relocated the small hub fund from the discretionary fund to the small airport fund. Further, the law removed a cap of \$300 million that was placed on the discretionary fund.
3. **Third Extension.** P.L. 106-31, enacted May 21, 1999, extended the AIP until August 6, 1999. It increased the AIP contract authority by \$443 million and increased the obligation limitation for FY 1999 by \$360 million to a total of \$1.66 billion. The law further restored discretionary set-aside for the MAP, which was inadvertently permitted to expire.

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4. **Final Extension.** P.L. 106-59, enacted September 29, 1999, extended the AIP to September 30, 1999. This law increased the AIP contract authority to \$2.41 billion, an increase of \$360 million. The obligation limitation was increased to \$1.95 billion, an increase of \$290 million.

**The Wendell H. Ford Aviation Investment and Reform Act of the 21st Century (AIR-21):**

P.L. 106-181, enacted November 5, 2000, reauthorized the AIP through FY 2003. AIR-21 instituted many changes to the program, including changes to funding levels, revised criteria for program eligibility, and expanded pilot programs. Some of these changes were as follows:

1. The authorized AIP funding level significantly increased in FY 2001 to a level of \$3.2 billion, growing to \$3.4 billion in FY 2003.
2. Formula changes became effective in FY 2000 without regard to the total AIP level, including:
  - a. The minimum passenger entitlement increases from \$500,000 to \$650,000.
  - b. A cargo entitlement increases from 2.5 percent of the AIP to 3 percent; and
  - c. A set-aside increases for noise compatibility planning and projects from 31 percent of discretionary funds to 34 percent.
3. The following changes would be made to the AIP formula if the amounts made available to the AIP through the appropriations process equal or exceed \$3.2 billion in FY 2001 and beyond:
  - a. Passenger entitlements determined by formula would double.
  - b. Minimum passenger entitlements would increase to \$1 million; and
  - c. Maximum passenger entitlements would increase from \$22 million to \$26 million.
4. State Apportionment increased from 18.5 percent to 20 percent with each nonprimary airport entitled to an individual apportionment based on the lesser of one-fifth of the airport's 5-year capital needs as identified in the FAA's NPIAS or \$150,000. The remainder is distributed to states based on the proportions of both the land area of each state to the total land area of all states and the population of each state to the population of all states.
5. A new "super reliever" airport set-aside was established. An amount equal to two-thirds of 1 percent is to be made available for grants to airport sponsors of reliever airports based on four criteria:
  - a. More than 75,000 annual operations.
  - b. A minimum usable runway length of 5,000 feet.
  - c. A precision instrument landing procedure; and
  - d. A minimum number of based aircraft as determined by the Secretary of Transportation or has been designated by the Secretary of Transportation as a reliever airport. (This set- aside is not provided if the AIP is less than \$3.2 billion.)

6. Two new pilot programs were established—one for low emission vehicles and supporting infrastructure and another for projects implemented through design build contracts. AIR-21 also extended the innovative finance pilot program and made the pavement maintenance pilot program permanent.

7. The maximum allowable PFC increased from \$3 to \$4 or \$4.50. A large or medium hub airport that imposes a PFC at the \$4 or \$4.50 level would be obliged to increase its passenger entitlement turnback from 50 percent to 75 percent.

8. Qualifications for a large or medium hub airport to qualify for the higher PFC (above \$3) changed, requiring sponsors of these airports to show that the projects proposed for funding would make significant contributions by:

- a. Improving safety or security.
- b. Increasing air carrier competition.
- c. Reducing current or anticipated congestion; or
- d. Reducing aviation noise impacts.

9. The number of states eligible to participate in the SBGP increased from 9 to 10.

**The Aviation and Transportation Security Act:** The Aviation and Transportation Security Act (ATSA) (P.L. 107-71, enacted November 19, 2001) amended title 49 U.S.C. to make eligible any additional security related activity required by law or the Secretary of Transportation. This new eligibility was broad and could include operational costs that had previously not been eligible under the AIP. The period of eligibility was for FY 2002 only and could include only the additional costs from September 11, 2001, to September 30, 2002.

Section 119(a)(1) of the ATSA provided for use of FY 2001 or FY 2002 entitlements on any nonprimary airport activity, including operational activities where the airfield had been the subject of security restrictions defined by Notice to Airmen FDC 1/0618. This section made eligible for the AIP in FY 2002 payments for “debt service on indebtedness incurred to carry out a project at an airport owned or controlled by the sponsor or at a privately owned or operated airport passenger terminal financed by indebtedness incurred by the sponsor if the Secretary determines that such payments are necessary to prevent a default on the indebtedness.” This provision applied to both publicly owned projects and privately owned or operated passenger terminal buildings, including those on AIP-eligible airports that might be under private ownership. No airport requested any AIP funding under this provision.

Finally, ATSA amended title 49 U.S.C., section 47102(3), to include the replacement of baggage conveyor systems and reconfiguration of terminal baggage areas that are undertaken by an airport owner or operator and that the Secretary of Transportation determines are necessary to install bulk explosive detection systems. The effect of this amendment made this development AIP-eligible (it was

already PFC eligible). Unlike other provisions of the ATSA, eligibility for this item was not limited to FY 2002.

**Emergency Funding for Costs of New Security Requirements Resulting from Terrorist Attacks of September 11, 2001:** The DOD's Supplemental 2002 Appropriations Act (P.L. 107- 117, enacted January 10, 2002) appropriated \$175 million to FAA to reimburse airports for direct costs to comply with new security requirements because of terrorist attacks on September 11, 2001. On March 8, 2002, the Secretary of Transportation announced the allocation of these funds to 317 eligible airports. The funds helped defray costs associated with additional law enforcement personnel, airport surveillance, and the revalidation of all airport- issued and approved identification.

The specific allocations were as follows:

1. Non-hub airports – 184 airports received \$35.6 million.
2. Small hub airports – 67 airports received \$28.3 million; and
3. Large and medium hub airports – 66 airports received \$111.1 million.

**The Vision 100-Century of Aviation Reauthorization Act:** The Vision 100–Century of Aviation Reauthorization Act (Vision 100), P.L. 108-176, enacted December 12, 2003, provided funding for the AIP from FY 2004 through FY 2007. The new legislation also contained changes to the basic requirements and guidelines under which FAA implemented the AIP, including numerous provisions to assist smaller airports and to streamline the environmental review of airport projects.

Several sections of Vision 100 are summarized below:

1. Section 123 established a pilot program for streamlining approvals under the PFC Program for non-hub airports. Under this pilot program, FAA deemed a PFC approval request approved unless the Agency objects within 30 days. In addition, changes were made to requirements for:
  - a. air carrier consultation.
  - b. public comment and Federal Register notice.
  - c. application content.
  - d. air carrier financial management.
  - e. debt service.
  - f. military charters.
  - g. low emission vehicles; and
  - h. the Air Traffic Modernization Program.
2. Section 141 expanded the AIP eligibility for routine pavement maintenance to non-hub airports. Under AIR-21, pavement maintenance was made eligible for nonprimary airports.

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3. Section 142 (3)(B)(ii) limited eligibility for projects to accommodate bulk explosive detection systems to passenger entitlements. However, since FY 2003, the annual FAA appropriation legislation has prohibited use of any AIP funds for this purpose.
4. Section 148 consolidated various considerations for making discretionary grants into one section and added two more considerations. These two new considerations restrict FAA in giving discretionary grants to the projects with the highest numerical priority rating first and to decide that a project would be commenced within 6 months or within the same fiscal year, whichever is later.
5. Section 149 contained provisions for nonprimary airports to better use the entitlements granted under AIR-21 by allowing these airports to share their entitlements with other airports in the same state or geographic area; airports may also perform work prior to a grant and be reimbursed later using their nonprimary entitlements. Under this provision, FAA could also provide grants on a multiyear basis similar to larger airports. Airports were also permitted to use these nonprimary entitlements for terminal development work. Finally, this section allows nonprimary airports to use the entitlements for limited revenue producing aeronautical facilities if they demonstrated that all of their airside needs had been adequately financed.
6. Section 150 extended the use of nonprimary airports' entitlements from 3 years to 4 years.
7. Section 152 established a pilot program for the purchase of development rights of privately owned airports by state or local public entities.
8. Section 156 extended title 49 U.S.C., section 47135, Innovative Financing Techniques. During FY 2004 through FY 2008, the extension allowed an additional 20 airport development projects at small and non-hub airports, as well as any nonprimary commercial service or general aviation airport.
9. Section 159 expanded the AIP and the PFC eligibility to include facilities needed to support low emission vehicles and other air quality improvements, including gate electrification and low emission vehicles. It further added a pilot program for the retrofit of conventional fuel burning ground support equipment to lower emission equipment.
10. Section 160 permits AIP grants to be provided to local governments for land use compatibility planning and projects if the local airport does not have an existing and current FAR part 150 NCP.
11. Section 161 increased the Federal share of projects at small hubs and smaller airports from 90 percent to 95 percent until 2008.

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12. Section 424 added a requirement that a large or medium hub airport must disclose to FAA if it has been unable to provide access in the previous 6 months. Such disclosure must be provided on February 1 or August 1 of the year for any inability occurring in the previous 6 months.

**FY 2005 Response to Hurricane Damage:** The President signed into law the Military Construction Appropriations and Emergency Hurricane Supplemental Appropriations Act, 2005 (P.L. 108-324, enacted October 13, 2004) as part of the FY 2005 Military Construction Appropriations Act. Public law authorized emergency capital funding to compensate airport sponsors for capital costs for replacement or repair of public-use facilities, as well as emergency funding for other Federal agencies. The airport emergency funding had to be directly related to damages caused by Hurricanes Charley, Frances, Ivan, or Jeanne and was distributed at the discretion of the FAA Administrator.

Similarly, on October 7, 2005, the President signed P.L. 109-87, which authorized the Secretary of Transportation to provide grants-in-aid for emergency repairs to airports damaged by Hurricanes Katrina and Rita. The law specified that such emergency aid be funded from FY 2005 and FY 2006 unobligated funds already appropriated to the AIP. The law also waived all Federal matching share requirements.

**2008 AIP Extensions:** During FY 2008, two separate public laws extended Vision 100 through September 30, 2008:

1. **Initial Extension.** The Airport and Airway Extension Act of 2008 (P.L. 110-190, enacted February 28, 2008) extended the AIP for a 9-month period ending June 30, 2008. The extension required that the entitlements be calculated as though the total amount of the AIP. Available for grants was \$3.675 billion and then reduced by 25 percent. The impact of this directive was to invoke the doubled entitlement formulas created during the AIR-21 authorization.
2. **Second Extension.** The Federal Aviation Administration Extension Act of 2008 (P.L. 110-253, enacted June 30, 2008) provided the AIP contract authority for the remainder of the fiscal year through September 30, 2008. The total amount of the AIP contract authority was \$3.675 billion.

The two short-term extensions in FY 2008 resulted in a record level of unused and returned airport entitlement funding totaling \$623 million—up 33 percent from FY 2007. This protected entitlement funding is made available in the subsequent fiscal year from discretionary funds and, therefore, reduces the amount of discretionary funding available for other projects. This illustrates the disruptive nature of staggered AIP allocations on construction scheduling due to financial delays and cause priority aviation projects to be deferred.

Deferral of an increasing number of projects to future years could undoubtedly result in higher construction costs, even if only due to inflation. Furthermore, even if airport sponsors decide to utilize their reduced entitlement funding by phasing projects over 2 years or more, construction costs would increase because contractors would have to repeatedly mobilize their crews.

In the past, Congress always acted to fully fund and authorize the AIP before the conclusion of any given fiscal year. However, providing AIP funding through short-term extensions could significantly delay many projects because the funding arrives too late to take advantage of a full construction season. Therefore, project costs increase due to a contractor's uncertainty of cost escalations that may occur over two construction seasons. In FY 2008, the full funding levels for the AIP were not known until early July 2008, causing many airports to lose their entire construction season for projects funded with the AIP in the fourth quarter of the fiscal year. This was especially true of airports in northern-tier states with very short construction seasons.

Continuous short-term extensions increase airport sponsor and FAA grant management costs because they increase the number of grants issued. In FY 2008, due to the 2-program year, FAA issued 500 additional development grants. Each of these grants has significant ongoing oversight implications that last for years after the grant is initially issued. Additionally, the financial risk of the program increases as FAA and airport sponsors expedite the grant process on a greater number of grants, potentially increasing the number or errors.

**2009 AIP Extensions:** During FY 2009, two separate public laws extended Vision 100 through September 30, 2009:

1. **Initial Extension.** P.L. 110-330 provided a 6-month AIP authorization through March 31, 2009. This extension allowed the AIP prorated entitlements to be apportioned at the full percentage rate.
2. **Second Extension.** P.L. 111-12 extended the AIP for another 6-month period to the end of the fiscal year.

The FY 2009 obligation limitation of grant funds after non-grant considerations, such as program administration, provided \$3.385 billion in available funds for AIP obligations. The AIP funding provided \$129.8 million for the administrative expenses of the FAA's Office of Airports, the SCASDP, the ACRP, and the Airport Technology Research program. The AIP net funding amount available for new AIP grants totaled \$3.385 billion.<sup>1</sup>

**2010 AIP Extensions:** During FY 2010, six separate public laws extended Vision 100 through September 30, 2010, and provided a total of \$3.515 billion in contract authority:

1. **Initial Extension:** P.L. 111-69, enacted October 1, 2009, extended the authorization through December 31, 2009, and authorized \$1 billion in AIP funding.
2. **Second Extension:** P.L. 111-116, enacted December 16, 2009, extended the authorization through March 31, 2010. P.L. 111-116 authorized an additional \$1 billion and included instructions allowing entitlements to be apportioned and the grant program to begin.

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3. **Third Extension:** P.L. 111-153, enacted March 31, 2010, was the third extension to the AIP in FY 2010, extending the authorization through April 30, 2010, and authorizing an additional \$3.3 million in AIP funding.
4. **Fourth Extension:** P.L. 111-161, enacted April 30, 2010, extended AIP for a fourth time through July 3, 2010, and authorized an additional \$6.9 million in AIP funding.
5. **Fifth Extension:** P.L. 111-197, enacted July 2, 2010, extended the AIP for a fifth time through August 1, 2010, and brought the total AIP funding authorized in FY 2010 to \$3.515 billion.
6. **Final Extension:** P.L. 111-216, enacted August 1, 2010, was the sixth and final extension of the authorization in FY 2010, extending the authorization through the end of the fiscal year, September 30, 2010.

**2011 AIP Extensions:** During FY 2011, six separate public laws extended Vision 100 through September 30, 2011, and provided a total of \$3.515 billion in contract authority.

1. **Initial Extension:** P.L. 111-329, enacted December 22, 2010, extended the authorization through March 31, 2011, and authorized \$1.85 billion in contract authority.
2. **Second Extension:** P.L. 112-7, enacted March 31, 2011, extended the authorization through May 31, 2011, and authorized an additional \$973.8 million.
3. **Third Extension:** P.L. 112-16, enacted May 31, 2011, extended the authorization through June 30, 2011, and authorized an additional \$169.5 million.

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<sup>1</sup> This amount is the total AIP amount authorized by legislation less administrative expenses, ACRP expenses, and Airport Technology Research expenses (see table 4 for a breakdown of these expenses and chapters 13 and 15 for further details).

4. **Fourth Extension:** P.L. 112-21, enacted June 29, 2011, extended the authorization through July 22, 2011, and authorized an additional \$204.6 million.
5. **Fifth Extension:** P.L. 112-27, enacted August 5, 2011, extended AIP through September 16, 2011, and authorized an additional \$539.2 million.<sup>2</sup>
6. **Final Extension:** P.L. 112-30, enacted September 16, 2011, authorized an additional \$134.8 million through the end of the fiscal year, September 30, 2011, and brought the total contract authority in FY 2011 to \$3.515 billion.

**FAA Modernization and Reform Act of 2012:** The FAA Modernization and Reform Act of 2012 (FMRA), P.L. 112-95, enacted February 14, 2012, amended title 49 of the United States Code to authorize appropriations for the Federal Aviation Administration for fiscal years 2012 through 2015, to streamline programs, create efficiencies, reduce waste, and improve aviation safety and capacity, to

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provide stable funding for the national aviation system, and for other purposes. Under FMRA, AIP was extended through September 30, 2015, and the annual contract authority for AIP was set at \$3.35 billion through the end of FY 2015.

Some of the changes are highlighted below:

1. FMRA did not renew the temporary increase in the Federal share to 95 percent of the project cost at smaller airports that was established in Vision 100. As a result, the Federal share for projects located at smaller airports will revert back to 90 percent as required by existing statute.
2. Section 132(a) makes changes regarding the eligibility of terminal gate power, heating, and air conditioning facilities and equipment.
3. Section 132(c) of FMRA defines a general aviation airport as a public airport that is located in a state that, as determined by the Secretary, does not have scheduled service or has scheduled service with less than 2,500 passenger boardings each year.
4. Section 135(a) restricts the use of AIP funds for the cost of relocation of airport-owned facilities.
5. Section 135(b) makes program changes regarding the disposal of land acquired with AIP grant funds.
6. Section 136 of FMRA includes changes associated with residential through-the-fence agreements. FMRA requires that an Airport Layout Plan (ALP) must show all existing and proposed access points used to taxi aircraft across the airport's property boundary.
7. Section 137 of FMRA allows airports that have transitioned.
8. Section 138(b) of FMRA includes a new provision that allows airports to incorporate energy efficiency measures into eligible airport building projects.
9. Section 138(d) clarifies the types of Sponsor-owned revenue producing projects that are eligible at nonprimary airports.

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<sup>2</sup> The FAA's Office of Airports was furloughed from July 23 – August 4, 2011, which caused the gap between No. 4 and 5 extensions.

10. Section 139 of FMRA updates the statutory language regarding veteran's preference to include Persian Gulf War veterans, Afghanistan-Iraq War veterans, and small business concerns owned and controlled by disabled veterans.
11. Section 141 of FMRA authorizes the FAA to create a limited virtual primary program consistent with the requirement provided in the law.
12. Section 145 of FMRA caps the noise set aside at \$300 million. The noise set aside is still calculated as 35 percent of the Discretionary Program, but is now limited to no more than \$300 million per fiscal year.
13. Section 147 of FMRA increases the statutory limitation on the maximum AIP funding for construction, improvement, or relocation of a contract tower that is part of the FAA Contract Tower program. The total amount of AIP funds that may be applied over the life of the contract tower was raised from \$1.5 million to \$2 million.

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14. Section 149 permits a private airport owner to use certain proceeds from the sale of the airport to a public sponsor for non-airport purposes.
15. Section 154 of FMRA adds a recommendation that FAA prioritize the review of construction projects located in cold weather states.
16. Section 152(f) of FMRA restores priority for public airports to receive Federal real property made surplus under the BRAC process.
17. Section 156 of FMRA increased the number of airports that can participate in the airport privatization program from 5 to 10.
18. Section 813 allows sponsors of general aviation airports, as defined by the statute, to use certain revenues derived from or generated by mineral extraction, production, lease, or other means for federal, state, or local transportation infrastructure projects carried out by the airport sponsor or by a governing body within the geographical limits of the airport sponsor's jurisdiction.
19. Section 817 shifts the authority to release land conveyed pursuant to section 16 of the Federal Airport Act of 1946 (FAAP) and section 23 of the Airport and Airway Development Act of 1970 (ADAP) from the U.S. Congress to the Secretary.
20. Section 825 of FMRA requires any congressional earmark that is older than 9 years and is over 90 percent unobligated to be rescinded.

**Reducing Flight Delays Act of 2013:** The Reducing Flight Delays Act of 2013, P.L. 113-9, enacted May 1, 2013, authorized the Secretary to transfer to any FAA appropriations account (such as the one for air traffic control operations) an amount from funds otherwise made available for discretionary grants-in-aid under the airport improvement program or any other FAA program. This authority applied to fiscal year 2013 only. The Act made any transferred amount available immediately for obligation and expenditure as directly appropriated budget authority and prohibits such transfers unless the Secretary notifies Congress at least five days in advance.

**FAA Extension, Safety, and Security Act of 2016:** The FAA Extension, Safety, and Security Act of 2016, P.L. 114-190, enacted July 15, 2016, authorized the extension of the AIP through fiscal year 2017, ending September 30, 2017.



# **Frankfort City-County Airport Authority**

## **2024 – 2025 REGULAR BOARD MEETINGS**

**6 p.m.**

At 650 Airport Rd., in Frankfort, Mich.

25 July 2024

22 August 2024

26 September 2024

24 October 2024

21 November 2024

23 January 2025

27 February 2025

27 March 2025

24 April 2025

22 May 2025

26 June 2025

### AMERICANS WITH DISABILITIES ACT

This notice is posted in compliance with Public Act 267 of 1976, as amended, the Open Meetings Act, MCL 41.72a and the Americans with Disabilities Act.

# Correspondence

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## CRYSTAL LAKE ELEVATION

LEGAL LEVELS JAN. 1 - APR. 30 & NOV. 1 - DEC. 31 599.75  
MAY 1 - OCT. 31 600.25  
B.M. N. SIDE BOAT RAMP ELEV. 601.87

**RECEIVED**

JUL 05 2024

TAMMY BOWERS  
BENZIE COUNTY CLERK  
BELLAIR MI 49017

# LITTLE PLATTE LAKE ELEVATION

LEGAL LEVEL 586.7

B.M. L IRON NE ABUTMENT ELEV. 589.44

NAME	DATE	DISTANCE TO WATER	ELEVATION	HIGH + LOW -	COMMENT
CD	3-7-24	3.14	586.28	-.42	put board in
CD	3-28-24	-	-	-	put board in
CD	4-1-24	2.89	586.55	-.15	
CD	4-4-24	2.73	586.71	+.01	rain + snow
CD	4-11-24	2.76	586.68	-.02	
CD	4-18-24	2.76	586.68	-.02	
CD	4-25-24	2.87	586.57	-.13	
CD	4-29-24	-	-	-	put board in
CD	5-2-24	2.56	586.88	+.18	pull one board
CD	5-8-24	-	-	-	
CD	5-9-24	2.4	587.04	+.34	
CD	5-16-24	2.58	586.86	+.16	
CD	5-24-24	2.65	586.79	+.09	
CD	5-30-24	2.57	586.87	+.17	
CD	6-7-24	2.61	586.83	+.13	
CD	6-13-24	2.63	586.81	+.11	
CD	6-20-24	2.63	586.81	+.11	
CD	6-25-24	-	-	-	pull one board
CD	6-27-24	2.38	587.06	+.37	
CD	7-3-24	2.42	587.02	+.32	
					RECEIVED

~~RECEIVED~~

III 05 2024

TAMMY BOWERS  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

# Benzie County Board of Commissioners

## *Building & Grounds*

### Minutes



The Building & Grounds met on Wednesday, June 19, 2024, in the Government Center in Room 206, 448 Court Place, Beulah, MI 49617.

The meeting was called to order by Katie Zeits at 10 a.m.

Present: Rhonda Nye, Bob Roelofs, Tim Markey

Also Present: Katie Zeits, Greg Hubers, Rebecca Hubers, Tom King, Corey Ellis, Mayor Holwerda, Chief Cederholm, Ross (Attorney for Frankfort), and Rose Roelofs

1. Agenda Revisions/Approval: Motioned to Approve Agenda made by Markey, Seconded by Roelofs. Ayes: All, Nays: None, Motion carried.
2. Approval of Minutes: Motioned to Approve the minutes from May 21, 2024, by Nye, Seconded by Markey. Ayes: All, Nays: None, Motion carried.
3. New Business
  - a. Discussion regarding ongoing costs with the Tower.
4. Old Business
  - a. Formal approval regarding Station 3 Furnace.

Discussion was brought up about the different sizes of furnace, like 45K-75k. The bigger the heater, the faster the ambulances will defrost and there will be a quicker turn around to heating the building with a bigger furnace.

Motioned by Markey to recommend to the Board of Commissioners to move forward with the quote from Nye Plumbing & Heating for \$3,284.42, seconded by Roelofs. Ayes: Markey, Roelofs, Nays: None, Nye Abstained, Motion carried.

- b. Parking lot lighting upgrades.

Still concerned with only one bid. BlueWater Electric submitted a bid to replace 11 shoebox lights and to add 6 new lights. Calls were made to other companies, but no bids were submitted.

Motioned by Markey to recommend to the Board of Commissioners to move forward with the quote from BlueWater Electric for a total of \$32,200.

5. Security Update

- a. Still looking at camera upgrades in the parking lot. Working with I.T. services to make some changes to the Probation & Parole project and the County may need to pay for some extra costs.

6. Public Comment

7. Adjournment

- a. 11:15 am motioned by Nye, Seconded by Roelofs. Ayes: All, Nays: None, Motion carried.

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Katie Zeits, County Administrator

(231) 822-0035

Email: [kzeits@benzieco.gov](mailto:kzeits@benzieco.gov)

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

448 Court place

Beulah, MI 49617



## Benzie County Board of Commissioners *Building & Grounds* Minutes

The Building & Grounds met on Wednesday, July 10, 2024, in the Government Center in Room 206, 448 Court Place, Beulah, MI 49617.

The meeting was called to order by Katie Zeits at 11:04 a.m.

Present: Rhonda Nye, Bob Roelofs, Tim Markey

Also Present: Katie Zeits, Greg Hubers, Rebecca Hubers, Rick Morris, and Rose Roelofs

1. Agenda Revisions/Approval: Motioned to Approve Agenda made by Markey, Seconded by Roelofs. Ayes: All, Nays: None, Motion carried.
2. Approval of Minutes: Motioned to Approve the minutes as presented from June 19, 2024, by Markey, Seconded by Nye. Ayes: All, Nays: None, Motion carried.
3. New Business
  - a. Approval of HVAC system for Sheriff's Department
    - i. The maintenance agreement for the Sheriff's building has expired. Quotes were submitted by Hurst Mechanical, Team Bob's, and Trane. All quotes are to be included for the next few years. We currently have Hurst who can remote in to either control the system or perform diagnostics. The other bids could include any changes made to the system, which is highly probable.
    - ii. It was requested that it will need to be looked into getting one maintenance agreement between both campuses with the same vendor.
4. Security Update
  - a. Still no update for cameras.
  - b. The trees in front of the Government Center will need to be trimmed back for security concerns.
  - c. Gave a brief tower update, remember the groundbreaking ceremony is on July 16.
  - d. Possibly look into making the Jury Room and other areas of building ADA compliant.
5. Public Comment

6. Adjournment

- a. 11:33 am motioned by Roelofs, Seconded by Markey. Ayes: All, Nays: None, Motion carried.

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Katie Zeits, County Administrator

(231) 822-0035

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

448 Court place

Beulah, MI 49617

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT**  
**BOARD OF HEALTH MEETING**  
**Wednesday, May 22, 2024 2:00 p.m.**  
**Leelanau County Government Center**  
**6527 E Government Center**  
**Suttons Bay MI 49682**

Chairperson Gary Sauer called the meeting to order at 2:00 p.m.

**Members Present:**

Gary Sauer - Benzie County Board of Commissioners  
Dr. Barbara Conley – Leelanau County Member at Large  
Ty Wessell – Leelanau County Board of Commissioners  
Dr. Mark Kuiper – Benzie County Member at Large – arrived at 2:14 p.m.  
Gwenne Allgaier – Leelanau County Board of Commissioners

**Members Excused:**

Art Jeannot – Benzie County Board of Commissioners

**Staff Present:**

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

**Staff Excused:** None

**Pledge of Allegiance**

**Approval of Minutes:**

**Motion By:** Wessell to approve the April 24, 2024, BOH meeting minutes.

**Seconded By:** Conley

**Voice Vote:** 4 yeas 0 nay 1 excused Motion carried

**Approval of the Agenda:**

**Motion By:** Conley to approve the agenda with Item 2. C. Health Officer Resolution Discussion becoming an action item.

**Seconded By:** Wessell

**Voice Vote:** 4 yeas 0 nay 1 excused Motion carried

**Public Comment**

Richard Lewis, the Interim Leelanau County Administrator introduced himself to the BOH. Dr. David Quimby introduced himself and expressed interest in joining the BOH.

**Health Officer Update- Dan Thorell**

A report was distributed prior to the meeting. Please refer to it for details. BLDHD is scheduled to complete their Michigan Local Public Health Accreditation. It generally is done every three years but had been postponed due to Covid. The last accreditation cycle that had been completed was in 2019. The accreditation process began in the late 1990s. This is the eighth cycle of this process. The essential services (Food Service, Wastewater, Communicable Disease Control, Immunizations, HIV/STD, Hearing/Vision, and Children's Special Health Care Services) are the programs that are audited during the

general accreditation process, this is to ensure that there are no deficiencies in the services being provided. The additional services that are provided are audited through different accreditation processes; these are generally completed in a one-to-three-year review cycle. The Public Health Accreditation is scheduled to begin in late September this year. For the review, the Plan of Organization needs to be approved by the BOH at least 60 days prior to the site visit. This document will be brought to the BOH in the July meeting for approval. Local health departments are not charged to have a Michigan Local Public Health Accreditation audit performed. If a local health department decided to be nationally accredited, there would be a fee associated with that audit.

A presentation on the Community Connections programs was planned to be given at the Northern Caucus Dinner that was scheduled for May 8, 2024. There was a slight change of plans, and a brief presentation was given at the “White House” to several Representatives and Senators. The program was well received, and it was suggested that additional meetings be scheduled to discuss budget needs. Also, a quarterly newsletter is being discussed to send to legislators, so they are aware of what the Community Connection programs are accomplishing and what they need to stay successful.

#### **Accounts Payable**

**Motion By:** Conley to approve accounts payable and pay the bills in the amount of \$309,063.73.

**Seconded By:** Wessell

**Roll Call Vote:** Sauer- yea, Conley- yea, Allgaier – yea, Wessell – yea, Kuiper – yea

**5 yeas 0 nay 1 excused Motion carried**

#### **April Financial Statements**

**Motion By:** Conley to accept the financial statements as presented.

**Seconded By:** Allgaier

**Roll Call Vote:** Conley- yea, Wessell- yea, Kuiper – yea, Allgaier – yea, Sauer – yea

**5 yeas 0 nay 1 excused Motion carried**

#### **Health Officer Resolution**

**Motion By:** Conley to approve the Resolution Authorizing Benzie-Leelanau District Health Department’s Board of Health to Hire a Full-Time Health Officer.

**Seconded By:** Allgaier

**Roll Call Vote:** Conley- yea, Wessell- yea, Kuiper – yea, Allgaier – yea, Sauer – yea

**5 yeas 0 nay 1 excused Motion carried**

**Discussion:** A letter will need to be written to the HDNW BOH to terminate the contract for the Health Officer position. The letter will be reviewed by the attorney and sent by registered mail. The BOH Chair will call the HDNW BOH Chair to notify him of the letter that was sent and clarify that this is just for the Health Officer position, BLDHD would like to retain the Medical Director position contract with HDNW. A job description will be drafted and posted. Once a candidate is selected this person will need to be approved by MDHHS.

#### **Succession Planning**

Putney announced that she will be retiring on March 1, 2025. It is planned to have the Director of Administrative Services position posted in July, interviews in August and have the new hire start in October. Workforce Development funding will be used to fund this position through the transition period. The Personal Health Director position is the next position that will be reviewed in depth for a succession plan for when Klein retires.

## **County Appropriations**

BLDHD will not be requesting an increase in the County Appropriations for the 2025 fiscal year. The fund balance is at a healthy level and currently there is a decent revenue flow coming in from billing for services and State reimbursements.

## **Staff Reports:**

### **Medical Director – Dr. Joshua Meyerson**

A report was distributed prior to the meeting. Please refer to it for details. The Avian Flu currently has not been detected in humans in Michigan yet. There has only been one person identified with it so far, and the person was located in Texas. The Health Department does have kits to test for the Avian Flu, they are to be used for anyone who has been exposed to the virus. The samples from this kit must be sent to the State of Michigan laboratory for testing.

### **Personal Health – Michelle Klein**

A report was distributed prior to the meeting. Please refer to it for details. Deb Aldridge was asked to speak at the MALPH conference in Saginaw in June about the Community Connections program. BLDHD received the Michigan Health Endowment Grant, it is a two-year grant that totals \$150,000. This will help fund the CHIR programs. Medicaid and Medicare will now allow billing for CHIR services.

The State of Michigan completed their review of the School Wellness Programs that BLDHD is managing. The programs received high ratings. The Benzie County Substance Prevention Groups have partnered with BLDHD for the Secure Your Stash campaign. Free lock boxes and bags will be distributed through out the area for individuals to lock up their marijuana products and other prescription drugs.

### **Environmental Health – Eric Johnston**

A report was distributed prior to the meeting. Please refer to it for details. Beach monitoring will begin on June 12, 2024 and it will run through September 4, 2024. Additional funding was granted this year, and an additional beach was added, Van's Beach. The grant that has been providing the monitoring is only for Lake Michigan beaches. The Village of Beulah elected to pay to have Beulah Beach monitored. It was asked who decides what beaches get monitored along the Lake Michigan coastline and it is the Watershed Center Grand Traverse Bay.

The number of food licenses that were issued this year went down. The main reason why was some restaurants decided not to open this year due to the lack of employees. Alex Lance, one of BLDHD's Sanitarians, attended the vector-borne disease training hosted by MDHHS. This fall it will be researched to see if it is feasible for the BLDHD to perform tick drags, to get a better understanding of the number of the pests that are truly out there. To help reduce the chances of being bitten by a tick, clothing can be pretreated with permethrin. This product can be purchased over the counter and people can treat their clothing at home to help repel ticks from their bodies. Thorell will be on the news show, The Four, discussing Lyme's disease.

### **Administrative – Dodie Putney**

A report was distributed prior to the meeting. Please refer to it for details. A short presentation was given on the type of training that Wyant Technologies provides to all staff members of BLDHD. The training pertains to cyber security. Cyber threats are serious, BLDHD's deductible for any cyber issues is \$25,000, so it is not taken lightly. The liability insurance also requires that there is a cyber security plan in place.

### **Public Comment – None**

### **Board Comments - None**

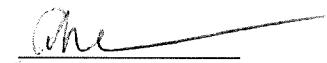
**Adjourn**

**Motion By:** Sauer to adjourn the BOH meeting at 4:01 p.m.

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



Gary Sauer, Chair



Shelley Jablon, Recording Secretary

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT**

**Personnel & Finance Committee**  
**Wednesday, May 22, 2024 1:00 p.m.**  
**Leelanau County Government Center**  
**6527 E Government Center**  
**Suttons Bay MI 49682**

**Members Present:**

Gary Sauer - Benzie County Board of Commissioners  
Dr. Barbara Conley – Leelanau County Member at Large  
Ty Wessell – Leelanau County Board of Commissioners  
Gwenne Allgaier – Leelanau County Board of Commissioners

**Staff Present:**

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

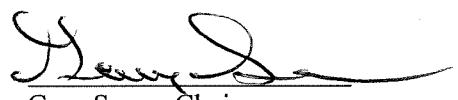
**Appropriations**

It was determined that an increase in County Appropriations will not be needed for the fiscal year 2025 because there is a healthy fund balance and the reimbursement for services has been consistent and higher than anticipated. The need will be re-evaluated for the fiscal year 2026.

**Hiring a Full Time Health Officer**

Once the Resolution to Hire a Full-Time Health Officer is passed, a letter will need to be drafted and have BLDHD's attorney review it to make sure all aspects of the termination are covered. The letter will state that BLDHD is terminating the contract that employs a part-time Health Officer through HDNW. BLDHD will keep the contract with HDNW for the Medical Director position. The letter needs to be sent as registered. Once the letter is sent, the Chair of the BLDHD BOH will call the Chair of the HDNW BOH to explain the letter that they are going to receive.

An official job description for the Health Officer position needs to be drafted. The one that was created for HDNW will be used as a template. This template will be tailored for what exactly BLDHD needs. It is planned to advertise for the Health Officer position for one month. The interview process is expected to take a bit of time and then whoever is hired will more than likely not be able to start right away as they more than likely will need to put in notice to wherever they are currently employed. Hopefully, the new full-time Health Officer will be able to start in December 2024 or January 2025. That way they will be able to get acclimated to BLDHD before Putney's retirement.



Gary Sauer, Chair



Shelley Jablon, Recording Secretary

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT**  
**Personnel & Finance Committee Meeting**  
**Wednesday, June 12, 2024 3:00 p.m.**  
**Benzie Resource Center – Ingemar Johansson Conference Room**  
**6051 Frankfort Hwy.**  
**Benzonia, MI 49616**

Chairperson Sauer called the meeting to order at 3:00 pm.

**Members Present:**

Dr. Barbara Conley – Leelanau County Member at Large  
Art Jeannot – Benzie County Board of Commissioners  
Gwenne Allgaier – Leelanau County Board of Commissioners  
Gary Sauer - Benzie County Board of Commissioners  
Ty Wessell – Leelanau County Board of Commissioners

**Staff Present:**

Dan Thorell – Health Officer  
Michelle Klein - Director of Personal Health

**Job Description Review**

The job description that was reviewed was the description that Health Department Northwest Michigan had used when hiring a Health Officer. The one change that was suggested was in the General Summary, the first sentence should have added to it is, Division Directors to the list of those the Health Officer works in collaboration with.

**Job Duties**

The Health Officer job duties outline was reviewed. The one suggestion that was made was to change was “Attend Board of Commissioners meetings at least annually (not quarterly), and as needed.”

**Health Officer Hiring Steps**

The official termination date of the Health Officer Contract with HDNW is November 24, 2024. If a Health Officer has not been hired by that date, there are two options until one is hired. An Interim Health Officer can be hired or a month-by-month extension of the current Health Officer contract with HDNW could be negotiated.

Dr. Conley is to draft a position posting. Thorell will be sending her a recent sample of a posting from another health department in Michigan. The posting should include the statement “Equal Opportunity Employer” and the pay range that will be determined at the June BOH meeting will be included. Also, the benefit package and description of the work environment will be included. The plan is to post the position after the June BOH meeting. It will be posted on websites such as NACCHO and the BLDHD may pay to boost the posting on their Indeed account. The due date for resumes shall be July 22, 2024. All resumes submitted shall go to Dodie Putney. It is going to be investigated to see if a dedicated email address could be created for resumes to be sent to. Putney will be the main contact for questions in regard to this position. All resumes received will be forwarded to all BOH members and Division Directors.

The initial committee to review resumes shall include Dr. Conley, Sauer and Dr. Kuiper (if he is available) and the Division Directors (Putney, Johnston and Klein). Conley will be drafting a scoring tool to use when reviewing through the resumes. The initial review will classify the resumes as either 1) Advance; 2) Advance with Reservations; or 3) Do Not Advance.

It was discussed that it will be put as an action item on the June 26, 2024 BOH meeting to have the July meeting moved to July 30, 2024. Allgaier arranged the reservation of the Community Room at the Leelanau Government Center for that day. The Personnel and Finance Committee will not meet at its usual time in July. This meeting has been rescheduled for July 30, 2024 at 12p.m. to 2 p.m. to review through the resumes that have been received. The results of this review will be brought to the full BOH at the regular BOH meeting. Details that will be discussed will be how many resumes were received and how many will advance for further review.

### **Interviews**

The process of arranging interviews will begin after the July 30, 2024 BOH meeting. The interviews will be held in August. Jeannot will draft a list of interview questions. If any BOH members or staff would like to include any specific interview questions they shall email them to Jeannot. If a candidate is located a considerable distance from the Benzie-Leelanau area, the interview can be conducted virtually. The interview team will consist of all BOH members and the Division Directors. The interviews are required to be public. The second round of interviews may be set up to include additional staff members and will be held in person. If a candidate is to travel a lengthy distance they may be reimbursed. The reimbursement amount will be added to the June BOH agenda as an action item. It will be investigated if the names of candidates that are to be interviewed are to be made available to the public.

### **Contract for Hire**

A contract will be developed after a candidate is hired.

  
Gary Sauer, Chair  
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Michelle Klein, Recording Secretary