

BENZIE COUNTY BOARD OF COMMISSIONERS

448 COURT PLACE – BEULAH, MI 49617 – (231) 882-9671
www.benzieco.gov

MEETING AGENDA November 14, 2023

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

Join Meeting

Please click the link below to join the webinar:
www.youtube.com/@BenzieCounty

PLEASE TURN OFF ALL CELL PHONES OR SWITCH THEM TO VIBRATE

9:00 a.m.

CALL TO ORDER

ROLL CALL

INVOCATION AND PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

APPROVAL OF MINUTES – 10/24/23, 10/30/23 Special

PUBLIC COMMENT

FINANCE –

A) Approval of Bills

ELECTED OFFICIALS & DEPT HEAD COMMENTS

ACTION ITEMS –

A) Consider approving agreement with Ottawa County Juvenile Detention Center

B) Consider accepting proposal for IT co-management services and consideration of the Creation of an in-hours IT coordinator position.

C) Establish an Ad Hoc Interview Committee for Frankfort Airport Authority

D) Establish an Ad Hoc Interview Committee for Benzie-Leelanau Health Department

E) Establish an Ad Hoc Interview Committee for EDC/BRA

F) Establish an Ad Hoc Interview Committee for Solid Waste Committee

G) Consider approving the purchase of three patrol vehicles for road deputy operations

H) Consider approving the purchase of one vehicle for drug enforcement operations

I) Consider approving remodel to the Men's and Women's bathrooms on the main floor

J) Consider accepting proposal from Western Detention regarding Jail control room door

K) Consider approving the purchase of a K9 animal for the Sheriff's Office

L) Consider approving the annual services agreement for MSU Extension services

M) Consider authorizing 2% grant application regarding Emergency Medical Dispatching

N) Consider approving land use agreement with Crystal Mountain – small storage barn

O) Consider accepting proposal for design and architectural for Parole/Probation expansion

P) Consider approving signage for Benzie County Government Center Campus

Q) Consider adopting a resolution to accept \$400,000 SPARKS Grant funding and terms for the Betsie Valley Trail paving Phase 1, and approving additional SPARKS grant for paving Betsie Valley Trail Phase 2 and 3

COMMISSIONER REPORTS –

COUNTY ADMINISTRATOR'S REPORT – Katie Zeits

STUDY SESSION –

COMMITTEE APPOINTMENTS –

UNFINISHED BUSINESS –
NEW BUSINESS –
PRESENTATION:
9:30 a.m. Munson Medical Center – regarding future changes
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
October 24, 2023

The Benzie County Board of Commissioners met in a regular session on Tuesday, October 24, 2023, in the Frank Walterhouse Board of Commissioners Room, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chair Bob Roelofs.

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

Excused was: Commissioner Jeannot

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

Agenda:

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

Minutes:

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

9:02 a.m. Public Comment - None

FINANCE

Bills: Motion by Warsecke, seconded by Nye, to approve payment of the bills from October 10, 2023, through October 24, 2023, in the amount of \$354,489.27, as presented. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot
Motion carried.

Michelle Thompson, County Treasurer, presented a written report and stated that her office has been working with the auditors on the year-end audit. Attached is a copy of a letter from the auditors that they ask to be shared with you at your next meeting. The Land Bank Authority accepted a demolition bid last week, which was roughly half of what was estimated this Spring. We got a grant to remove two structures from the Village of Thompsonville, which came back less than one of the bids. We ask the State Land Bank to add an addendum to the grant that would allow us to demolish a 3rd home in the Village of Benzonia. The contractor agreed to give us a quote on that, and the Land Bank has accepted it.

ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS

Rebecca Hubers, Emergency Management, stated the Bomb Swatting Training will be this week. The lower-level construction at the Sheriff Department is moving along. There is a kickoff meeting scheduled for the Radio Tower on Thursday. The Local Planning Team and the Local Emergency Planning Committee are helping with major updates to the County Emergency Operations Plan. The Natural Hazardous Mitigation Plan was submitted in late July, and we are still waiting to hear from the State, so we can move forward.

Cory Ellis, 911 Director presented his written report and was available to answer any questions.

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Douglas Durand, Benzie Senior Resources Director provided a written report.

ACTION ITEMS

Consider approving Solid Circle Jail Management Software License and Support Agreement:

Undersheriff Greg Hubers was available to answer any questions. Motion by Warsecke, seconded by Markey, to authorize an amendment to the Solid Circle Jail Management Software License and Support Agreement to incorporate necessary security measures, for a period of one year, with automatic one-year renewals for a period of up to five-years, in the annual amount of \$10,136.32, subject to approval as to its form by legal counsel, and that the Chair be authorized to sign. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Consider approving Time Off Policy: Motion by Sauer, seconded by Cunningham, to adopt the Paid Time Off Policy to replace the old one in the Staff Policy Manual. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Consider approving Break Time for Nursing Mothers Policy: Motion by Markey, seconded by Cunningham, to adopt the Break Time for Nursing Mothers Policy to replace the old policy listed in the Staff Policy Manual. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

9:20 a.m. Joshua Stoltz, Grow Benzie was present and gave a presentation on Grow Benzie's commitment to actively improve lives in Benzie County and what services they offer.

9:30 a.m. Marilyn Passmore was present and gave an update from Spectrum/Charter regarding internet service in Benzie County.

Consider approving Conflict Resolution Policy: Motion by Warsecke, seconded by Markey, to adopt the Conflict Resolution Policy to add to the Staff Policy Manual. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Consider approving Drug Free Workplace Policy: Motion by Sauer, seconded by Nye, to adopt the Drug Free Workplace Policy to replace the old policy listed in the Staff Policy Manual. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Consider approving Classification of Employees Policy: Motion by Nye, seconded by Warsecke to adopt the Classification of Employees Policy to replace the old policy listed in the Staff Policy Manual. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Consider approving Rave Mobile Safety Three-year renewal contract for Smart 911 Application: Cory Ellis was present to answer any questions. Motion by Warsecke, seconded by Markey, to approve the extension of the Smart 911 service provided by Rave Mobile Safety for a period of three years, in the not to exceed annual amount of \$5,100, with funds available in the Central Dispatch Fund. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

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Accept proposal for final phase of carpeting on main floor of the Government Center: Motion by Sauer, seconded by Cunningham, to approve the final phase of replacing carpeting on the main floor of the Governmental Center, as recommended by the Maintenance Coordinator in the not to exceed amount of \$33,000, with funds available in the Capital Fund and authorizes the Board Chairman to sign any necessary proposal documents. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Approve Benzie Senior Resources 2% grant application to Grand Traverse Band regarding Home-Delivered Meal Program: Motion by Markey, seconded by Cunningham, to approve the grant application for Tribal Council Allocation of 2% funding on behalf of Benzie Senior Resources and authorizes Chair to sign. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Consider approving increases to Road Commission members' annual salary: Joe Nedow was present to answer any questions. Motion by Sauer, seconded by Nye, to authorize an increase in the compensation provided to the Benzie County Road Commissioners as follows: Chairperson \$6,000, Vice Chairperson and Members \$5,400, effective January 1, 2024. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Consider authorizing Priority Dispatch Agreement for Emergency Medical Dispatching: Cory Ellis was present to answer any questions. Motion by Markey, seconded by Warsecke, authorize the implementation of Emergency Medical Dispatch and accept the proposals from Priority Dispatch and ID Networks in the total not to exceed amount of \$41,270, over a five-year period, with funds available in the Central Dispatch Fund, with a reimbursement from the MMRMA, and that the Chair be authorized to sign the appropriate documents. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Consider authorizing grant application agreement for snowmobile patrol: Motion by Warsecke, seconded by Markey, to authorize the Fiscal Year 24 Snowmobile Law Enforcement Program Grant Agreement in the total grant amount of \$4,000 and commit to a \$1,000 local match from the General Fund. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Consider approving Two Seven Oh Inc contract for Animal Control: Motion by Sauer, seconded by Cunningham, to authorize the reimbursement grant agreement with Two Seven Oh, Inc. in the total reimbursable amount of \$32,074.15 for animal shelter upgrades and authorizes the related budget amendments to recognize the expenditure and revenue, and authorizes the Chair to sign. Roll call. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

10:13 a.m. Break

10:20 a.m. Reconvene

Consider approving a loan to the Frankfort Airport Authority from the DTRF Fund:

Coury Carland and Dick Bayer were present to request a loan from the Delinquent Tax Revolving Fund and answer any questions.

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Motion by Sauer, seconded by Cunningham, to allow the Frankfort County City Airport to borrow from the Delinquent Tax Revolving Fund, the not to exceed amount of \$150,000, with reimbursement to be made in six months. Providing Crystal Lake Township and the City of Frankfort be pursued as an equal cost share. Along with pursuing adjusting the terms of the relationship of the three entities. Roll call. Ayes: Cunningham, Markey, and Sauer Nays: Nye, Roelofs, and Warsecke
Exc: Jeannot Motion failed.

COMMISSIONER REPORTS

Chair Roelofs attended the Village of Lake Ann, and Building and Grounds meeting. Veterans Day Celebration will be November 11th, 2023, at 1:00 p.m. at Memorial Park in Benzonia.

Comm Jeannot provided a written report.

Comm Cunningham provided a written report.

Comm Nye attended the Village of Beulah meeting, Benzonia Township meeting, Centra Wellness Board meeting, 2 Headlee Reset Ad Hoc Committee meetings, Building and Grounds meeting, EDC meeting, Joint Court Committee meeting, and MAC Health and Human Services meeting. A written report was provided.

Comm Markey attended the Homestead Township meeting, Centra Wellness Board meeting, LEPC/LPT meeting, Headlee Reset Ad Hoc Committee meeting, and MAC Judiciary and Public Safety meeting.

Comm Warsecke attended the Colfax Township meeting, Inland Township meeting, and Parks and Recreation meeting.

Comm Sauer attended the Building and Grounds meeting, School and Youth Resource Advisory Committee meeting, Joint Court Committee meeting, and Village of Elberta meeting. A written report provided.

COUNTY ADMINISTRATOR'S REPORT – Katie Zeits

Representatives from Paul Oliver Memorial Hospital will attend the November 14, 2023, Board of Commissioners meeting to talk about the future plans of Munson Medical Center and answer any questions. The second quarter report from MERS looks good. We brought in more money than we paid out. Michelle and herself met with a gentleman last week regarding creating a fund to help pay our pension liability. Planning for next Monday's Town Hall meeting.

STUDY SESSION - None

COMMITTEE APPOINTMENTS - None

UNFINISHED BUSINESS: Discussion regarding County millages and future needs and growth. Reviewed the minutes of the Ad Hoc Committee meeting held October 17, 2023. This will be discussed further after the October 30, 2023, Town Hall meeting.

NEW BUSINESS - None

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PRESENTATION OF CORRESPONDENCE

- Benzie Leelanau District Health Department October 25, 2023, Agenda
- Benzie Transportation Authority – August 2023 Income Statement
- Cheboygan County Resolution 2023-14 Opposing Solar and Wind Developments
- Lenawee County Resolution 2023-16 Local Control of Land Used
- Livingston County Resolution 2023-10-177 Establishing Health Advisory Committee
- Osceola County Resolution 2023-0016 regarding septic systems
- Ottawa County Resolution

12:02 p.m. Public Comment

Josh Stoltz, Grow Benzie stated that he plans on coming to the December Study Session meeting to get a little bit more involved in what Grow Benzie is doing.

12:04 p.m. Public Comment closed.

Motion by Warsecke, seconded by Markey, to adjourn at 12:04 p.m. Ayes: Cunningham, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Exc: Jeannot Motion carried.

Bob Roelofs, Chair

Tammy Bowers, Benzie County Clerk

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2. Authorize an amendment to the Solid Circle Jail Management Software License and Support Agreement to incorporate necessary security measures, for a period of one year, with automatic one-year renewals for a period of up to five-years, in the annual amount of \$10,136.32, subject to approval as to its form by legal counsel, and that the Chair be authorized to sign.
3. Adopt the Paid Time Off Policy to replace the old one in the Staff Policy Manual.
4. Adopt the Break Time for Nursing Mothers Policy to replace the old policy listed in the Staff Policy Manual.
5. Adopt the Conflict Resolution Policy to add to the Staff Policy Manual.
6. Adopt the Drug Free Workplace Policy to replace the old policy listed in the Staff Policy Manual.
7. Adopt the Classification of Employees Policy to replace the old policy listed in the Staff Policy Manual.
8. Approve the extension of the Smart 911 service provided by Rave Mobile Safety for a period of three years, in the not to exceed annual amount of \$5,100, with funds available in the Central Dispatch Fund.
9. Approve the final phase of replacing carpeting on the main floor of the Governmental Center, as recommended by the Maintenance Coordinator in the not to exceed amount of \$33,000, with funds available in the Capital Fund and authorizes the Board Chairman to sign any necessary proposal documents.

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10. Approve the grant application for Tribal Council Allocation of 2% funding on behalf of Benzie Senior Resources and authorizes Chair to sign.
11. Authorize an increase in the compensation provided to the Benzie County Road Commissioners as follows: Chairperson \$6,000, Vice Chairperson and Members \$5,400, effective January 1, 2024.
12. Authorize the implementation of Emergency Medical Dispatch and accept the proposals from Priority Dispatch and ID Networks in the total not to exceed amount of \$41,270, over a five-year period, with funds available in the Central Dispatch Fund, with a reimbursement from the MMRMA, and that the Chair be authorized to sign the appropriate documents.
13. Authorize the Fiscal Year 24 Snowmobile Law Enforcement Program Grant Agreement in the total grant amount of \$4,000 and commit to a \$1,000 local match from the General Fund.
14. Authorize the reimbursement grant agreement with Two Seven Oh, Inc. in the total reimbursable amount of \$32,074.15 for animal shelter upgrades and authorizes the related budget amendments to recognize the expenditure and revenue, and authorizes the Chair to sign.
15. Allow the Frankfort County City Airport to borrow from the Delinquent Tax Revolving Fund, the not to exceed amount of \$150,000, with reimbursement to be made in six months. Providing Crystal Lake Township and the City of Frankfort be pursued as an equal cost share. Along with pursuing adjusting the terms of the relationship of the three entities. Motion failed.

Art Jeannot
Commissioner Report
October 24, 2023

- **10/12 – Benzie County Road Commission**
 - Attended on behalf of Commissioner Sauers. The take aways were:
 - BCRC continues to work through title issues at Platte River Elementary.
 - Cost of the November election.
 - Funding for the MERS plan.
 - I invited their financial manager to join our discussion on October 30 regarding Headlee.
- **10/17 – Headlee Adhoc Committee**
 - I met with Commissioner Nye and Markey, Michelle Thompson, Katie Zeits, and support staff. The out come will be discussed at length at our 10/24 meeting.
- **10/18 – EDC/BRA**
 - We discussed the committee’s objective, a job description for a paid professional, job sharing with the parks and recreation committee and management of a paid professional. At a future BOC meeting a full presentation will be made to include action to accept proposal.
 - An update on broadband was given. Cherry Capital has doubled their construction crews (from 2-4) to speed up implementation. They are using multiple resources. They have been notified that their application for an \$8M ROBIN grant has been approved. A new ISP (Sentech) will be providing fiber for Weldon and Colfax Townships. Time line could be up to 7 years. We have directed our project manager (Mitch Shapero) to contact them to confirm time lines and ask what resources they need to move more quickly. It is anticipated that when this initiative is complete, 95% of Benzie County will have access to broad band.
- **10/19 – Northern MI Community Action Agency**
 - The agency is developing a “master lease program” to be entered into with landlords. This would have the agency be the responsible tenant and give them the ability to place homeless people in housing.
 - Legislation in Lansing would help subsidize qualified individuals with their water bills. The legislation is referred to as “Water Affordability Legislation.” The Village of Beulah recently released information regarding this to their residence.
 - I was elected chair of the agency for the 2024 and 2025.
- **Other –**
 - Stopped by the Frankfort Land Trust open house on October 11th. It was well attended.
 - Participated in a housing meeting with Sleeping Bear Gateways Council. The majority of those in attendance were from Leelanau County. Many housing solutions were discussed. I will follow up with the organizers to determine what opportunities there are for Benzie County.
 - Commissioner Nye and myself met with Nick Nissley (NMC President), Chris Bott (NMC Board Trustee) and Maggie Bacon to discuss a possible mileage to partially subsidize tuition for Benzie County residence at NMC. This meeting was at their request. You may remember that Maggie Bacon presented this subject to the BOC at an earlier meeting. There was no outcome and it was made clear that we do not speak for the BOC on this subject.



24 Oct 23 Commissioner Cunningham

13 Oct MAC Environmental Regulatory Zoom meeting.

17 Oct Frankfort City Council.

Crystal Lake Twp.

18 Oct Benzie Chamber

PBLH, gift shop profit margin 69% of close to \$200,000, a record year.

Community

11 Oct 50 Grove Place ribbon cutting.

18 Oct MMP Zoom

19 Oct Coffee with residents.

20 Oct Platte Lake (PLIA) Zoom

Rhonda Nye
District IV – Benzonia Township
Commissioner Report
October 10, 2023

October 10 – Village of Beulah

- Attempting to secure bids to remove spoils from Cold Creek, one received but very high.
- EGLE investigated complaint about riprap on the shore of Beulah Beach which was not in violation, while investigating EGLE representative noted large concrete mooring in the water that required permitting for use.
- Discussion regarding Title VI requirements and implementation.
- Two million dollar EGLE Grant Agreement approved. Grant requires no matching funds and can be used on the front end of the sewer project.

October 11 – Benzonia Township

- New playground equipment installed at Memorial Park.
- DNR will accept email comments until October 28th regarding consideration of no wake area on portions of Betsie River: DNR-LED-RecSafety@mi.gov.
- Committee looking into attorney options but continue to use Tim Figura.
- Approved application for unused liquor license.

October 12 – Centra Wellness Board

- Terms 'micro-city' and 'micro-populous' being used to describe Benzie County have been dismissed. These were terms taken from insurance jargon that should not have been applied.
- HAB Waiver Presentation – 5 million dollars of Medicaid received are HAB waivers. Services provided within this funding reviewed.
- Johnston shared that the goal of the mental health law enforcement officer is to reduce incarcerations and hospital admissions with officer training and day crisis services through Centra Wellness.

October 13 & 17 – Headlee Reset Ad Hoc Committee

- Discussions regarding Headlee reset v Headlee override, resolution of support, and separate millage bundling options.

October 16 – Building & Grounds Committee

- Elevator replacement required due to State code changes, options discussed.
- Quotes for building signs along US 31 and campus wayfinding signs reviewed.

October 18 – EDC

- Discussion regarding Community Coordinator position.
- Tim Maylone, Cherry Capital, gave update on Benzie Internet for All effort. Robin Grant project area was challenged and ultimately award was reduced from 10 million to 8 million as Weldon & Colfax Townships will be served by Acentek.

October 19 – Joint Court Committee

- Approved re-establishment of the Community Corrections Board. Board will support stronger pre-trial services such as risk assessments, pre-trial testing, substance abuse assessments and possibly a tether program.
- Community Corrections Board is established but has not been utilized since grant funding was lost in 2015.
- Approved Court adopting a Paid Time Off Policy to be included in the Court's Amended Personnel Policy.
- Update regarding Court and Governmental Center Security; Judge Thompson offered positive comments regarding changes that have been made.

October 23 – MAC Health & Human Services

- Presentation by Renee Beniak, Executive Director, Michigan County Medical Care Facilities Council & Don Haney, Legislative Consultant
 - Facilities in MI – 34 county owned, 450 privately owned.
 - Presented stats on reimbursement amounts which are still based on 2018 costs.
 - Discussed staffing/nursing shortages.
 - Presented stats supporting county owned facilities being high quality providers.

Tammy Bowers

From: Gary Sauer
Sent: Friday, October 20, 2023 6:17 PM
To: Tammy Bowers
Subject: Commissioner Report district 7

10-12-2023 Road Commission

Thanks to Commissioner Jeannot for making this meeting for me.

10-16-2023 Building and Grounds

Discussed the replacement of the elevator at the government center. Due to new requirements our elevator will be out of compliance. Seeking the 3 bids required.

Looked at signage for the campus, new signs for out front and way fare signage to help the public navigate the campus.

10-16-2023 School and Youth Resource Advisory Committee Talked about drill schedules. Brought up to date on mapping for access to locations at both school campuses, also access to keys for first responders. Discussed possibility of using opioid dollars for education urging the schools to apply.

10-19-2023 Benzie County and Manistee County Joint Court Committee Discussed reestablishing the Community Corrections Board agreed by the committee to do so looking for grant money but not asked to pay more from the county's coffers, will be asked to appoint members by the full board. Approved the amended personnel policy, main change was PTO time, I believe was an excellent decision.

10-19-2023 Village of Elberta

Water project going well should be completed by early November. Paid Elmers and Fleis and Vandenbrink thru draws from the loan and grant dollars. Continue to have some employee issue but the council has a good handle on this, have to acknowledge the effort.

Gary Sauer
Commissioner District 7
Sent from my iPad

THE BENZIE COUNTY BOARD OF COMMISSIONERS
October 30, 2023

The Benzie County Board of Commissioners met in a special meeting on Monday, October 30, 2023, in the Frank Waltherhouse Board of Commissioners Room, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chairman Bob Roelofs at 5:30 p.m.

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

Purpose of this meeting: Discussions regarding a Benzie County Headlee Reset ~~Election~~ Ballot Proposal:

Parties present from local municipalities that provided representation in the discussion:

Almira: Mark Roper, Supervisor

Benzonia: Jason Barnard, Supervisor; Karen Burns, Treasurer

Blaine: Cindy Sauer, Treasurer; Chuck Beale, Trustee

Crystal Lake: Amy Ferris, Supervisor

Homestead: Tia Kurina-Cooley, Supervisor

Inland: David Davis, Supervisor; Rose Wirth, Clerk

Lake: Jeff Johnson, Supervisor; Maryanne Goodman, Treasurer

Platte: Alison Michalak, Clerk

Weldon: Ron Hitesman, Supervisor; Sally Bobek, Treasurer

Northwest Education Service (formally known as Traverse Bay Area ISD): Matt Olson, Assistant Superintendent

Katie Zeits, County Administrator, ~~what~~ went over the Benzie County's General Operating Millage and Headlee Rollback presentation and provided charts showing how the millage has rolled back since 2019 and the revenue lost with the rollback. The Headlee Reset Election consists of going out to the voters and asking that the millages be put back to the original value of 5.29 for the county, 1.21 for the townships, and .27 for the Northwest Education Services (ISD). We would ask the community to allow us to levy up to that amount, but it doesn't mean that we must levy that amount but would put the mechanism in place to allow it. Discussion was held regarding how the townships feel about it, is it a need in your township, do you see it as need for the County, what are the pros for it, what are the cons for it, and how you feel as a township regarding moving forward or not at this time?

Some of the townships feel this has been needed for years and are glad that the conversation has started. Some feel that their township would not levy an additional amount but realized that it is a need for the county. This would allow bundling of some of the special millages, bringing them back into the general fund and doing away with the special millages. It was discussed how some of the voters like to pick which millages they support, vote for, and want their money to go specifically to that millage. There is a need to get the information to the voters on what the Headlee Reset means and help relieve any trust issues.

Matt Olson stated that the .27 millage for the ISD could not be restored without a five-county consensus. Benzie County on its own cannot restore the .27 for the ISD, as part of this package.

COMMISSIONERS

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October 30, 2023

Leelanau, Grand Traverse, Antrim, Kalkaska, and Benzie would have to do a separate issue all at the same time, and we are not prepared at this time to do this.

It was the consensus with the participants from tonight's meeting that they will take this information back to their boards for discussion. A sample resolution was provided for the townships to review. The Guide to Property Taxes, Proposal A, & Headlee Amendment booklet were available for the township to take and hand out. If this is supported by a majority of the townships, then a County Advisory Tax Limitation Committee, which consists of the County Treasurer, the Chairperson of the Finance Committee of the County Commissioners, ISD Superintendent or their representative, a resident of a municipality within the county who would be selected by the Probate Judge, a member who is not officially connected with or employed by any local government and shall be selected by the Board of Commissioners, a member who is a township supervisors who will be selected by the majority of the township supervisors, will be appointed. Once the County Advisory Tax Limitation Committee is formed, they must meet within 10 days to start conversations regarding the Headlee Reset. This committee would bring their recommendation to the Board of Commissioners. If the Board of Commissioners agrees to the recommendation, they would adopt a resolution to have it placed on the ballot to be voted on in 2024.

7:06 p.m. Public Input - None

Motion by Warsecke, seconded by Cunningham, to adjourn this special meeting at 7:07 p.m. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Bob Roelofs – Chair

Tammy Bowers, Benzie County Clerk

Finance Report

Finance Issues:

Approval of bills from October 24, 2023 through November 14, 2023 in the amount of \$1,35⁶9,948.79.

The LBA is also looking at Round 3 funding, but we are restricted to only renovation or acquisition for the SALE of low to mod (<80% AMI) housing. If there is any inventory in your townships that we could utilize up to \$500,000 to create this type of housing, please contact me as soon as possible.

I attended the Housing Conference this week to see what all of the new laws might do to assist our community. I sent an email with a report regarding numbers relating specifically to Benzie County, as well as the full almost 600 page report of our 10 county region. Let me know if you have any questions, and I'll be happy to get answers for you.

CASH SUMMARY BY FUND FOR BENZIE COUNTY
 FROM 10/01/2023 TO 11/13/2023
 FUND: ALL FUNDS
 CASH ACCOUNTS

| Fund | Description | Beginning Balance 10/01/2023 | Total Debits | Total Credits | Ending Balance 11/13/2023 |
|------|--------------------------------------|------------------------------------|-----------------|------------------|---------------------------------|
| 101 | GENERAL FUND | 2,377,879.70 | 1,750,874.16 | 1,767,654.08 | 2,361,099.78 |
| 201 | BENZIE COUNTY ROAD COMMISSION | 2,230,419.52 | 676,975.97 | 758,341.53 | 2,149,053.96 |
| 207 | SHERIFF'S RESERVES FUND | 11.64 | 0.00 | 0.00 | 11.64 |
| 210 | AMBULANCE FUND | 1,140,840.47 | 388,556.82 | 507,465.48 | 1,021,931.81 |
| 213 | JAIL OPERATIONS FUND | 170,039.50 | 279,740.99 | 478,928.14 | (29,147.65) |
| 214 | BENZIE KIDS | 5,676.36 | 0.00 | 0.00 | 5,676.36 |
| 215 | FRIEND OF THE COURT FUND | 97,024.78 | 360.00 | 0.00 | 97,384.78 |
| 216 | SEASONAL ROAD PATROL FUND | 33,432.85 | 8,123.55 | 567.10 | 40,989.30 |
| 217 | SNOWMOBILE PATROL FUND | 14,401.25 | 0.00 | 0.00 | 14,401.25 |
| 218 | MARINE PATROL FUND | 6,227.70 | 400.06 | 800.12 | 5,827.64 |
| 221 | BENZIE-LEELANAU DIST HEALTH DEPT FUN | 2,498,299.61 | 761,724.64 | 1,064,660.93 | 2,195,363.32 |
| 228 | SOLID WASTE/RECYCLING FUND | 246,106.24 | 62,442.60 | 123,371.28 | 185,177.56 |
| 230 | BETSIE VALLEY TRAIL MANAGEMENT FUND | (4,763.78) | 10,000.00 | 0.00 | 5,236.22 |
| 232 | SHERIFF'S K-9 FUND | 51,396.76 | 0.00 | 500.00 | 50,896.76 |
| 234 | SHERIFF'S DIVE TEAM | 1,207.98 | 0.00 | 0.00 | 1,207.98 |
| 236 | SCHOOL RESOURCE OFFICER | 354,542.79 | 28,189.26 | 43,768.64 | 338,963.41 |
| 238 | COMMUNITY DEVELOPMENT COORDINATOR | 0.00 | 0.00 | 0.00 | 0.00 |
| 239 | LAND BANK AUTHORITY FUND | 167,317.17 | 36,305.01 | 72,874.19 | 130,747.99 |
| 243 | BROWNFIELD REDEVELOPMENT AUTHORITY F | 16,712.32 | 0.00 | 0.00 | 16,712.32 |
| 244 | E.D.C. ENTERPRISE FUND | 0.00 | 2,475.00 | 4,950.00 | (2,475.00) |
| 245 | REMONUMENTATION/SURVEY GRANT FUND | 24,434.37 | 0.00 | 0.00 | 24,434.37 |
| 246 | GIS INFORMATION SYSTEM | 9,911.28 | 0.00 | 9,911.28 | 0.00 |
| 249 | BUILDING DEPARTMENT FUND | 112,577.50 | 87,535.48 | 126,182.36 | 73,930.62 |
| 251 | ANIMAL CONTROL FUND | 86,031.68 | 28,086.35 | 48,216.55 | 65,901.48 |
| 254 | SOIL EROSION (SESSC) FUND | 57,352.47 | 4,200.00 | 5,400.00 | 56,152.47 |
| 256 | REG OF DEEDS AUTOMATION FUND | 111,289.42 | 6,295.00 | 7,040.00 | 110,544.42 |
| 257 | JUSTICE TRAINING (302 FUND) | 3,688.79 | 3,419.28 | 0.00 | 7,108.07 |
| 258 | HOMELAND SECURITY GRANTS | 2,039.99 | 0.00 | 0.00 | 2,039.99 |
| 259 | DISPATCHER TRAINING FUND | 11,632.41 | 0.00 | 0.00 | 11,632.41 |
| 260 | INDIGENT DEFENSE COUNSEL | 494.29 | 0.00 | 0.00 | 494.29 |
| 261 | 911 EMERGENCY SERVICE FUND | 403,163.19 | 288,883.57 | 225,460.35 | 466,586.41 |
| 262 | SHERIFF'S FORFEITURE FUND | 17.91 | 0.00 | 0.00 | 17.91 |
| 263 | CPL CLERK TECHNOLOGY FUND | 86,854.90 | 1,680.00 | 0.00 | 88,534.90 |
| 264 | LOCAL CORRECTIONS OFFICER TRAINING F | 5,339.94 | 800.00 | 0.00 | 6,139.94 |
| 265 | TNT OFFICER MILLAGE FUND | 75,061.13 | 13,252.52 | 25,375.74 | 62,937.91 |
| 269 | LAW LIBRARY FUND | 3,817.91 | 1,260.28 | 3,780.84 | 1,297.35 |
| 276 | COMMISSION ON AGING MILLAGE FUND | 211,811.60 | 442,771.53 | 660,142.49 | (5,559.36) |
| 281 | OPIOID SETTLEMENT FUND | 105,545.20 | 11,408.13 | 30.00 | 116,923.33 |
| 282 | CARES ACT | 263,697.38 | 0.00 | 0.00 | 263,697.38 |
| 285 | POINT BETSIE LIGHTHOUSE FUND | 3,039.11 | 96,031.78 | 96,031.78 | 3,039.11 |
| 286 | AMERICAN RESCUE PLAN ACT (ARPA) GRA | 1,819,064.56 | 106,000.00 | 312,000.00 | 1,613,064.56 |
| 287 | FAMILY COURT GRANTS | 54,913.26 | 0.00 | 0.00 | 54,913.26 |
| 292 | CHILD CARE FUND | 144,452.44 | 19,716.54 | 21,310.18 | 142,858.80 |
| 293 | VETERAN'S RELIEF FUND | 32,333.75 | 12,355.31 | 26,079.32 | 18,609.74 |
| 295 | AIRPORT AUTHORITY FUND | (13,171.20) | 20,207.76 | 10,595.20 | (3,558.64) |
| 296 | JUVENILE JUSTICE FUND | (1,092.27) | 11,250.00 | 15,000.00 | (4,842.27) |
| 298 | VETERAN'S MEMORIAL FUND | 21,630.93 | 0.00 | 0.00 | 21,630.93 |
| 310 | GOVERNMENT CENTER ADDITION DEBT FUND | 198,203.14 | 0.00 | 0.00 | 198,203.14 |

CASH SUMMARY BY FUND FOR BENZIE COUNTY
 FROM 10/01/2023 TO 11/13/2023

FUND: ALL FUNDS
 CASH ACCOUNTS

| Fund | Description | Beginning Balance 10/01/2023 | Total Debits | Total Credits | Ending Balance 11/13/2023 |
|-------------------|--------------------------------------|------------------------------------|-----------------|------------------|---------------------------------|
| 391 | MAPLES DEBT/MILLAGE FUND | 489,569.62 | 8.09 | 0.00 | 489,577.71 |
| 401 | CAPITAL IMPROVEMENT FUND | 674,079.47 | 1,764,727.34 | 1,328,118.27 | 1,110,688.54 |
| 425 | EQUIPMENT REPLACEMENT FUND | 69,116.81 | 11,546.84 | 6,302.12 | 74,361.53 |
| 507 | RAILROAD POINT (RRPNA) ENDOWMENT FUN | 9,390.75 | 0.00 | 0.00 | 9,390.75 |
| 508 | PARKS/REC ICE RINK FUND | 5,291.69 | 0.00 | 0.00 | 5,291.69 |
| 512 | MEDICAL CARE FACILITY FUND | 4,305,761.92 | 945,934.82 | 1,329,694.15 | 3,922,002.59 |
| 516 | DELINQUENT TAX REVOLVING FUND | 4,560,871.36 | 205,695.26 | 5,842.36 | 4,760,724.26 |
| 532 | TAX FORECLOSURE FUND | 1,108,145.26 | 313,704.41 | 306,415.89 | 1,115,433.78 |
| 535 | CDBG HOUSING GRANT FUND | 45,564.46 | 0.00 | 0.00 | 45,564.46 |
| 595 | COMMISSARY/CONCESSION FUND-JAIL | 2,936.80 | 0.00 | 0.00 | 2,936.80 |
| 616 | TREASURER'S TAX ADMINISTRATION FUND | 52,160.25 | 0.00 | 0.00 | 52,160.25 |
| 701 | GENERAL AGENCY FUND | 5,695,207.21 | 1,464,166.02 | 5,874,931.48 | 1,284,441.75 |
| 704 | PAYROLL CLEARING FUND | 182,775.28 | 858,935.29 | 837,500.37 | 204,210.20 |
| 714 | SHERIFF'S INMATE TRUST FUND | 25,735.33 | 29,565.90 | 26,917.02 | 28,384.21 |
| 721 | LIBRARY PENAL FINE FUND | 24,118.36 | 7,037.38 | 0.00 | 31,155.74 |
| TOTAL - ALL FUNDS | | 30,491,632.51 | 10,762,642.94 | 16,132,159.24 | 25,122,116.21 |

BILLS TO BE APPROVED November 14th

Motion to approve Vouchers in the amount of:

\$ 92,884.70 General Fund (101)

\$ 38,810.63 Jail Fund (213)

\$ 16,408.49 Ambulance Fund & ALS (214)

\$ 48,428.26 Funds 105-238

\$ 1,754.73 ACO Fund (247)

\$ 36,777.68 Building (249)

\$ 5,787.83 Dispatch 911 Fund (261)

\$ 321,284.82 Funds 239-292

\$ 640,890.21 Funds 293-640

\$ 71,289.81 701 Fund

\$ 82,631.63 Trust and Agency Funds & MSU Trust and Agency Fund (702-771)

\$ 1,356,948.79

Payable October 20 to November 9

| DATE | FUND 101 GENERAL | FUND 213 JAIL | FUND 210 EMS | FUND 105-238 | FUND 251 ACO | FUND 249 BUILDING | FUND 261 DISPATCH | FUND 239-292 | FUND 293-690 | FUND 701 TRUST/ AGENCY | FUND 702-771 | TOTALS |
|------------------------|---------------------|---------------------|---------------------|---------------------|--------------------|----------------------|----------------------|----------------------|----------------------|------------------------------|---------------------|------------------------|
| 10/26/2023 | \$ 48,868.70 | \$ 8,847.63 | \$ 8,352.21 | \$ 603.62 | \$ 1,017.81 | \$ 697.08 | \$ 4,087.50 | \$ 109,617.31 | \$ 307,338.68 | \$ 51,680.79 | \$ 82,631.63 | \$ 623,742.96 |
| voided cks 10/27/23 | \$ (88.13) | | | | | | | | | | | \$ (88.13) |
| 11/2/2023 | \$ 14,834.80 | \$ 6,363.51 | \$ 4,770.24 | \$ 47,324.64 | \$ 454.31 | \$ 43.60 | \$ 333.43 | \$ 1,428.40 | \$ 329,435.74 | \$ 4,242.41 | \$ - | \$ 409,231.08 |
| 11/9/2023 | \$ 25,697.13 | \$ 23,599.49 | \$ 2,845.91 | \$ 500.00 | \$ 268.84 | \$ 36,037.00 | \$ 69.11 | \$ 210,239.11 | \$ 3,852.64 | \$ 15,366.61 | \$ - | \$ 318,475.84 |
| EFT'S | \$ 3,572.20 | \$ - | \$ 440.13 | \$ - | \$ 13.77 | \$ - | \$ 1,436.01 | \$ - | \$ 263.15 | \$ - | \$ - | \$ 5,725.26 |
| | | | | | | | \$ (138.22) | | | | | \$ (138.22) |
| | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | \$ - |
| Totals | \$ 92,884.70 | \$ 38,810.63 | \$ 16,408.49 | \$ 48,428.26 | \$ 1,754.73 | \$ 36,777.68 | \$ 5,787.83 | \$ 321,284.82 | \$ 640,890.21 | \$ 71,289.81 | \$ 82,631.63 | \$ 1,356,948.79 |

206-K-9 Fund
 207-Sheriff Reserve's
 208-Dive Team
 209-Resourse Officer
 210-Benzie Kids
 211-D.A.R.E. Fund
 215-FOC

230-BVTMC
 232-Planning/Zoning
 235-CBDG
 238-EDC
 245-Reмонumentation
 256-Reg of Deeds
 262-911-Training

269-Law Library
 270-Platte River Bridge
 271-Housing Grant
 276-Council on Aging
 285-Pt. Betsie Lighthouse
 292-Child Care Fund
 293-Soldiers Relief Fund

310-Gov't Ctr Addition-Debt
 315-Benzie Leelanau Health
 321-Jail Bond
 371-Jail Bldg Debt Millage
 425-Equipment Replace

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|---------------------------------|----------------------------|---|-----------|---------|
| Fund 101 GENERAL FUND | | | | | |
| Dept 101 BOARD OF COMMISSIONERS | | | | | |
| 101-101-717.00 | MEDICAL/DENTAL/VISION INSURANCE | DELTA DENTAL PLAN OF MICH | CLIENT #0110900001 FOR MONTH OF NOVEMBE | 517.25 | 91667 |
| 101-101-717.00 | MEDICAL/DENTAL/VISION INSURANCE | FIDELITY SECURITY LIFE INS | NOVEMBER 2023 EYE INSURANCE | 61.80 | 91753 |
| 101-101-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 18.92 | 91724 |
| 101-101-853.00 | CELLULAR PHONES | VERIZON WIRELESS | ACCT# 842083652-00001 SEP 13-OCT 12 | 43.64 | 91731 |
| 101-101-860.00 | TRAVEL | GARY SAUER | TRAVEL VOUCHER | 125.10 | 91754 |
| 101-101-860.00 | TRAVEL | JEANNOT, ART | TRAVEL VOUCHER FOR OCTOBER 2023 | 102.18 | 91759 |
| 101-101-860.00 | TRAVEL | KAREN CUNNINGHAM | TRAVEL VOUCHER FOR OCTOBER 2023 | 331.69 | 91762 |
| 101-101-860.00 | TRAVEL | WARSECKE, EVAN | TRAVEL VOUCHER FOR OCTOBER 2023 | 119.86 | 91792 |
| Total For Dept 101 BOARD OF COMMISSIONERS | | | | 1,320.44 | |
| Dept 172 ADMINISTRATOR | | | | | |
| 101-172-717.00 | MEDICAL/DENTAL/VISION INSURANCE | DELTA DENTAL PLAN OF MICH | CLIENT #0110900001 FOR MONTH OF NOVEMBE | 231.98 | 91667 |
| 101-172-717.00 | MEDICAL/DENTAL/VISION INSURANCE | FIDELITY SECURITY LIFE INS | NOVEMBER 2023 EYE INSURANCE | 35.44 | 91753 |
| 101-172-718.00 | SHORT/LONG TERM DISABILITY | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 109.73 | 91724 |
| 101-172-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 10.50 | 91724 |
| 101-172-727.00 | OFFICE SUPPLIES | AMAZON CAPITAL SERVICES, I | DESK & OFFICE SUPPLIES FOR ADMIN OFFICE | 91.11 | 91801 |
| 101-172-860.00 | TRAVEL | JACKIE PALFEY | BROADBAND CONFERENCE | 257.44 | 91830 |
| 101-172-900.00 | PRINTING & PUBLISHING | VISA | OCTOBER VISA BILL FOR 23/24 BUDGET YEAF | 17.99 | 43 |
| 101-172-955.00 | DUES & REGISTRATIONS | JACKIE PALFEY | BROADBAND CONFERENCE | 361.70 | 91830 |
| 101-172-961.00 | TRAINING & SCHOOLS | VISA | OCTOBER VISA BILL FOR 23/24 BUDGET YEAF | 1,039.28 | 43 |
| Total For Dept 172 ADMINISTRATOR | | | | 2,155.17 | |
| Dept 215 COUNTY CLERK | | | | | |
| 101-215-717.00 | MEDICAL/DENTAL/VISION INSURANCE | DELTA DENTAL PLAN OF MICH | CLIENT #0110900001 FOR MONTH OF NOVEMBE | 213.43 | 91667 |
| 101-215-717.00 | MEDICAL/DENTAL/VISION INSURANCE | FIDELITY SECURITY LIFE INS | NOVEMBER 2023 EYE INSURANCE | 33.96 | 91753 |
| 101-215-718.00 | SHORT/LONG TERM DISABILITY | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 6.12 | 91724 |
| 101-215-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 17.50 | 91724 |
| 101-215-727.00 | OFFICE SUPPLIES | MI BENZIE CO RECORD PATRIC | SUBSCRIPTION RENEWAL - COUNTY CLERK'S C | 65.00 | 91702 |
| 101-215-961.00 | TRAINING & SCHOOLS | VISA | OCTOBER VISA BILL FOR 23/24 BUDGET YEAF | 257.50 | 43 |
| Total For Dept 215 COUNTY CLERK | | | | 593.51 | |
| Dept 228 TECHNOLOGY | | | | | |
| 101-228-963.00 | COMPUTER SUPPORT | BS & A SOFTWARE | BS& A SOFTWARE FOR 11/01/23-11/01/2024 | 11,327.47 | 91654 |
| 101-228-963.00 | COMPUTER SUPPORT | VC3 INC | OCTOBER BILLING FOR MICROSOFT LICENSING | 967.20 | 91737 |
| 101-228-963.00 | COMPUTER SUPPORT | VC3 INC | OCTOBER LICENSING FOR CLOUD DATA RECOVE | 596.35 | 91737 |
| 101-228-970.00 | EQUIPMENT | VC3 INC | QUOTE VC3Q28148--BACKUP REPLACEMENT | 4,148.00 | 91796 |
| Total For Dept 228 TECHNOLOGY | | | | 17,039.02 | |
| Dept 233 CENTRAL SERVICES | | | | | |
| 101-233-730.00 | POSTAGE | BENZIE COUNTY TREASURER | PETTY CASH REIMBURSEMENT | 17.25 | 91745 |
| 101-233-730.00 | POSTAGE | VISA | OCTOBER VISA BILL FOR 23/24 BUDGET YEAF | 193.17 | 43 |
| 101-233-800.00 | CONTRACTED SERVICES | FP FINANCE PROGRAM | POSTAGE METER RENTAL | 234.00 | 91681 |
| 101-233-874.00 | MEDICAL INSURANCE - RETIREES | BLUE CARE NETWORK | GROUP#00189733 SUB#0002 RETIREE NOVEMBE | 1,733.99 | 91653 |
| 101-233-874.00 | MEDICAL INSURANCE - RETIREES | DELTA DENTAL PLAN OF MICH | CLIENT #0110900001 FOR MONTH OF NOVEMBE | 191.96 | 91667 |
| 101-233-874.00 | MEDICAL INSURANCE - RETIREES | FIDELITY SECURITY LIFE INS | NOVEMBER 2023 EYE INSURANCE FOR RETIREE | 32.48 | 91752 |
| 101-233-874.00 | MEDICAL INSURANCE - RETIREES | KOSIBOSKI, JEFFREY | RETIREE HEALTH SUPPLEMENT BENEFIT PER C | 175.00 | 91839 |
| 101-233-874.00 | MEDICAL INSURANCE - RETIREES | TUCKER, DAVID | RETIREE, HEALTH SUPPLEMENT BENEFIT | 175.00 | 91876 |
| 101-233-940.20 | EQUIPMENT LEASE | WELLS FARGO VENDOR FIN SEF | CONTRACT 450-0236145-001 BP-50C45 | 155.51 | 91733 |
| 101-233-940.20 | EQUIPMENT LEASE-40029846 | TEAM FINANCIAL GROUP, INC. | CUSTOMER #40029846 CONTRACT #40029846-1 | 189.93 | 91786 |
| 101-233-940.20 | EQUIPMENT LEASE-40033811 | TEAM FINANCIAL GROUP, INC. | CUSTOMER #40033811 CONTRACT #40033811-1 | 73.19 | 91867 |
| Total For Dept 233 CENTRAL SERVICES | | | | 3,171.48 | |
| Dept 253 COUNTY TREASURER | | | | | |

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|--|----------------------------------|---------------------------|---|-----------|---------|
| Fund 101 GENERAL FUND | | | | | |
| Dept 253 COUNTY TREASURER | | | | | |
| 101-253-717.00 | MEDICAL/DENTAL/VISION INSURANCE | DELTA DENTAL PLAN OF MICH | CLIENT #0110900001 FOR MONTH OF NOVEMBE | 182.67 | 91667 |
| 101-253-717.00 | MEDICAL/DENTAL/VISION INSURANCE | FIDELITY SECURITY LIFE IN | NOVEMBER 2023 EYE INSURANCE | 29.32 | 91753 |
| 101-253-718.00 | SHORT/LONG TERM DISABILITY | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 57.34 | 91724 |
| 101-253-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 10.50 | 91724 |
| 101-253-860.00 | TRAVEL | LONG, KELLY | MILEAGE FOR BSA TRAINING | 433.93 | 91767 |
| 101-253-860.00 | TRAVEL | THOMPSON, MICHELLE | MILEAGE | 61.64 | 91789 |
| 101-253-860.00 | TRAVEL | THOMPSON, MICHELLE | REIMBURSEMENT FOR LAND BANK QTRLY MEETI | 478.75 | 91870 |
| 101-253-955.00 | DUES & REGISTRATIONS | MACT | MEMBERSHIP DUES / LEGAL DEFENSE FUND PF | 275.00 | 91770 |
| 101-253-955.00 | DUES & REGISTRATIONS | VISA | OCTOBER VISA 22/23 PORITON | 488.90 | 43 |
| Total For Dept 253 COUNTY TREASURER | | | | 2,018.05 | |
| Dept 257 EQUALIZATION DEPARTMENT | | | | | |
| 101-257-717.00 | MEDICAL/DENTAL/VISION INSURANCE | DELTA DENTAL PLAN OF MICH | CLIENT #0110900001 FOR MONTH OF NOVEMBE | 133.36 | 91667 |
| 101-257-717.00 | MEDICAL/DENTAL/VISION INSURANCE | FIDELITY SECURITY LIFE IN | NOVEMBER 2023 EYE INSURANCE | 23.20 | 91753 |
| 101-257-718.00 | SHORT/LONG TERM DISABILITY | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 78.24 | 91724 |
| 101-257-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 10.50 | 91724 |
| 101-257-860.00 | TRAVEL | LINDSAY, BRIANNE | MILEAGE FOR CONTINUING ED AND MAED MEET | 124.45 | 91842 |
| 101-257-860.00 | TRAVEL | TRISH PLOTT | TRAVEL TO CLARE FOR CONTINUING EDUCATIC | 131.66 | 91875 |
| 101-257-955.00 | DUES & REGISTRATIONS | NORTHWEST MICHIGAN ASSESS | MEMBERSHIP RENEWAL NWMAA - BRIANNE | 20.00 | 91778 |
| 101-257-955.00 | DUES & REGISTRATIONS | STATE OF MICHIGAN | 2024 ASSESSOR RENEWAL X2 (B.LINDSAY & T | 350.00 | 91785 |
| Total For Dept 257 EQUALIZATION DEPARTMENT | | | | 871.41 | |
| Dept 262 ELECTIONS | | | | | |
| 101-262-727.00 | OFFICE SUPPLIES - BALLOTS | ELECTION SOURCE | BALLOTS & PROGRAMMING FOR NOV 2023 | 15,634.13 | 91673 |
| 101-262-727.00 | OFFICE SUPPLIES - BALLOTS | SPECTRUM PRINTERS, INC | VOTE TEST DECKS FOR NOVEMBER 2023 ELECI | 450.00 | 91860 |
| 101-262-860.00 | TRAVEL | BOWERS, TAMMY | CLERK DUTIES FOR ELECTION | 22.92 | 91812 |
| 101-262-860.00 | TRAVEL | KIM CHILDS | TRAVEL TO INLAND TOWNSHIP | 19.65 | 91837 |
| 101-262-905.00 | PRINTING & PUBLISHING - SUPPLY K | THE PIONEER GROUP | NOTICE OF ELECTION & CRYSTAL LAKE ACCE | 1,012.50 | 91788 |
| Total For Dept 262 ELECTIONS | | | | 17,139.20 | |
| Dept 265 BUILDING & GROUNDS | | | | | |
| 101-265-717.00 | MEDICAL/DENTAL/VISION INSURANCE | DELTA DENTAL PLAN OF MICH | CLIENT #0110900001 FOR MONTH OF NOVEMBE | 27.84 | 91667 |
| 101-265-717.00 | MEDICAL/DENTAL/VISION INSURANCE | FIDELITY SECURITY LIFE IN | NOVEMBER 2023 EYE INSURANCE | 4.64 | 91753 |
| 101-265-718.00 | SHORT/LONG TERM DISABILITY | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 28.62 | 91724 |
| 101-265-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 3.50 | 91724 |
| 101-265-750.00 | MAINTENANCE SUPPLIES | NUGENT ACE HARDWARE | LIGHT BULBS | 47.97 | 91708 |
| 101-265-750.00 | MAINTENANCE SUPPLIES | KSS | KITCHEN ROLL TOWEL FOR JAIL | 22.32 | 91765 |
| 101-265-750.00 | MAINTENANCE SUPPLIES | NUGENT ACE HARDWARE | FILTER BAGS FOR SHOP VAC | 19.99 | 91779 |
| 101-265-750.00 | MAINTENANCE SUPPLIES | KSS | SUPPLIES FOR JAIL | 204.67 | 91840 |
| 101-265-750.00 | MAINTENANCE SUPPLIES | NUGENT ACE HARDWARE | PAINT & ROLLERS | 59.98 | 91853 |
| 101-265-800.00 | CONTRACTED SERVICES | KATHY HELINE CLEANING | CAMPUS CLEANING FOR MONTH OF OCTOBER 2 | 5,600.00 | 91692 |
| 101-265-800.00 | CONTRACTED SERVICES | TKS SECURITY | GOV CENTER ACCESS CONTROL SERVICES (38 | 1,824.00 | 91790 |
| 101-265-800.00 | CONTRACTED SERVICES | KONE INC. | MAINTENANCE AGREEMENT 11/1/23 THROUGH | 233.49 | 91838 |
| 101-265-821.00 | GARBAGE DISPOSAL | GFL ENVIRONMENTAL | ACCT #002126461 WASTE MANAGEMENT SHERIF | 41.66 | 91823 |
| 101-265-821.00 | GARBAGE DISPOSAL-MAIN BUILDING 2 | GFL ENVIRONMENTAL | ACCT # 002110103 WASTE MANAGEMENT GOVEF | 277.44 | 91825 |
| 101-265-853.00 | CELL PHONES | VERIZON WIRELESS | ACCT# 842083652-00001 SEP 13-OCT 12 | 43.64 | 91731 |
| 101-265-853.00 | CELLULAR PHONES | ZEITS, KATIE | MONTHLY STIPEND PHONE | 30.00 | 91878 |
| 101-265-935.00 | BUILDING REPAIRS | CRYSTAL WATER WORKS | WINTERIZATION OF SEGMENTED IRRIGATION S | 59.91 | 91820 |
| 101-265-935.00 | BUILDING REPAIRS | HURST MECHANICAL | PREVENTATIVE MAINTENACE JAIL | 549.20 | 91829 |
| 101-265-970.00 | EQUIPMENT | VISA | OCTOBER VISA 22/23 PORITON | 81.00 | 43 |
| Total For Dept 265 BUILDING & GROUNDS | | | | 9,159.87 | |
| Dept 283 CIRCUIT COURT | | | | | |

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|-------------------------|--|--|---|----------|---------|
| Fund 101 GENERAL FUND | | | | | |
| Dept 283 CIRCUIT COURT | | | | | |
| 101-283-804.00 | RECORDING SERVICES | MARCIA TOMKIEWICZ | RECORDING SEVICES FOR BENZIE COUNTY FAM | 150.00 | 91700 |
| 101-283-810.00 | LEGAL FEES - COURT APPOINTED ATT SMITH & JOHNSON ATTORNEYS, CT. APPT ATTY 19-3077-DL | | | 277.50 | 91722 |
| 101-283-810.00 | LEGAL FEES - COURT APPOINTED ATT SMITH & JOHNSON ATTORNEYS, CT. ATPT ATTY 23-3262-NA | | | 337.50 | 91722 |
| 101-283-810.00 | LEGAL FEES - COURT APPOINTED ATT SMITH & JOHNSON ATTORNEYS, CT APPT ATTY 21-11607-DS | | | 97.50 | 91722 |
| 101-283-810.00 | LEGAL FEES - COURT APPOINTED ATT NORTH POINTE LEGAL, PLC | | COURT APPOINTED ATTY FOR VARIOUS NA CAS | 165.00 | 91776 |
| 101-283-810.00 | LEGAL FEES - COURT APPOINTED ATT NORTH POINTE LEGAL, PLC | | COURT APPOINTED ATTY FOR VARIOUS NA CAS | 45.00 | 91776 |
| 101-283-810.00 | LEGAL FEES - COURT APPOINTED ATT NORTH POINTE LEGAL, PLC | | COURT APPOINTED ATTY FOR VARIOUS NA CAS | 150.00 | 91776 |
| 101-283-810.00 | LEGAL FEES - COURT APPOINTED ATT NORTH POINTE LEGAL, PLC | | COURT APPOINTED ATTY FOR VARIOUS NA CAS | 45.00 | 91776 |
| 101-283-810.00 | LEGAL FEES - COURT APPOINTED ATT NORTH POINTE LEGAL, PLC | | COURT APPOINTED ATTY FOR VARIOUS NA CAS | 127.50 | 91776 |
| 101-283-810.00 | LEGAL FEES - COURT APPOINTED ATT OHEARN LEGAL | | CT. APPT ATTY | 1,132.50 | 91780 |
| 101-283-810.00 | LEGAL FEES - COURT APPOINTED ATT MCDONALD, PATRICK | | COURT APPOINTED ATTY FOR VARIOUS NA CAS | 1,678.15 | 91848 |
| 101-283-810.00 | LEGAL FEES - COURT APPOINTED ATT SPILLAN, JOHN | | COURT APPOINTED ATTY - NA FEES | 1,807.50 | 91861 |
| 101-283-812.00 | APPEALS COURT - LEGAL FEES | ASHLEY SIEGEL, P81011 | 22-2823-FC APPELLATE ATTORNEY ORDER FOF | 318.53 | 91739 |
| 101-283-813.00 | PROBATION EXPENSES | WELLS FARGO VENDOR FIN SEF | PROBATION COPIER FEES FOR 10/27/23 THRU | 67.52 | 91877 |
| 101-283-860.00 | TRAVEL | SHELBY MCCOLL | MILEAGE & MEALS | 223.16 | 91720 |
| 101-283-860.00 | TRAVEL | KELLEY, CLAYTON | BENZIE LUNCH FOR OCTOBER | 24.11 | 91763 |
| 101-283-860.00 | TRAVEL | LUCIUS, KATLYN | RECORDING IN BENZIE | 9.54 | 91769 |
| 101-283-860.00 | TRAVEL | SHELBY MCCOLL | MILEAGE & MEALS FOR 10/3& 10/24 | 327.24 | 91784 |
| 101-283-860.00 | TRAVEL | FELICZAK, KAREN | TRAVEL EXP FOR 10/4/2023 THRU 10/25/202 | 178.16 | 91822 |
| 101-283-967.00 | PROJECT EXPENSES - DRUG COURT GR | KENNETH HILLIARD | CONTRACTED SERVICES FOR DRUG COURT COOF | 1,600.55 | 91836 |
| | | Total For Dept 283 CIRCUIT COURT | | 8,761.96 | |
| Dept 286 DISTRICT COURT | | | | | |
| 101-286-717.00 | MEDICAL/DENTAL/VISION INSURANCE | DELTA DENTAL PLAN OF MICHICLIENT #0110900001 | FOR MONTH OF NOVEMBE | 313.11 | 91667 |
| 101-286-717.00 | MEDICAL/DENTAL/VISION INSURANCE | FIDELITY SECURITY LIFE INENOVEMBER 2023 | EYE INSURANCE | 52.52 | 91753 |
| 101-286-718.00 | SHORT/LONG TERM DISABILITY | STANDARD INSURANCE COMPANYPOLICY #00 761476 | DIVISION#0001 FOR NOV | 208.00 | 91724 |
| 101-286-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPANYPOLICY #00 761476 | DIVISION#0001 FOR NOV | 26.78 | 91724 |
| 101-286-727.00 | OFFICE SUPPLIES | AMAZON CAPITAL SERVICES, I | OFFICE SUPPLIES | 169.47 | 91641 |
| 101-286-727.00 | OFFICE SUPPLIES | PREMIER BIOTECH LLC | 10 PANEL ORAL TOX | 192.45 | 91711 |
| 101-286-727.00 | OFFICE SUPPLIES | VISA | OCTOBER VISA 22/23 PORITON | 21.19 | 43 |
| 101-286-727.00 | OFFICE SUPPLIES | AMAZON CAPITAL SERVICES, I | OFFICE SUPPLIES | 128.55 | 91801 |
| 101-286-727.00 | OFFICE SUPPLIES | JACKPINE BUSINESS CENTERS ACCT# 11188 | OFFICE SUPPLIES | 412.00 | 91831 |
| 101-286-727.00 | OFFICE SUPPLIES | MCCARDEL WATER CONDITIONIN | COOLER RENTAL | 12.00 | 91847 |
| 101-286-727.00 | OFFICE SUPPLIES | MCCARDEL WATER CONDITIONIN | BOTTLE WATER | 40.00 | 91847 |
| 101-286-805.10 | PROBATE CT APPOINTED ATTORNEY | MICHAEL STAAKE | ATTY FEES | 50.00 | 91704 |
| 101-286-805.10 | PROBATE CT APPOINTED ATTORNEY | BARE & WESTFALL, P.C. | 22-0056-GM ATTY FEES | 110.00 | 91805 |
| 101-286-805.10 | PROBATE CT APPOINTED ATTORNEY | BARE & WESTFALL, P.C. | AGUST 2023-SEPTEMBER 2023 | 80.00 | 91805 |
| 101-286-805.10 | PROBATE CT APPOINTED ATTORNEY | BARE & WESTFALL, P.C. | OCTOBER 2023 ATTY FEES | 85.00 | 91805 |
| 101-286-805.10 | PROBATE CT APPOINTED ATTORNEY | KEHR, LINDA MOOREY ATTY | 94-75095-DD ATTY FEES | 250.00 | 91835 |
| 101-286-807.00 | JURY FEES | ALAINA CANDACE MIKOWSKI | JURY DUTY | 33.75 | 91640 |
| 101-286-807.00 | JURY FEES | ANDREW FRANCIS RICHARDS | JURY DUTY | 38.75 | 91642 |
| 101-286-807.00 | JURY FEES | AYLSWORTH, TRACI, AMY-DEAN | JURY DUTY | 46.25 | 91644 |
| 101-286-807.00 | JURY FEES | CAROL GNKLER JOHNSON | JURY DUTY | 24.38 | 91656 |
| 101-286-807.00 | JURY FEES | DARLENE KAY MATHIEU | JURY DUTY | 36.88 | 91663 |
| 101-286-807.00 | JURY FEES | DARRELL DUANE DONTJE | JURY DUTY | 48.75 | 91664 |
| 101-286-807.00 | JURY FEES | DEBORAH DEEMER BEAN | JURY DUTY | 40.63 | 91665 |
| 101-286-807.00 | JURY FEES | DONALD JOHN SCHMID | JURY DUTY | 16.88 | 91668 |
| 101-286-807.00 | JURY FEES | HALI ADELINE SOBCZAK | JURY DUTY | 53.75 | 91684 |
| 101-286-807.00 | JURY FEES | JAMES WILLIAM BANDLOW | JURY DUTY | 37.50 | 91687 |
| 101-286-807.00 | JURY FEES | JOHN EDWARD BAKER | JURY DUTY | 30.63 | 91689 |
| 101-286-807.00 | JURY FEES | KENT EDWARD FOWLER | JURY DUTY | 16.88 | 91693 |
| 101-286-807.00 | JURY FEES | KIMBERLY ANN HARM | JURY DUTY | 24.38 | 91694 |

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
 EXP CHECK RUN DATES 10/20/2023 - 11/09/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|---------------------------------|--|---|----------|---------|
| Fund 101 GENERAL FUND | | | | | |
| Dept 286 DISTRICT COURT | | | | | |
| 101-286-807.00 | JURY FEES | MATTHEW CARL EGELER | JURY DUTY | 55.00 | 91701 |
| 101-286-807.00 | JURY FEES | MICHAEL JEROME COOK | JURY DUTY | 40.00 | 91703 |
| 101-286-807.00 | JURY FEES | NORTHRUP, SANDY | JURY DUTY | 40.00 | 91707 |
| 101-286-807.00 | JURY FEES | PAMELA SUE STOOPS | JURY DUTY | 22.50 | 91709 |
| 101-286-807.00 | JURY FEES | PAUL DENNIS MALLON | JURY DUTY | 24.38 | 91710 |
| 101-286-807.00 | JURY FEES | RANDY ALAN BELL | JURY DUTY | 39.38 | 91712 |
| 101-286-807.00 | JURY FEES | ROGER ALLEN KNAPP | JURY DUTY | 22.50 | 91713 |
| 101-286-807.00 | JURY FEES | RUTH ANNE MAZUR | JURY DUTY | 40.00 | 91715 |
| 101-286-807.00 | JURY FEES | RYAN RUSSELL GRANT | JURY DUTY | 33.75 | 91716 |
| 101-286-807.00 | JURY FEES | SAM E ESSE III | JURY DUTY | 43.75 | 91717 |
| 101-286-807.00 | JURY FEES | SAMUEL HAWKEN-VANWOLFFEREN | JURY DUTY | 25.00 | 91718 |
| 101-286-807.00 | JURY FEES | TERRY CHARLES CONGER | JURY DUTY | 28.75 | 91728 |
| 101-286-807.00 | JURY FEES | TRENTON JOHN PRESCOTT | JURY DUTY | 40.00 | 91729 |
| 101-286-807.00 | JURY FEES | VALERIE KAY RISSI | JURY DUTY | 22.50 | 91730 |
| 101-286-807.00 | JURY FEES | VERL CLAYTON KOSKI | JURY DUTY | 23.75 | 91732 |
| 101-286-807.00 | JURY FEES | WILLIAM JOHN FORD | JURY DUTY | 58.13 | 91735 |
| 101-286-807.00 | JURY FEES | WILLIAM KEITH CLARK | JURY DUTY | 35.00 | 91736 |
| 101-286-807.00 | JURY FEES | AUSTIN MITCHELL SCOTT | JURY DUTY | 35.00 | 91740 |
| 101-286-807.00 | JURY FEES | GRETCHEN ANITA BEOKELOO-NZ | JURY DUTY | 19.38 | 91757 |
| 101-286-807.00 | JURY FEES | JERRY LEROY CONQUEST | JURY DUTY | 33.75 | 91760 |
| 101-286-853.00 | CELLULAR PHONES | VERIZON WIRELESS | ACCT# 842083652-00001 SEP 13-OCT 12 | 195.31 | 91731 |
| 101-286-900.00 | PRINTING & PUBLISHING | THE PIONEER GROUP | NOTICE OF HEARING | 99.65 | 91869 |
| 101-286-955.00 | DUES & REGISTRATIONS | MADCPO | MEMBERSHIP APPLICATION TO JOIN MADCPO | 25.00 | 91698 |
| 101-286-955.00 | DUES & REGISTRATIONS | VISA | OCTOBER VISA 22/23 PORITON | 450.38 | 43 |
| 101-286-962.20 | JIS RELATED COSTS | JUDICIAL MANAGMENT SYSTEMS | JMS/JIS | 100.00 | 91834 |
| Total For Dept 286 DISTRICT COURT | | | | 4,153.34 | |
| Dept 296 PROSECUTING ATTORNEY | | | | | |
| 101-296-717.00 | MEDICAL/DENTAL/VISION INSURANCE | DELTA DENTAL PLAN OF MICHICLIENT #0110900001 | FOR MONTH OF NOVEMBE | 238.35 | 91667 |
| 101-296-717.00 | MEDICAL/DENTAL/VISION INSURANCE | FIDELITY SECURITY LIFE INC | NOVEMBER 2023 EYE INSURANCE | 38.60 | 91753 |
| 101-296-718.00 | SHORT/LONG TERM DISABILITY | STANDARD INSURANCE COMPANYPOLICY #00 761476 | DIVISION#0001 FOR NOV | 128.07 | 91724 |
| 101-296-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPANYPOLICY #00 761476 | DIVISION#0001 FOR NOV | 17.50 | 91724 |
| 101-296-727.00 | OFFICE SUPPLIES | VISA | OCTOBER VISA 22/23 PORITON | 99.98 | 43 |
| 101-296-853.00 | CELLULAR PHONES | VERIZON WIRELESS | ACCT# 842083652-00001 SEP 13-OCT 12 | 87.28 | 91731 |
| 101-296-901.00 | RESOURCE MATERIALS | RELX INC. DBA LEXISNEXIS | OCTOBER 2023 SERVICES | 181.00 | 91856 |
| 101-296-955.00 | DUES & REGISTRATIONS | STATE BAR OF MICHIGAN | LICENSE RENEWAL: P71633, P85539 & P8261 | 1,245.00 | 91725 |
| Total For Dept 296 PROSECUTING ATTORNEY | | | | 2,035.78 | |
| Dept 301 SHERIFF | | | | | |
| 101-301-717.00 | MEDICAL/DENTAL/VISION INSURANCE | DELTA DENTAL PLAN OF MICHICLIENT #0110900001 | FOR MONTH OF NOVEMBE | 1,340.18 | 91667 |
| 101-301-717.00 | MEDICAL/DENTAL/VISION INSURANCE | FIDELITY SECURITY LIFE INC | NOVEMBER 2023 EYE INSURANCE | 194.28 | 91753 |
| 101-301-718.00 | SHORT/LONG TERM DISABILITY | STANDARD INSURANCE COMPANYPOLICY #00 761476 | DIVISION#0001 FOR NOV | 607.11 | 91724 |
| 101-301-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPANYPOLICY #00 761476 | DIVISION#0001 FOR NOV | 66.50 | 91724 |
| 101-301-727.00 | OFFICE SUPPLIES | AMAZON CAPITAL SERVICES, I | DUCT TAPE | 36.00 | 91801 |
| 101-301-748.00 | GAS, OIL & GREASE | WEX BANK | FUEL 0916 TO 10152023 BC | 98.05 | 91734 |
| 101-301-748.00 | GAS, OIL & GREASE | BENZIE COUNTY ROAD COMMISSE | OCTOBER 2023 FUEL SHERIFF'S OFFICE | 4,012.26 | 91744 |
| 101-301-748.00 | GAS, OIL & GREASE | WATSON BENZIE LLC | 19-4 OIL CHNG TIRE ROT CONTRACT 102291 | 340.00 | 91793 |
| 101-301-749.00 | VEHICLE REPAIRS | BAYSHORE TIRE & AUTO | 21-4 TIRE PATCH | 35.00 | 91742 |
| 101-301-749.00 | VEHICLE REPAIRS | NUGENT ACE HARDWARE | OCT 23 BILLING | 17.98 | 91779 |
| 101-301-751.00 | UNIFORMS | BENZIE COUNTY SHERIFF OFFI | PETTY CASH 10/01 TO 11/08/2023 | 19.07 | 91806 |
| 101-301-752.10 | DRY CLEANERS | ROBBIE'S DRY CLEANERS, INC | DRY CLEANING OCT 2023 | 59.75 | 91858 |
| 101-301-850.00 | TELEPHONE | CHARTER COMMUNICATIONS | SERVICE 10/21/2023 TO 11/20/2023 | 22.20 | 91748 |
| 101-301-853.00 | CELLULAR PHONES-ROAD PATROL | VERIZON WIRELESS | CELL PHONES 09132023 TO 10122023 | 678.29 | 91731 |

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
 EXP CHECK RUN DATES 10/20/2023 - 11/09/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|--|---------------------------------|----------------------------|---|----------|---------|
| Fund 101 GENERAL FUND | | | | | |
| Dept 301 SHERIFF | | | | | |
| 101-301-961.00 | TRAINING & SCHOOLS | DELTA COLLEGE | ABANDON VEHICLE TRNG - M MAKOWSKI | 135.00 | 91666 |
| 101-301-961.00 | TRAINING & SCHOOLS | BENZIE COUNTY SHERIFF OFF | PETTY CASH 10/01 TO 11/08/2023 | 75.63 | 91806 |
| Total For Dept 301 SHERIFF | | | | 7,737.30 | |
| Dept 333 SECONDARY ROAD PATROL | | | | | |
| 101-333-717.00 | MEDICAL/DENTAL/VISION INSURANCE | DELTA DENTAL PLAN OF MICH | CLIENT #0110900001 FOR MONTH OF NOVEMBE | 102.07 | 91667 |
| 101-333-717.00 | MEDICAL/DENTAL/VISION INSURANCE | FIDELITY SECURITY LIFE IN | NOVEMBER 2023 EYE INSURANCE | 15.40 | 91753 |
| 101-333-718.00 | SHORT/LONG TERM DISABILITY | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 35.08 | 91724 |
| 101-333-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 3.50 | 91724 |
| 101-333-748.00 | GAS, OIL & GREASE | BENZIE COUNTY ROAD COMMIS | OCTOBER 2023 FUEL SHERIFF'S OFFICE | 335.43 | 91744 |
| Total For Dept 333 SECONDARY ROAD PATROL | | | | 491.48 | |
| Dept 334 ZERO TOLERANCE, BAILIFF | | | | | |
| 101-334-751.00 | UNIFORMS | AMAZON CAPITAL SERVICES, I | BAILIFF UNIFORMS | 49.95 | 91738 |
| Total For Dept 334 ZERO TOLERANCE, BAILIFF | | | | 49.95 | |
| Dept 426 EMERGENCY MANAGEMENT | | | | | |
| 101-426-717.00 | MEDICAL/DENTAL/VISION INSURANCE | DELTA DENTAL PLAN OF MICH | CLIENT #0110900001 FOR MONTH OF NOVEMBE | 52.76 | 91667 |
| 101-426-717.00 | MEDICAL/DENTAL/VISION INSURANCE | FIDELITY SECURITY LIFE IN | NOVEMBER 2023 EYE INSURANCE | 9.28 | 91753 |
| 101-426-718.00 | SHORT/LONG TERM DISABILITY | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 36.60 | 91724 |
| 101-426-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 3.50 | 91724 |
| 101-426-860.00 | TRAVEL | HUBERS, REBECCA | NOVEMBER MILEAGE - EM | 111.35 | 91828 |
| 101-426-957.00 | MISCELLANEOUS | CHARTER COMMUNICATIONS | ACCT #005283701 EMERGENCY MANAGEMENT-TV | 25.82 | 91657 |
| 101-426-957.00 | MISCELLANEOUS | CHARTER COMMUNICATIONS | ACCT#005283701 EMERGENCY MANAGEMNET TV | 73.18 | 91658 |
| 101-426-957.00 | MISCELLANEOUS | CHARTER COMMUNICATIONS | ACCT#005283701 EMERGECNY MANAGEMENT TV | 73.18 | 91659 |
| 101-426-957.00 | MISCELLANEOUS | CHARTER COMMUNICATIONS | ACCT#005283701 EMERGECNY MANAGEMENT TV | 73.18 | 91660 |
| 101-426-957.00 | MISCELLANEOUS | CHARTER COMMUNICATIONS | ACCT#005283701 EMERGENCY MANAGEMENT TV | 71.58 | 91661 |
| 101-426-961.00 | TRAINING & SCHOOLS | VISA | OCTOBER VISA BILL FOR 23/24 BUDGET YEAF | 170.00 | 43 |
| 101-426-970.00 | EQUIPMENT | AMAZON CAPITAL SERVICES, I | EM - TWO TV MOUNTS FOR NEW EOC AND CERI | 190.06 | 91801 |
| Total For Dept 426 EMERGENCY MANAGEMENT | | | | 890.49 | |
| Dept 442 DRAIN COMMISSION | | | | | |
| 101-442-819.00 | CONTRACT SERVICE - LAKE LEVELS | DIXON, CRAIG | MONTHLY CONTRACTED SERVICES FOR DAM WAI | 333.33 | 91821 |
| Total For Dept 442 DRAIN COMMISSION | | | | 333.33 | |
| Dept 648 MEDICAL EXAMINER | | | | | |
| 101-648-970.00 | EQUIPMENT- MEDICAL EXAMINER | TRINITY FLUIDS | SUPPLIES | 340.95 | 91791 |
| Total For Dept 648 MEDICAL EXAMINER | | | | 340.95 | |
| Dept 649 MENTAL HEALTH | | | | | |
| 101-649-836.00 | APPROPRIATIONS | CENTRA WELLNESS NETWORK | MONTHLY APPROPRIATION NOVEMBER 2023 | 9,731.75 | 91815 |
| Total For Dept 649 MENTAL HEALTH | | | | 9,731.75 | |
| Dept 662 JUVENILE DIVISION | | | | | |
| 101-662-727.00 | OFFICE SUPPLIES | MCCARDEL WATER CONDITIONI | BOTTLE WATER & DELIVERY FEE | 19.00 | 91847 |
| 101-662-957.40 | NON REIMBURSABLE EXPENSES | MAFCA | 2024 MEMEBRSHIP APPLICATION | 200.00 | 91845 |
| Total For Dept 662 JUVENILE DIVISION | | | | 219.00 | |
| Dept 670 DHHS BOARD | | | | | |
| 101-670-721.00 | PER DIEM - DHHS BOARD | HARRISON, SCOTT | DHHS BOARD MEETING | 40.00 | 91826 |
| 101-670-721.00 | PER DIEM - DHHS BOARD | JOWETT, GAYLORD | DHHS BOARD MEETING | 40.00 | 91833 |
| 101-670-721.00 | PER DIEM - DHHS BOARD | SCHAFFER, DONALD E. | DHHS BOARD MEETING | 40.00 | 91859 |
| 101-670-860.00 | TRAVEL - DHHS BOARD | SCHAFFER, DONALD E. | DHHS BOARD MEETING | 5.89 | 91859 |

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 10/20/2023 - 11/09/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|--|----------------------------------|---------------------------|---|-----------|---------|
| Fund 101 GENERAL FUND | | | | | |
| Dept 670 DHHS BOARD | | | | | |
| Total For Dept 670 DHHS BOARD | | | | 125.89 | |
| Dept 711 REGISTER OF DEEDS | | | | | |
| 101-711-717.00 | MEDICAL/DENTAL/VISION INSURANCE | DELTA DENTAL PLAN OF MICH | CLIENT #0110900001 FOR MONTH OF NOVEMBE | 182.67 | 91667 |
| 101-711-717.00 | MEDICAL/DENTAL/VISION INSURANCE | FIDELITY SECURITY LIFE IN | NOVEMBER 2023 EYE INSURANCE | 29.32 | 91753 |
| 101-711-718.00 | SHORT/LONG TERM DISABILITY | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 54.42 | 91724 |
| 101-711-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 10.50 | 91724 |
| 101-711-727.00 | OFFICE SUPPLIES | VISA | OCTOBER VISA 22/23 PORITON | 280.31 | 43 |
| 101-711-800.00 | CONTRACTED SERVICES - LAREDO | FIDLAR TECHNOLOGIES INC | LAREDO LICENSE FEE/SEPTEMBER 2023 | 1,735.64 | 91678 |
| 101-711-800.00 | CONTRACTED SERVICES - LAREDO | FIDLAR TECHNOLOGIES INC | LAREDO USAGE APRIL 2023 | 1,260.39 | 91678 |
| 101-711-955.00 | DUES & REGISTRATIONS | VISA | OCTOBER VISA 22/23 PORITON | 472.50 | 43 |
| Total For Dept 711 REGISTER OF DEEDS | | | | 4,025.75 | |
| Dept 751 PARKS & RECREATION DEPARTMENT | | | | | |
| 101-751-721.00 | PER DIEM | BARB IKENS | PARKS AND RECREATION MEETING | 40.00 | 91646 |
| 101-751-721.00 | PER DIEM-PARKS & REC | BEECHRAFT, PAUL | PARKS AND RECREATION MEETING | 40.00 | 91647 |
| 101-751-721.00 | PER DIEM | DUPERRON, SEAN | PARKS AND RECREATION MEETING | 40.00 | 91672 |
| 101-751-721.00 | PER DIEM | HOOGTERP, EDWARD | PARKS AND RECREATION MEETING | 40.00 | 91686 |
| 101-751-721.00 | PER DIEM | KRAUS, CHARLES | PARKS AND RECREATION MEETING | 40.00 | 91695 |
| 101-751-721.00 | PER DIEM | SKURDALL, BARBARA | PARKS AND RECREATION MEETING | 40.00 | 91721 |
| 101-751-860.00 | TRAVEL | BARB IKENS | PARKS AND RECREATION MEETING | 9.83 | 91646 |
| 101-751-860.00 | TRAVE-PARKS & REC | BEECHRAFT, PAUL | PARKS AND RECREATION MEETING | 20.96 | 91647 |
| 101-751-860.00 | TRAVEL | DUPERRON, SEAN | PARKS AND RECREATION MEETING | 11.14 | 91672 |
| 101-751-860.00 | TRAVEL | HOOGTERP, EDWARD | PARKS AND RECREATION MEETING | 1.97 | 91686 |
| 101-751-860.00 | TRAVEL | KRAUS, CHARLES | PARKS AND RECREATION MEETING | 14.41 | 91695 |
| 101-751-860.00 | TRAVEL | SKURDALL, BARBARA | PARKS AND RECREATION MEETING | 1.97 | 91721 |
| 101-751-900.00 | PRINTING & PUBLISHING | THE PIONEER GROUP | NOTICE OF ELECTION & CRYSTAL LAKE ACCES | 219.30 | 91788 |
| Total For Dept 751 PARKS & RECREATION DEPARTMENT | | | | 519.58 | |
| Total For Fund 101 GENERAL FUND | | | | 92,884.70 | |
| Fund 210 AMBULANCE FUND | | | | | |
| Dept 265 BUILDING & GROUNDS | | | | | |
| 210-265-750.00 | MAINTENANCE SUPPLIES | MI PEST | ST 2 PEST CONTROL | 66.00 | 91775 |
| 210-265-750.00 | MAINTENANCE SUPPLIES-EMS 2115152 | GFL ENVIRONMENTAL | ACCT #002115152 WASTE MANAGEMENT EMS TH | 130.71 | 91824 |
| 210-265-820.00 | GROUNDS MAINTENANCE | MI PEST | ST 3 PEST | 61.00 | 91849 |
| 210-265-850.01 | INTERNET, PHONE, CABLE | BRIGHTSPEED | INTERNET/PHONE CHARGES | 144.31 | 91747 |
| 210-265-850.01 | INTERNET, PHONE, CABLE | CHARTER COMMUNICATIONS | ST3 | 276.39 | 91816 |
| 210-265-853.00 | PHONES/TABLETS | A.T. & T. | CELL PHONE BLL, EMS, ACO, DISPATCH | 298.60 | 91638 |
| 210-265-923.00 | FUEL/PROPANE-EMS PARK AVE 9100 2 | DTE ENERGY | ACCT #9100 209 2902 2 EMS PARK SEPT 12- | 33.58 | 91669 |
| 210-265-923.00 | FUEL/PROPANE-EMS TVILLE 9200 059 | DTE ENERGY | ACCT #9200 059 5461 4 EMS TVILLE SEPT 1 | 67.74 | 91670 |
| 210-265-923.00 | FUEL/PROPANE-EMS PINE LN 9100 20 | DTE ENERGY | ACCT #9100 209 3107 7 EMS PINE SEPT 12- | 57.67 | 91671 |
| Total For Dept 265 BUILDING & GROUNDS | | | | 1,136.00 | |
| Dept 651 EMERGENCY MEDICAL TECHNICIANS | | | | | |
| 210-651-717.00 | MEDICAL/DENTAL/VISION INSURANCE | DELTA DENTAL PLAN OF MICH | CLIENT #0110900001 FOR MONTH OF NOVEMBE | 129.91 | 91667 |
| 210-651-717.00 | MEDICAL/DENTAL/VISION INSURANCE | FIDELITY SECURITY LIFE IN | NOVEMBER 2023 EYE INSURANCE | 20.04 | 91753 |
| 210-651-718.00 | SHORT/LONG TERM DISABILITY | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 58.95 | 91724 |
| 210-651-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 7.00 | 91724 |
| Total For Dept 651 EMERGENCY MEDICAL TECHNICIANS | | | | 215.90 | |
| Dept 655 ADVANCED LIFE SUPPORT (ALS) | | | | | |
| 210-655-717.00 | MEDICAL/DENTAL/VISION INSURANCE | DELTA DENTAL PLAN OF MICH | CLIENT #0110900001 FOR MONTH OF NOVEMBE | 1,033.97 | 91667 |
| 210-655-717.00 | MEDICAL/DENTAL/VISION INSURANCE | FIDELITY SECURITY LIFE IN | NOVEMBER 2023 EYE INSURANCE | 163.48 | 91753 |

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|--|---------------------------------|-----------------------------|--|-----------|---------|
| Fund 210 AMBULANCE FUND | | | | | |
| Dept 655 ADVANCED LIFE SUPPORT (ALS) | | | | | |
| 210-655-718.00 | SHORT/LONG TERM DISABILITY | STANDARD INSURANCE COMPANY | POLICY #00 761476 DIVISION#0001 FOR NOV | 477.14 | 91724 |
| 210-655-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPANY | POLICY #00 761476 DIVISION#0001 FOR NOV | 47.78 | 91724 |
| 210-655-735.00 | MEDICAL SUPPLIES | TELEFLEX LLC | IO NEEDLSE | 1,345.50 | 91727 |
| 210-655-735.00 | MEDICAL SUPPLIES | BOUND TREE MEDICAL, LLC | BIO HAZARD BAGS | 21.00 | 91746 |
| 210-655-735.00 | MEDICAL SUPPLIES | VISA | OCTOBER VISA BILL FOR 23/24 BUDGET YEAF | 440.13 | 43 |
| 210-655-735.00 | MEDICAL SUPPLIES | BOUND TREE MEDICAL, LLC | MED SUPPLIES | 470.65 | 91811 |
| 210-655-735.00 | MEDICAL SUPPLIES | BOUND TREE MEDICAL, LLC | MED SUPPLIES | 138.19 | 91811 |
| 210-655-735.10 | MEDICAL SUPPLIES - GAS | AIRGAS | OXYGEN | 432.19 | 91639 |
| 210-655-735.10 | MEDICAL SUPPLIES - GAS | AIRGAS | OXYGEN | 301.28 | 91799 |
| 210-655-735.10 | MEDICAL SUPPLIES - GAS | AIRGAS | OXYGEN | 577.58 | 91799 |
| 210-655-748.00 | GAS, OIL & GREASE | WEX BANK | SHELL FUEL | 262.27 | 91734 |
| 210-655-748.00 | GAS, OIL & GREASE-EMS | BENZIE COUNTY ROAD COMMISSE | OCTOBER 2023 FUEL FOR EMS | 2,727.66 | 91744 |
| 210-655-749.00 | VEHICLE REPAIRS | AUTO-WARES | WIPER BLADES | 59.34 | 91741 |
| 210-655-749.00 | VEHICLE REPAIRS | QUALITY CAR & TRUCK REPAIR | A31 OIL AND SERVICE | 470.17 | 91855 |
| 210-655-751.00 | UNIFORMS | MARC ORTH | BOOTS | 150.00 | 91773 |
| 210-655-751.00 | UNIFORMS | TELE-RAD, INC. | CHASE COAT AND JOB SHIRT | 260.00 | 91787 |
| 210-655-751.00 | UNIFORMS | TELE-RAD, INC. | SHIRTS FOR MARC ORTH PLUS 4 FOR GENERAL | 255.94 | 91868 |
| 210-655-860.00 | TRAVEL | MARC ORTH | RTF TASK FORCE TRAINING | 434.48 | 91699 |
| 210-655-860.00 | TRAVEL | ROSE ANN SERZANIN | TRAINING REIMBURSEMENT | 702.86 | 91714 |
| 210-655-860.00 | TRAVEL | LEONARD, RYAN | TRAVEL EXPENSE FOR MANDATORY CLASS | 101.52 | 91766 |
| 210-655-860.00 | TRAVEL | SAMUEL MILLER | MANDITORY TRANING-RESCUE TASK FORCE TRF | 102.18 | 91782 |
| 210-655-860.00 | TRAVEL | WILLIAM JOHNSON | MANIDTORY TRAININGHOUGHTON LAKE RESCUE | 101.52 | 91794 |
| 210-655-956.00 | EMPLOYEE PHYSICALS | MUNSON OCCUPATIONAL HEALTH | DAN M PRE EMPLOYMENT OCC HEALTH APT | 164.00 | 91852 |
| 210-655-961.00 | TRAINING & SCHOOLS | SAMUEL MILLER | MANDITORY TRAINING-RESCUE TASK FORCE TRF | 168.00 | 91782 |
| 210-655-961.00 | TRAINING & SCHOOLS | WILLIAM JOHNSON | MANIDTORY TRAININGHOUGHTON LAKE RESCUE | 438.11 | 91794 |
| 210-655-963.00 | COMPUTER SUPPORT | BS & A SOFTWARE | BS& A SOFTWARE FOR 11/01/23-11/01/2024 | 2,962.57 | 91654 |
| 210-655-963.00 | COMPUTER SUPPORT | VC3 INC | OCTOBER BILLING FOR MICROSOFT LICENSING | 205.53 | 91737 |
| 210-655-963.00 | COMPUTER SUPPORT | VC3 INC | OCTOBER LICENSING FOR CLOUD DATA RECOVER | 41.55 | 91737 |
| Total For Dept 655 ADVANCED LIFE SUPPORT (ALS) | | | | 15,056.59 | |
| Total For Fund 210 AMBULANCE FUND | | | | 16,408.49 | |
| Fund 213 JAIL OPERATIONS FUND | | | | | |
| Dept 265 BUILDING & GROUNDS | | | | | |
| 213-265-718.00 | SHORT/LONG TERM DISABILITY | STANDARD INSURANCE COMPANY | POLICY #00 761476 DIVISION#0001 FOR NOV | 28.63 | 91724 |
| 213-265-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPANY | POLICY #00 761476 DIVISION#0001 FOR NOV | 3.50 | 91724 |
| 213-265-783.00 | EQUIP. SERVICES & SUPPLIES | AMAZON CAPITAL SERVICES, I | JAIL REPAIRS/UNIFORMS | 59.94 | 91738 |
| 213-265-783.00 | EQUIP. SERVICES & SUPPLIES | KSS | KITCHEN ROLL TOWEL FOR JAIL | 54.65 | 91765 |
| 213-265-783.00 | EQUIP. SERVICES & SUPPLIES | NUGENT ACE HARDWARE | OCT 23 BILLING | 14.98 | 91779 |
| 213-265-783.00 | EQUIP. SERVICES & SUPPLIES | KSS | SUPPLIES FOR JAIL | 501.08 | 91840 |
| 213-265-784.00 | GARBAGE PICK-UP | GFL ENVIRONMENTAL | ACCT #002126461 WASTE MANAGEMENT SHERIE | 101.98 | 91823 |
| 213-265-853.00 | CELLULAR PHONES | VERIZON WIRELESS | CELL PHONES 09132023 TO 10122023 | 181.63 | 91731 |
| 213-265-935.00 | JAIL REPAIRS | AMAZON CAPITAL SERVICES, I | TOILET VALVES - JAIL | 49.44 | 91641 |
| 213-265-935.00 | JAIL REPAIRS | AMAZON CAPITAL SERVICES, I | JAIL REPAIRS/UNIFORMS | 125.00 | 91738 |
| 213-265-935.00 | JAIL REPAIRS | JOHNSON CONTROLS FIRE PRO | SPEAKER IN JAIL - FAR POD NOT WORKING | 876.45 | 91761 |
| 213-265-935.00 | JAIL REPAIRS | NUGENT ACE HARDWARE | OCT 23 BILLING | 89.95 | 91779 |
| 213-265-935.00 | JAIL REPAIRS | CRYSTAL WATER WORKS | WINTERIZATION OF SEGMENTED IRRIGATION S | 146.69 | 91820 |
| 213-265-935.00 | JAIL REPAIRS | HURST MECHANICAL | PREVENTATIVE MAINTENACE JAIL | 1,344.61 | 91829 |
| 213-265-935.00 | JAIL REPAIRS | KYLE'S WELDING AND FABRIC | WELDING REPAIRS - JAIL | 1,875.00 | 91841 |
| Total For Dept 265 BUILDING & GROUNDS | | | | 5,453.53 | |
| Dept 351 JAIL - CORRECTIONS | | | | | |
| 213-351-717.00 | MEDICAL/DENTAL/VISION INSURANCE | DELTA DENTAL PLAN OF MICH | CLIENT #0110900001 FOR MONTH OF NOVEMBE | 912.82 | 91667 |

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|----------------------------------|-----------------------------|--|-----------|---------|
| Fund 213 JAIL OPERATIONS FUND | | | | | |
| Dept 351 JAIL - CORRECTIONS | | | | | |
| 213-351-717.00 | MEDICAL/DENTAL/VISION INSURANCE | FIDELITY SECURITY LIFE INS | NOVEMBER 2023 EYE INSURANCE | 148.08 | 91753 |
| 213-351-718.00 | SHORT/LONG TERM DISABILITY | STANDARD INSURANCE COMPANY | POLICY #00 761476 DIVISION#0001 FOR NOV | 481.47 | 91724 |
| 213-351-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPANY | POLICY #00 761476 DIVISION#0001 FOR NOV | 51.28 | 91724 |
| 213-351-727.00 | OFFICE SUPPLIES | AMAZON CAPITAL SERVICES, I | JAIL UNIF CC - JAIL OFF SUPP | 7.99 | 91641 |
| 213-351-740.00 | FOOD SUPPLIES | CANTEEN SERVICES | FOOD SUPPLIES 10/15/2023 TO 10/21/2023 | 2,658.88 | 91655 |
| 213-351-740.00 | FOOD SUPPLIES | CANTEEN SERVICES | FOOD SUPP 10292023 TO 11042023 | 2,728.22 | 91814 |
| 213-351-740.00 | FOOD SUPPLIES | CANTEEN SERVICES | FOOD SUPPLIES 10/22 TO 10/28/2023 | 2,679.25 | 91814 |
| 213-351-748.00 | GAS, OIL & GREASE | WEX BANK | FUEL 0916 TO 10152023 BCSO | 40.83 | 91734 |
| 213-351-748.00 | GAS, OIL & GREASE | BENZIE COUNTY ROAD COMMISSE | OCTOBER 2023 FUEL SHERIFF'S OFFICE | 81.92 | 91744 |
| 213-351-751.00 | UNIFORMS | AMAZON CAPITAL SERVICES, I | JAIL UNIF CC - JAIL OFF SUPP | 378.51 | 91641 |
| 213-351-751.00 | UNIFORMS | EMBROID ME OF TRAVERSE CI18 | SHIRTS - JAIL UNIFORM | 200.00 | 91675 |
| 213-351-751.00 | UNIFORMS | AMAZON CAPITAL SERVICES, I | JAIL REPAIRS/UNIFORMS | 160.00 | 91738 |
| 213-351-752.10 | DRY CLEANERS | ROBBIE'S DRY CLEANERS, INC | DRY CLEANING OCT 2023 | 138.50 | 91858 |
| 213-351-834.00 | PRISONER MEDICAL | CORRECTIONAL RECOVERY | CLAIMS BALANCE DUE & CR FEE | 3,476.39 | 91749 |
| 213-351-834.00 | PRISONER MEDICAL | ALL ACCESS CARE PLLC | GTBOCI JAIL MEDS/ CARE OCT 2023 | 785.28 | 91800 |
| 213-351-834.00 | PRISONER MEDICAL | ALL ACCESS CARE PLLC | BENZIE - MEDICAL OCT 2023 | 11,433.16 | 91800 |
| 213-351-834.00 | PRISONER MEDICAL | CORRECTIONAL RECOVERY | CLAIMS BALANCE/CR FEE | 1,729.51 | 91819 |
| 213-351-865.00 | PRISONER TRANSFER | BENZIE COUNTY SHERIFF OFFI | JULY 31-SEPT 30, 2023-PRISONER TRANSFER | 30.08 | 91649 |
| 213-351-865.00 | PRISONER TRANSFER | BENZIE COUNTY SHERIFF OFFI | PETTY CASH 10/01 TO 11/08/2023 | 106.71 | 91806 |
| 213-351-940.20 | EQUIPMENT LEASE - COPIER-4003142 | TEAM FINANCIAL GROUP, INC. | CUSTOMER #40031429 CONTRACT 40031429-1 | 307.00 | 91726 |
| 213-351-956.00 | EMPLOYEE PHYSICALS | MANAGEMENT & BEHAVIOR CONS | PREEMPLOY PSYCH EVAL GJ | 880.00 | 91771 |
| 213-351-961.00 | TRAINING & SCHOOLS | DELTA COLLEGE | EDGED WEAPONS COURSE - CC | 120.00 | 91750 |
| 213-351-961.00 | TRAINING & SCHOOLS | BENZIE COUNTY SHERIFF OFFI | PETTY CASH 10/01 TO 11/08/2023 | 29.50 | 91806 |
| 213-351-963.00 | COMPUTER SUPPORT | BS & A SOFTWARE | BS& A SOFTWARE FOR 11/01/23-11/01/2024 | 2,962.57 | 91654 |
| 213-351-963.00 | COMPUTER SUPPORT | VC3 INC | OCTOBER BILLING FOR MICROSOFT LICENSING | 229.71 | 91737 |
| 213-351-963.00 | COMPUTER SUPPORT | VC3 INC | OCTOBER LICENSING FOR CLOUD DATA RECOVER | 46.44 | 91737 |
| 213-351-980.01 | BIO-HAZARDS EQUIPMENT | COMMAND SOURCING, INC. | GLOVES - JAIL | 553.00 | 91662 |
| Total For Dept 351 JAIL - CORRECTIONS | | | | 33,357.10 | |
| Total For Fund 213 JAIL OPERATIONS FUND | | | | 38,810.63 | |
| Fund 228 SOLID WASTE/RECYCLING FUND | | | | | |
| Dept 000 | | | | | |
| 228-000-717.00 | MEDICAL/DENTAL/VISION INSURANCE | DELTA DENTAL PLAN OF MICH1 | CLIENT #0110900001 FOR MONTH OF NOVEMBE | 27.84 | 91667 |
| 228-000-717.00 | MEDICAL/DENTAL/VISION INSURANCE | FIDELITY SECURITY LIFE INS | NOVEMBER 2023 EYE INSURANCE | 4.64 | 91753 |
| 228-000-718.00 | SHORT/LONG TERM DISABILITY | STANDARD INSURANCE COMPANY | POLICY #00 761476 DIVISION#0001 FOR NOV | 29.96 | 91724 |
| 228-000-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPANY | POLICY #00 761476 DIVISION#0001 FOR NOV | 3.50 | 91724 |
| 228-000-748.00 | GAS, OIL & GREASE- RECYCLING | BENZIE COUNTY ROAD COMMISSE | SEPTEBER FUEL-RECYCLING | 211.26 | 91744 |
| 228-000-748.00 | GAS, OIL & GREASE- RECYCLING | BENZIE COUNTY ROAD COMMISSE | OCTOBER 2023 FUEL FOR RECYCLING | 43.90 | 91744 |
| 228-000-800.00 | CONTRACTED SERVICES | GFL ENVIRONMENTAL | RECYCLING SERVICES JUNE AUGUST SEPTEMBE | 46,492.18 | 91755 |
| 228-000-850.00 | TELEPHONE | VERIZON WIRELESS | ACCT# 842083652-00001 SEP 13-OCT 12 | 43.64 | 91731 |
| 228-000-963.00 | COMPUTER SUPPORT | BS & A SOFTWARE | BS& A SOFTWARE FOR 11/01/23-11/01/2024 | 174.27 | 91654 |
| 228-000-963.00 | COMPUTER SUPPORT | VC3 INC | OCTOBER BILLING FOR MICROSOFT LICENSING | 24.18 | 91737 |
| 228-000-963.00 | COMPUTER SUPPORT | VC3 INC | OCTOBER LICENSING FOR CLOUD DATA RECOVER | 4.89 | 91737 |
| Total For Dept 000 | | | | 47,060.26 | |
| Total For Fund 228 SOLID WASTE/RECYCLING FUND | | | | 47,060.26 | |
| Fund 232 SHERIFF'S K-9 FUND | | | | | |
| Dept 000 | | | | | |
| 232-000-967.00 | PROJECT EXPENSES | APPLE FENCE COMPANY | K9 CUSTOM KENNEL | 500.00 | 91803 |
| Total For Dept 000 | | | | 500.00 | |

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 10/20/2023 - 11/09/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|---------------------------------|---------------------------|--|-----------|---------|
| Fund 232 SHERIFF'S K-9 FUND | | | | | |
| Total For Fund 232 SHERIFF'S K-9 FUND | | | | 500.00 | |
| Fund 236 SCHOOL RESOURCE OFFICER | | | | | |
| Dept 000 | | | | | |
| 236-000-717.00 | MEDICAL/DENTAL/VISION INSURANCE | DELTA DENTAL PLAN OF MICH | CLIENT #0110900001 FOR MONTH OF NOVEMBE | 154.83 | 91667 |
| 236-000-717.00 | MEDICAL/DENTAL/VISION INSURANCE | FIDELITY SECURITY LIFE IN | NOVEMBER 2023 EYE INSURANCE | 24.68 | 91753 |
| 236-000-718.00 | SHORT/LONG TERM DISABILITY | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 68.23 | 91724 |
| 236-000-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 7.00 | 91724 |
| 236-000-748.00 | GAS, OIL & GREASE | BENZIE COUNTY ROAD COMMIS | OCTOBER 2023 FUEL SHERIFF'S OFFICE | 518.91 | 91744 |
| 236-000-957.00 | MISCELLANEOUS | VERIZON WIRELESS | CELL PHONES 09132023 TO 10122023 | 94.35 | 91731 |
| Total For Dept 000 | | | | 868.00 | |
| Total For Fund 236 SCHOOL RESOURCE OFFICER | | | | 868.00 | |
| Fund 244 E.D.C. ENTERPRISE FUND | | | | | |
| Dept 000 | | | | | |
| 244-000-800.00 | CONTRACTED SERVICES | MITCHELL SHAPIRO | SEPTEMBER 2023 PROJECT RELATED MEETINGS | 2,475.00 | 91705 |
| Total For Dept 000 | | | | 2,475.00 | |
| Total For Fund 244 E.D.C. ENTERPRISE FUND | | | | 2,475.00 | |
| Fund 249 BUILDING DEPARTMENT FUND | | | | | |
| Dept 371 BUILDING INSPECTOR | | | | | |
| 249-371-800.00 | BUILDING PERMITS | ASSOCIATED GOVERNMENT SER | PERMIT FEES FOR OCTOBER 2023 | 12,607.00 | 91804 |
| 249-371-963.00 | COMPUTER SUPPORT | BS & A SOFTWARE | BS& A SOFTWARE FOR 11/01/23-11/01/2024 | 697.08 | 91654 |
| 249-371-963.00 | COMPUTER SUPPORT | VC3 INC | OCTOBER BILLING FOR MICROSOFT LICENSING | 36.27 | 91737 |
| 249-371-963.00 | COMPUTER SUPPORT | VC3 INC | OCTOBER LICENSING FOR CLOUD DATA RECOVER | 7.33 | 91737 |
| Total For Dept 371 BUILDING INSPECTOR | | | | 13,347.68 | |
| Dept 372 PLUMBING INSPECTOR | | | | | |
| 249-372-479.00 | ** New Residence | RICHARD WILSON | BD Payment Refund | 160.00 | 91857 |
| 249-372-800.00 | PLUMBING PERMITS | ASSOCIATED GOVERNMENT SER | PERMIT FEES FOR OCTOBER 2023 | 6,137.00 | 91804 |
| Total For Dept 372 PLUMBING INSPECTOR | | | | 6,297.00 | |
| Dept 373 MECHANICAL INSPECTOR | | | | | |
| 249-373-800.00 | MECHANICAL PERMITS | ASSOCIATED GOVERNMENT SER | PERMIT FEES FOR OCTOBER 2023 | 8,660.00 | 91804 |
| Total For Dept 373 MECHANICAL INSPECTOR | | | | 8,660.00 | |
| Dept 375 ELECTRICAL INSPECTOR | | | | | |
| 249-375-800.00 | ELECTRICAL PERMITS | ASSOCIATED GOVERNMENT SER | PERMIT FEES FOR OCTOBER 2023 | 8,473.00 | 91804 |
| Total For Dept 375 ELECTRICAL INSPECTOR | | | | 8,473.00 | |
| Total For Fund 249 BUILDING DEPARTMENT FUND | | | | 36,777.68 | |
| Fund 251 ANIMAL CONTROL FUND | | | | | |
| Dept 265 BUILDING & GROUNDS | | | | | |
| 251-265-853.00 | CELLULAR PHONES | A.T. & T. | CELL PHONE BLL, EMS, ACO, DISPATCH | 36.24 | 91638 |
| 251-265-853.00 | CELLULAR PHONES | VERIZON WIRELESS | ACCT# 842083652-00001 SEP 13-OCT 12 | 88.65 | 91731 |
| Total For Dept 265 BUILDING & GROUNDS | | | | 124.89 | |
| Dept 430 ANIMAL CONTROL | | | | | |
| 251-430-717.00 | MEDICAL/DENTAL/VISION INSURANCE | DELTA DENTAL PLAN OF MICH | CLIENT #0110900001 FOR MONTH OF NOVEMBE | 129.91 | 91667 |
| 251-430-717.00 | MEDICAL/DENTAL/VISION INSURANCE | FIDELITY SECURITY LIFE IN | NOVEMBER 2023 EYE INSURANCE | 20.04 | 91753 |
| 251-430-718.00 | SHORT/LONG TERM DISABILITY | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 58.93 | 91724 |
| 251-430-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 7.00 | 91724 |

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|----------------------------------|-----------------------------|--|----------|---------|
| Fund 251 ANIMAL CONTROL FUND | | | | | |
| Dept 430 ANIMAL CONTROL | | | | | |
| 251-430-727.00 | OFFICE SUPPLIES | VISA | OCTOBER VISA BILL FOR 23/24 BUDGET YEAF | 13.77 | 43 |
| 251-430-727.00 | OFFICE SUPPLIES | AMAZON CAPITAL SERVICES, I | WATER BOTTLES/TOURNIQUENT FOR MEDICAL/E | 93.42 | 91801 |
| 251-430-748.00 | GAS, OIL & GREASE-ANIMAL CONTROL | BENZIE COUNTY ROAD COMMISSE | OCTOBER 2023 FUEL FOR ACO | 376.13 | 91744 |
| 251-430-835.20 | ANIMAL EXPENSES | LONG LAKE ANIMAL HOSPITAL | BCO23-07 FELINE SURGERY AND RABIES VACC | 146.35 | 91843 |
| 251-430-835.20 | ANIMAL EXPENSES | PLATTE LAKE VETERINARY CLJ | MIBCA-470 VACC/MIBCA-471 VACC | 13.08 | 91854 |
| 251-430-963.00 | COMPUTER SUPPORT | BS & A SOFTWARE | BS& A SOFTWARE FOR 11/01/23-11/01/2024 | 697.08 | 91654 |
| 251-430-963.00 | COMPUTER SUPPORT | VC3 INC | OCTOBER BILLING FOR MICROSOFT LICENSING | 48.36 | 91737 |
| 251-430-963.00 | COMPUTER SUPPORT | VC3 INC | OCTOBER LICENSING FOR CLOUD DATA RECOVER | 9.78 | 91737 |
| 251-430-970.00 | EQUIPMENT | AMAZON CAPITAL SERVICES, I | WATER BOTTLES/TOURNIQUENT FOR MEDICAL/E | 15.99 | 91801 |
| Total For Dept 430 ANIMAL CONTROL | | | | 1,629.84 | |
| Total For Fund 251 ANIMAL CONTROL FUND | | | | 1,754.73 | |
| Fund 254 SOIL EROSION (SESSC) FUND | | | | | |
| Dept 380 SOIL EROSION CONTROL | | | | | |
| 254-380-800.00 | SOIL EROSION PERMITS | ASSOCIATED GOVERNMENT SER | PERMIT FEES FOR OCTOBER 2023 | 1,800.00 | 91804 |
| Total For Dept 380 SOIL EROSION CONTROL | | | | 1,800.00 | |
| Total For Fund 254 SOIL EROSION (SESSC) FUND | | | | 1,800.00 | |
| Fund 261 911 EMERGENCY SERVICE FUND | | | | | |
| Dept 325 DISPATCH/COMMUNICATION | | | | | |
| 261-325-717.00 | MEDICAL/DENTAL/VISION INSURANCE | DELTA DENTAL PLAN OF MICHIC | CLIENT #0110900001 FOR MONTH OF NOVEMBE | 529.46 | 91667 |
| 261-325-717.00 | MEDICAL/DENTAL/VISION INSURANCE | FIDELITY SECURITY LIFE IN | NOVEMBER 2023 EYE INSURANCE | 101.88 | 91753 |
| 261-325-718.00 | SHORT/LONG TERM DISABILITY | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 340.83 | 91724 |
| 261-325-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 38.50 | 91724 |
| 261-325-727.00 | OFFICE SUPPLIES | VISA | OCTOBER VISA BILL FOR 23/24 BUDGET YEAF | 6.69 | 43 |
| 261-325-727.00 | OFFICE SUPPLIES | KSS | SUPPLIES FOR JAIL | 11.62 | 91840 |
| 261-325-853.00 | CELLULAR PHONES | A.T. & T. | CELL PHONE BLL, EMS, ACO, DISPATCH | 1,436.02 | 91638 |
| 261-325-954.10 | RENT | KSS | KITCHEN ROLL TOWEL FOR JAIL | 1.27 | 91765 |
| 261-325-954.10 | RENT | CRYSTAL WATER WORKS | WINTERIZATION OF SEGMENTED IRRIGATION S | 3.40 | 91820 |
| 261-325-954.10 | RENT | GFL ENVIRONMENTAL | ACCT #002126461 WASTE MANAGEMENT SHERIF | 2.37 | 91823 |
| 261-325-954.10 | RENT | HURST MECHANICAL | PREVENTATIVE MAINTENACE JAIL | 31.19 | 91829 |
| 261-325-955.00 | DUES & REGISTRATIONS | VISA | OCTOBER VISA BILL FOR 23/24 BUDGET YEAF | 104.00 | 43 |
| 261-325-961.00 | TRAINING & SCHOOLS | VISA | OCTOBER VISA BILL FOR 23/24 BUDGET YEAF | 366.25 | 43 |
| 261-325-961.00 | TRAINING & SCHOOLS | VISA | OCTOBER VISA 22/23 PORITON | 281.22 | 43 |
| 261-325-963.00 | COMPUTER SUPPORT | BS & A SOFTWARE | BS& A SOFTWARE FOR 11/01/23-11/01/2024 | 1,742.69 | 91654 |
| 261-325-963.00 | COMPUTER SUPPORT | VC3 INC | OCTOBER BILLING FOR MICROSOFT LICENSING | 157.17 | 91737 |
| 261-325-963.00 | COMPUTER SUPPORT | VC3 INC | OCTOBER LICENSING FOR CLOUD DATA RECOVER | 31.77 | 91737 |
| 261-325-963.00 | COMPUTER SUPPORT | VC3 INC | OCTOBER DUO MFA FOR DISPATCH COMPUTERS | 41.34 | 91737 |
| 261-325-970.00 | EQUIPMENT | VISA | OCTOBER VISA 22/23 PORITON | 677.85 | 43 |
| 261-325-970.00 | EQUIPMENT | AMAZON CAPITAL SERVICES, I | CREDIT MEMO | (23.99) | 91801 |
| 261-325-970.00 | EQUIPMENT | AMAZON CAPITAL SERVICES, I | CREDIT MEMO | (93.70) | 91801 |
| Total For Dept 325 DISPATCH/COMMUNICATION | | | | 5,787.83 | |
| Total For Fund 261 911 EMERGENCY SERVICE FUND | | | | 5,787.83 | |
| Fund 265 TNT OFFICER MILLAGE FUND | | | | | |
| Dept 000 | | | | | |
| 265-000-717.00 | MEDICAL/DENTAL/VISION INSURANCE | DELTA DENTAL PLAN OF MICHIC | CLIENT #0110900001 FOR MONTH OF NOVEMBE | 27.84 | 91667 |
| 265-000-717.00 | MEDICAL/DENTAL/VISION INSURANCE | FIDELITY SECURITY LIFE IN | NOVEMBER 2023 EYE INSURANCE | 4.64 | 91753 |
| 265-000-718.00 | SHORT/LONG TERM DISABILITY | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 35.08 | 91724 |
| 265-000-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 3.50 | 91724 |

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 10/20/2023 - 11/09/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|---------------------------------|----------------------------|---|------------|---------|
| Fund 265 TNT OFFICER MILLAGE FUND | | | | | |
| Dept 000 | | | | | |
| 265-000-748.00 | GAS, OIL & GREASE | WEX BANK | FUEL 0916 TO 10152023 BCSO | 126.34 | 91734 |
| 265-000-748.00 | GAS, OIL & GREASE | BENZIE COUNTY ROAD COMMIS | OCTOBER 2023 FUEL SHERIFF'S OFFICE | 158.66 | 91744 |
| 265-000-840.00 | INTELL/INVESTIGATIONS | TRANSUNION RISK & ALTERNA | OCT 2023 INTELL | 75.00 | 91874 |
| 265-000-853.00 | CELLULAR PHONES-TNT | VERIZON WIRELESS | CELL PHONES 09132023 TO 10122023 | 40.72 | 91731 |
| Total For Dept 000 | | | | 471.78 | |
| Total For Fund 265 TNT OFFICER MILLAGE FUND | | | | 471.78 | |
| Fund 269 LAW LIBRARY FUND | | | | | |
| Dept 000 | | | | | |
| 269-000-901.00 | RESOURCE MATERIALS | THOMSON REUTERS - WEST | NOVEMBER 2023 WEST COMPLETE LIBRARY BOC | 1,008.85 | 91871 |
| 269-000-901.00 | RESOURCE MATERIALS | THOMSON REUTERS - WEST | WESTLAW DATABASE FOR OCTOBER 2023 | 251.43 | 91872 |
| Total For Dept 000 | | | | 1,260.28 | |
| Total For Fund 269 LAW LIBRARY FUND | | | | 1,260.28 | |
| Fund 276 COMMISSION ON AGING MILLAGE FUND | | | | | |
| Dept 000 | | | | | |
| 276-000-800.00 | CONTRACTED SERVICES | BENZIE SENIOR RESOURCES | OCTOBER 2023 MONTHLY CHARGES | 106,908.83 | 91651 |
| 276-000-800.00 | CONTRACTED SERVICES | BENZIE SENIOR RESOURCES | MONTHLY PAYMENT FOR CONTRACTED SERVICES | 106,908.83 | 91807 |
| Total For Dept 000 | | | | 213,817.66 | |
| Total For Fund 276 COMMISSION ON AGING MILLAGE FUND | | | | 213,817.66 | |
| Fund 286 AMERICAN RESCUE PLAN ACT (ARPA) GRANT | | | | | |
| Dept 000 | | | | | |
| 286-000-967.00 | PROJECT EXPENSES | CHERRY CAPITAL CONNECTION | BENZIE COUNTY-INTERNET FOR ALL | 100,000.00 | 91817 |
| Total For Dept 000 | | | | 100,000.00 | |
| Total For Fund 286 AMERICAN RESCUE PLAN ACT (ARPA) GR | | | | 100,000.00 | |
| Fund 292 CHILD CARE FUND | | | | | |
| Dept 000 | | | | | |
| 292-000-840.95 | IN HOME CARE MISC. | ROBINSON, KELLIE | TRAVEL EXPENSES FOR OCTOBER 2023 | 78.46 | 91781 |
| 292-000-840.95 | IN HOME CARE MISC. | BETSIE HOSICK HEALTH & FI | 2 ADULTS & 1 STUDENT | 30.00 | 91808 |
| 292-000-840.95 | IN HOME CARE MISC. | TOTAL COURT SERVICES | INDIVIDUAL MONITORING AND SERVICES | 165.00 | 91873 |
| 292-000-850.00 | TELEPHONE | ROBINSON, KELLIE | TRAVEL EXPENSES FOR OCTOBER 2023 | 50.00 | 91781 |
| 292-000-860.00 | TRAVEL/GAS CARDS | ROBINSON, KELLIE | TRAVEL EXPENSES FOR OCTOBER 2023 | 1,136.64 | 91781 |
| Total For Dept 000 | | | | 1,460.10 | |
| Total For Fund 292 CHILD CARE FUND | | | | 1,460.10 | |
| Fund 293 VETERAN'S RELIEF FUND | | | | | |
| Dept 000 | | | | | |
| 293-000-717.00 | MEDICAL/DENTAL/VISION INSURANCE | DELTA DENTAL PLAN OF MICH | CLIENT #0110900001 FOR MONTH OF NOVEMBE | 27.84 | 91667 |
| 293-000-717.00 | MEDICAL/DENTAL/VISION INSURANCE | FIDELITY SECURITY LIFE INS | NOVEMBER 2023 EYE INSURANCE | 4.64 | 91753 |
| 293-000-718.00 | SHORT/LONG TERM DISABILITY | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 34.41 | 91724 |
| 293-000-725.06 | LIFE INSURANCE | STANDARD INSURANCE COMPAN | POLICY #00 761476 DIVISION#0001 FOR NOV | 3.50 | 91724 |
| 293-000-727.00 | OFFICE SUPPLIES | VISA | OCTOBER VISA BILL FOR 23/24 BUDGET YEAF | 178.90 | 43 |
| 293-000-727.00 | OFFICE SUPPLIES | JACKPINE BUSINESS CENTERS | ACCT# 11165 ITEM# DRN061285Y TIME MANAG | 18.46 | 91831 |
| 293-000-727.00 | OFFICE SUPPLIES | JACKPINE BUSINESS CENTERS | VETERAN'S AFFAIRS CALENDAR | 25.37 | 91831 |
| 293-000-748.00 | GAS, OIL & GREASE | VISA | OCTOBER VISA 22/23 PORITON | 84.25 | 43 |
| 293-000-833.00 | VETERANS BURIALS & MARKERS | KATHLEEN CROSBY | VETERANS BURIAL BENEFIT-DENIS CROSBY | 300.00 | 91691 |
| 293-000-839.10 | VETERANS FINANCIAL AID | ENERGY SERVICES | HEAT-STEVENS PROPANE-FOR VETERAN'S PORI | 448.50 | 91676 |

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
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| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|--|----------------------------------|----------------------------|--|------------|---------|
| Fund 293 VETERAN'S RELIEF FUND | | | | | |
| Dept 000 | | | | | |
| 293-000-839.10 | VETERANS FINANCIAL AID | MOORE MECHANICAL | QUOTE PAYMENT FOR FURNACE REPLACEMENT E | 2,000.00 | 91706 |
| 293-000-900.00 | PRINTING & PUBLISHING | MIDWESTERN BROADCASTING | WTCM BROADCASTING FOR VETERANS AFFAIRS- | 1,260.00 | 91851 |
| 293-000-900.00 | PRINTING & PUBLISHING | MIDWESTERN BROADCASTING | KLT BROADCASTING FOR VETERAN AFFAIRS FC | 1,260.00 | 91851 |
| 293-000-963.00 | COMPUTER SUPPORT | BS & A SOFTWARE | BS& A SOFTWARE FOR 11/01/23-11/01/2024 | 174.27 | 91654 |
| 293-000-963.00 | COMPUTER SUPPORT | VC3 INC | OCTOBER BILLING FOR MICROSOFT LICENSING | 24.18 | 91737 |
| 293-000-963.00 | COMPUTER SUPPORT | VC3 INC | OCTOBER LICENSING FOR CLOUD DATA RECOVER | 4.89 | 91737 |
| Total For Dept 000 | | | | 5,849.21 | |
| Total For Fund 293 VETERAN'S RELIEF FUND | | | | 5,849.21 | |
| Fund 296 JUVENILE JUSTICE FUND | | | | | |
| Dept 000 | | | | | |
| 296-000-800.00 | CONTRACTUAL SERVICES | LORI R. WADE | SOCIAL WORK SERVICES TO BENZIE COUNTY Y | 3,750.00 | 91768 |
| Total For Dept 000 | | | | 3,750.00 | |
| Total For Fund 296 JUVENILE JUSTICE FUND | | | | 3,750.00 | |
| Fund 401 CAPITAL IMPROVEMENT FUND | | | | | |
| Dept 000 | | | | | |
| 401-000-967.00 | PROJECT EXPENSES | FOREVERLAWN | 50% DEPOSIT FOR TURF FOR ACO | 16,037.08 | 91679 |
| 401-000-967.00 | PROJECT EXPENSES | NORTHERN MICHIGAN GLASS | MAIN OFFICE GLASS INSTALL (FRONT OF OFF | 589.00 | 91777 |
| 401-000-967.00 | PROJECT EXPENSES | NORTHERN MICHIGAN GLASS | HUMAN RESOURCE GLASS/DOOR REMODLE | 4,897.00 | 91777 |
| 401-000-967.00 | PROJECT EXPENSES | AMAZON CAPITAL SERVICES, I | DESK & OFFICE SUPPLIES FOR ADMIN OFFICE | 509.57 | 91801 |
| 401-000-967.00 | PROJECT EXPENSES | BLUEWATER ELECTRIC LLC | LIGHT SWITCH MOVED IN ADMIN OFFICE | 390.00 | 91810 |
| Total For Dept 000 | | | | 22,422.65 | |
| Dept 901 911/EOC EXPANSION PROJECT | | | | | |
| 401-901-967.00 | PROJECT EXPENSES (911/EOC) | GRAND TRAVERSE CONSTRUCTIO | 4TH CERTIFICATE FOR SEPTEMBER 27-SEPT 3 | 286,405.25 | 91682 |
| 401-901-967.00 | PROJECT EXPENSES (911/EOC) | ENVIRONMENT ARCHITECTS | WORK RELATED TO REMODEL FROM 8-25-23 TH | 8,000.00 | 91751 |
| 401-901-967.00 | PROJECT EXPENSES (911/EOC) | GRAND TRAVERSE CONSTRUCTIO | 10/26-10/31 5TH CERTIFICATE FOR PAYMENT | 311,666.03 | 91756 |
| Total For Dept 901 911/EOC EXPANSION PROJECT | | | | 606,071.28 | |
| Total For Fund 401 CAPITAL IMPROVEMENT FUND | | | | 628,493.93 | |
| Fund 425 EQUIPMENT REPLACEMENT FUND | | | | | |
| Dept 351 JAIL - CORRECTIONS | | | | | |
| 425-351-957.00 | MISCELLANEOUS - INMATE TELEPHONE | AMAZON CAPITAL SERVICES, I | MICROWAVES - JAIL PODS | 292.28 | 91801 |
| Total For Dept 351 JAIL - CORRECTIONS | | | | 292.28 | |
| Dept 426 EMERGENCY MANAGEMENT | | | | | |
| 425-426-967.02 | PROJECT EXPENSES - CERT | AMAZON CAPITAL SERVICES, I | EM - TWO TV MOUNTS FOR NEW EOC AND CERI | 96.96 | 91801 |
| Total For Dept 426 EMERGENCY MANAGEMENT | | | | 96.96 | |
| Total For Fund 425 EQUIPMENT REPLACEMENT FUND | | | | 389.24 | |
| Fund 516 DELINQUENT TAX REVOLVING FUND | | | | | |
| Dept 000 | | | | | |
| 516-000-689.00 | CASH OVER/SHORT | HOMESTEAD TOWNSHIP | TWP OVERPAID ON TAXES OWED | 1,893.51 | 91685 |
| 516-000-689.00 | CASH OVER/SHORT | LEE, MARCIA A FAMILY TRUST | OVERPAID ON DLQ TAXES 02-504-097-00, 98 | 14.32 | 91697 |
| Total For Dept 000 | | | | 1,907.83 | |
| Total For Fund 516 DELINQUENT TAX REVOLVING FUND | | | | 1,907.83 | |
| Fund 532 TAX FORECLOSURE FUND | | | | | |

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 10/20/2023 - 11/09/2023
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| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|----------------------------------|---------------------------|--|-----------|---------|
| Fund 532 TAX FORECLOSURE FUND | | | | | |
| Dept 253 COUNTY TREASURER | | | | | |
| 532-253-810.00 | LEGAL FEES | MACT | MEMBERSHIP DUES / LEGAL DEFENSE FUND PF | 500.00 | 91770 |
| Total For Dept 253 COUNTY TREASURER | | | | 500.00 | |
| Total For Fund 532 TAX FORECLOSURE FUND | | | | 500.00 | |
| Fund 701 GENERAL AGENCY FUND | | | | | |
| Dept 215 COUNTY CLERK | | | | | |
| 701-215-228.05 | DUE STATE - NOTARY FEES | MICHIGAN DEPARTMENT OF ST | NOTARY EDUCATION & TRAINING FUND FOR OC | 10.00 | 91850 |
| 701-215-228.16 | DUE STATE - PISTOL PERMITS | STATE OF MICHIGAN (#38-60 | CONCEALED PISTOL LICENSE UNIT | 1,935.00 | 91865 |
| 701-215-228.37 | DUE STATE - CRIME VICTIM RIGHTS | STATE OF MICHIGAN | CIRCUIT COURT FEE TRANSMITTAL'S FOR OCI | 306.00 | 91864 |
| 701-215-228.42 | DUE STATE - STATE COURT - MOTION | STATE OF MICHIGAN | CIRCUIT COURT FEE TRANSMITTAL'S FOR OCI | 100.00 | 91864 |
| 701-215-228.56 | DUE STATE - EFILING FEE | STATE OF MICHIGAN | CIRCUIT COURT FEE TRANSMITTAL'S FOR OCI | 225.00 | 91864 |
| 701-215-228.57 | DUE STATE - STATE JURY FEES | STATE OF MICHIGAN | CIRCUIT COURT FEE TRANSMITTAL'S FOR OCI | 25.00 | 91864 |
| 701-215-228.58 | DUE STATE - CIVIL FILING FEES | STATE OF MICHIGAN | CIRCUIT COURT FEE TRANSMITTAL'S FOR OCI | 1,071.00 | 91864 |
| 701-215-228.59 | DUE STATE - JUSTICE SYSTEM FUND | STATE OF MICHIGAN | CIRCUIT COURT FEE TRANSMITTAL'S FOR OCI | 312.00 | 91864 |
| 701-215-265.00 | CASH BONDS PAYABLE | BENZIE COUNTY CLERK | COURT ASSESSMENTS FOR DEMARCO JACKSON-E | 250.00 | 91743 |
| 701-215-271.00 | RESTITUTIONS PAYABLE | ELKA TOMSU | RESTITUTION-CIRCUIT 22-2883-FH TRACY AN | 23,160.00 | 91674 |
| 701-215-271.00 | RESTITUTIONS PAYABLE | FORSTER, BRIDGET | RESTITUTION-CIRCUIT 22-2883 FH TRACY P | 10,698.00 | 91680 |
| 701-215-271.00 | RESTITUTIONS PAYABLE | KRISTINA EGGEMAN | RESTITUTION-16-2456-FC DONOVAN LEONARD | 863.69 | 91764 |
| 701-215-271.00 | RESTITUTIONS PAYABLE | MARK VICKERY | 11-2233-FH RESTITUTION-LUCAS BRIGHT | 20.00 | 91774 |
| 701-215-271.00 | RESTITUTIONS PAYABLE | MARK VICKERY | RESTITUTION 11-2233-FH LUCAS BRIGHT | 20.00 | 91846 |
| 701-215-271.00 | RESTITUTIONS PAYABLE | MARK VICKERY | RESTITUTION 11-2233-FH LUCAS BRIGHT | 20.00 | 91846 |
| 701-215-271.00 | RESTITUTIONS PAYABLE | STEFAN GRAVIS | RESTITUTION 17-2534-FH BRANDON PIPER | 25.00 | 91866 |
| 701-215-271.00 | RESTITUTIONS PAYABLE | STEFAN GRAVIS | RESTITUTION 17-2534-FH BRANDON PIPER | 25.00 | 91866 |
| 701-215-271.00 | RESTITUTIONS PAYABLE | STEFAN GRAVIS | RESTITUTION-CIRCUIT BRANDON PIPER 17-25 | 25.00 | 91866 |
| 701-215-271.00 | RESTITUTIONS PAYABLE | STEFAN GRAVIS | 09/14/23 RECIEPT DATE 3042 RESTITUTION | 25.00 | 91866 |
| 701-215-271.10 | FAMILY DIVISION RESTITUTIONS | HORNADAY, NEAL | RESTITUIION PAYABLE 22-3211-DL HUNTER BF | 100.00 | 91758 |
| 701-215-271.10 | FAMILY DIVISION RESTITUTIONS | HORNADAY, NEAL | RESTITUTION PAYABLE 22-3208-DL C. VOLAS | 30.00 | 91827 |
| Total For Dept 215 COUNTY CLERK | | | | 39,245.69 | |
| Dept 253 COUNTY TREASURER | | | | | |
| 701-253-274.19 | APPEALS/CHARGEBACKS/REFUNDS | BENZIE COUNTY TREASURER | PRE ADJ 2022 FOR 06-040-008-00 | 10,683.73 | 91650 |
| 701-253-274.19 | APPEALS/CHARGEBACKS/REFUNDS | BENZIE COUNTY TREASURER | PRE ADJ 2022 | 738.07 | 91650 |
| 701-253-274.19 | APPEALS/CHARGEBACKS/REFUNDS | LAYSON, DEREK AND COLLEEN | PRE ADJ 2022 FOR 08-013-005-03 | 2,256.13 | 91696 |
| 701-253-274.19 | APPEALS/CHARGEBACKS/REFUNDS | SOTO, AUSTIN A | PRE ADJ 2022 AND 2021 FOR 06-001-122-00 | 1,844.66 | 91723 |
| 701-253-274.19 | APPEALS/CHARGEBACKS/REFUNDS | SAXTON, JAKE AND KENDRA | PRE ADJ 2022 FOR 08-023-007-63 | 2,195.68 | 91783 |
| 701-253-275.00 | TAX OVERPAYMENTS/REFUNDS | BEMISS, TRACY M | PATIENT OVERPAID | 2,005.20 | 91648 |
| Total For Dept 253 COUNTY TREASURER | | | | 19,723.47 | |
| Dept 286 DISTRICT COURT | | | | | |
| 701-286-214.01 | DUE TO SHERIFF'S DEPT - OWI REIM | BENZIE COUNTY SHERIFF OFF | OWI REIMBURSEMENT | 313.50 | 91806 |
| 701-286-228.20 | DUE STATE - DNR JUDGEMENT FEES | STATE OF MICHIGAN | FEE TRANSMITTALS FOR DISTRICT COURT | 50.00 | 91863 |
| 701-286-228.37 | DUE STATE - CRIME VICTIM RIGHTS | STATE OF MICHIGAN | FEE TRANSMITTALS FOR DISTRICT COURT | 1,012.50 | 91863 |
| 701-286-228.42 | DUE STATE - STATE COURT - MOTION | STATE OF MICHIGAN | FEE TRANSMITTALS FOR DISTRICT COURT | 150.00 | 91863 |
| 701-286-228.56 | DUE STATE - EFILING FEE DIST CO | STATE OF MICHIGAN | FEE TRANSMITTALS FOR DISTRICT COURT | 360.00 | 91863 |
| 701-286-228.58 | DUE STATE - CIVIL FILING FEES | STATE OF MICHIGAN | FEE TRANSMITTALS FOR DISTRICT COURT | 1,533.00 | 91863 |
| 701-286-228.59 | DUE STATE - JUSTICE SYSTEM FUND | STATE OF MICHIGAN | FEE TRANSMITTALS FOR DISTRICT COURT | 3,372.00 | 91863 |
| 701-286-265.00 | CASH BONDS PAYABLE | 85TH DISTRICT COURT | 23-249-SM-2 AND 23-249-SM-2 BOND AND AF | 150.00 | 91637 |
| 701-286-265.00 | CASH BONDS PAYABLE | SETH NICKALAS CLARK | 22-292-SM-2 BOND | 100.00 | 91719 |
| 701-286-265.00 | CASH BONDS PAYABLE | 85TH DISTRICT COURT | BOND COSTS & APPLIED TO FINES | 975.00 | 91798 |
| 701-286-265.00 | CASH BONDS PAYABLE | CHRISTINE ZOKAS | 23-192-FY-2 BOND | 525.00 | 91818 |
| 701-286-271.00 | RESTITUTIONS PAYABLE | BALLARD, JOHN | RESTITUTION PAYMENT FROM PAUL A DUMAN | 12.50 | 91645 |
| 701-286-271.00 | RESTITUTIONS PAYABLE | EST OF ROBERT DELONG | RESTITITION PAYMENT | 20.00 | 91677 |

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
 EXP CHECK RUN DATES 10/20/2023 - 11/09/2023
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| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|--|---------------------------------|----------------------------|---|-----------|---------|
| Fund 701 GENERAL AGENCY FUND | | | | | |
| Dept 286 DISTRICT COURT | | | | | |
| 701-286-271.00 | RESTITUTIONS PAYABLE | JOSH BALLARD | 23-115-FY RESTITUION PAYMENT PAUL A DUM | 12.50 | 91690 |
| 701-286-271.00 | RESTITUTIONS PAYABLE | AMICA MUTUAL INS CO | INS CO #228063 RESTITUTION PAYMENT | 50.00 | 91802 |
| 701-286-271.00 | RESTITUTIONS PAYABLE | BRAD RYKSE | RESTITUTION PAYMENT #53470 & 53814 | 100.00 | 91813 |
| 701-286-271.00 | RESTITUTIONS PAYABLE | JEREDITH TIMMER | RESTITUTION PAYMENT #53815,53818,53848 | 30.00 | 91832 |
| 701-286-271.00 | RESTITUTIONS PAYABLE | LOTTIE ZAVALA | RESITUTION PAYMENT #53800 | 5.00 | 91844 |
| 701-286-275.00 | REFUNDS | BINCENTE J CALCINA | REFUND FOR 23-B231464-SI-2 | 2.00 | 91809 |
| Total For Dept 286 DISTRICT COURT | | | | 8,773.00 | |
| Dept 289 FRIEND OF THE COURT | | | | | |
| 701-289-222.04 | DUE MANISTEE - STATUTORY FEES | MANISTEE COUNTY TREASURER | FEE COLLECTIONS OCTOBER 2023 | 718.55 | 91772 |
| 701-289-222.05 | DUE MANISTEE - PROCESSING FEES | MANISTEE COUNTY TREASURER | FEE COLLECTIONS OCTOBER 2023 | 94.49 | 91772 |
| Total For Dept 289 FRIEND OF THE COURT | | | | 813.04 | |
| Dept 294 PROBATE COURT | | | | | |
| 701-294-228.06 | DUE STATE - SHARED FEES | STATE OF MICHIGAN | FEE TRANSMITTALS FOR PROBATE COURT | 968.61 | 91862 |
| 701-294-228.42 | DUE STATE - GENERAL FEES | STATE OF MICHIGAN | FEE TRANSMITTALS FOR PROBATE COURT | 105.00 | 91862 |
| 701-294-228.56 | DUE STATE - EFILING FEE | STATE OF MICHIGAN | FEE TRANSMITTALS FOR PROBATE COURT | 125.00 | 91862 |
| 701-294-228.58 | DUE STATE - CIVIL FILING FEES | STATE OF MICHIGAN | FEE TRANSMITTALS FOR PROBATE COURT | 750.00 | 91862 |
| Total For Dept 294 PROBATE COURT | | | | 1,948.61 | |
| Dept 301 SHERIFF | | | | | |
| 701-301-228.16 | DUE STATE - FINGER PRINT FEES | STATE OF MICHIGAN (#38-60) | LIVESCAN FP FEES | 346.00 | 91865 |
| 701-301-228.63 | DUE STATE - SEX OFFENDER'S REG. | STATE OF MICHIGAN (#38-60) | SEX OFF FEES - OCT 2023 | 90.00 | 91865 |
| Total For Dept 301 SHERIFF | | | | 436.00 | |
| Dept 710 MSU EXTENSION | | | | | |
| 701-710-235.00 | DUE TO MSU | 4-H LEADERS ASSOCIATION | TEN PLAT BOOKS SOLD | 350.00 | 91797 |
| Total For Dept 710 MSU EXTENSION | | | | 350.00 | |
| Total For Fund 701 GENERAL AGENCY FUND | | | | 71,289.81 | |
| Fund 704 PAYROLL CLEARING FUND | | | | | |
| Dept 000 | | | | | |
| 704-000-231.11 | INSURANCE CO-PAY | BLUE CARE NETWORK | GROUP #00189733 SUB#0001 NOVEMBER 2023 | 81,339.65 | 91652 |
| 704-000-231.11 | INSURANCE CO-PAY | STANDARD INSURANCE COMPANY | POLICY #00 761476 DIVISION#0001 FOR NOV | 1,291.98 | 91724 |
| Total For Dept 000 | | | | 82,631.63 | |
| Total For Fund 704 PAYROLL CLEARING FUND | | | | 82,631.63 | |

11/09/2023 12:55 PM
User: RLynn
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 10/20/2023 - 11/09/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|-----------|-------------------|--------|---------------------|--------|---------|
|-----------|-------------------|--------|---------------------|--------|---------|

Fund Totals:

| | |
|---------------------------|------------|
| Fund 101 GENERAL FUND | 92,884.70 |
| Fund 210 AMBULANCE FUND | 16,408.49 |
| Fund 213 JAIL OPERATIONS | 38,810.63 |
| Fund 228 SOLID WASTE/REC | 47,060.26 |
| Fund 232 SHERIFF'S K-9 P | 500.00 |
| Fund 236 SCHOOL RESOURCE | 868.00 |
| Fund 244 E.D.C. ENTERPRI | 2,475.00 |
| Fund 249 BUILDING DEPAR | 36,777.68 |
| Fund 251 ANIMAL CONTROL | 1,754.73 |
| Fund 254 SOIL EROSION (S | 1,800.00 |
| Fund 261 911 EMERGENCY S | 5,787.83 |
| Fund 265 TNT OFFICER MII | 471.78 |
| Fund 269 LAW LIBRARY FUN | 1,260.28 |
| Fund 276 COMMISSION ON P | 213,817.66 |
| Fund 286 AMERICAN RESCUE | 100,000.00 |
| Fund 292 CHILD CARE FUNI | 1,460.10 |
| Fund 293 VETERAN'S RELIEF | 5,849.21 |
| Fund 296 JUVENILE JUSTIC | 3,750.00 |
| Fund 401 CAPITAL IMPROVI | 628,493.93 |
| Fund 425 EQUIPMENT REPL | 389.24 |
| Fund 516 DELINQUENT TAX | 1,907.83 |
| Fund 532 TAX FORECLOSURE | 500.00 |
| Fund 701 GENERAL AGENCY | 71,289.81 |
| Fund 704 PAYROLL CLEARIN | 82,631.63 |

| | |
|----------------------|---------------------|
| Total For All Funds: | <u>1,356,948.79</u> |
|----------------------|---------------------|

Elected Officials
And
Department
Heads

ACTION ITEMS

Memorandum



To: Board of Commissioners

From: Rose Roelofs, Executive Assistant *Rose Roelofs*

Date: November 7, 2023

Subject: **Consideration to Approve the Agreement with Ottawa County Juvenile Detention Center**

Carly Bailey, Director of Youth Services, has requested an agreement between Benzie County and the Ottawa County Juvenile Detention Center be approved. Carly believes that this agreement is essential to Benzie County in continuing assisting youth, the family system, and assisting with individual treatment plans for youth services.

This agreement would continue the use of bed rentals for Benzie County delinquent youth. Benzie County has been using the detention center since 2022 and has encountered no problems. Detention bed rentals would cost \$290 per day unless they are on the RISE treatment program, which would cost \$340 per day.

It is recommended to continue the use of Ottawa County Juvenile Detention Center and supports going into this agreement.

RECOMMENDATION:

That the board approves the Agreement with Ottawa County Juvenile Detention Center as presented and authorizes the Chair to sign.

OTTAWA COUNTY JUVENILE DETENTION CENTER
BED RENTAL AGREEMENT

This Agreement is made among BENZIE COUNTY acting through the authority of the 19th Circuit Court and its legislative funding body, the County Board of Commissioners (collectively the “Placing Agencies”) and Ottawa County, acting through the 20th Judicial Circuit Court (“20th Circuit”) and its legislative funding body, the Ottawa County Board of Commissioners (“Ottawa”):

Whereas the Ottawa County Juvenile Detention Center (“Detention Center”) is owned by Ottawa County but is a court not county operated juvenile detention facility that is managed by the 20th Circuit Court and is subject to all the rules and regulations under Michigan law pertaining to court management juvenile detention facilities.

Whereas the Placing Court orders certain court wards into detention and/or treatment facilities; administers the local county Child Care Fund (“Placing CCF”); and desires to enter into this Agreement for the purpose of renting secure detention and treatment beds for delinquent juveniles within its jurisdiction.

Now, therefore in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

I
TERM OF AGREEMENT

This Agreement shall begin on October 1, 2023, and will be effective for three (3) years unless terminated earlier as provided herein or as amended by the parties in a like writing signed by all parties. Any party may terminate this Agreement by giving the other parties written notice, postmarked or hand delivered, at least thirty (30) days prior to the intended date of termination.

II THE DETENTION CENTER'S DUTIES

1. House juvenile offenders ("Juveniles") under the jurisdiction of the Placing Court at the Detention Center. The Detention Center will treat all such Juveniles with respect and in the same manner as other juveniles housed at the Detention Center in accordance with the policies, rules, and regulations of the 20th Circuit and the Michigan Department of Health and Human Services, Bureau of Regulatory Services.
2. In addition to the occupancy of a secured bed/board and care, various treatment services may be available to a juvenile from the Placing Court upon mutual agreement. Additional costs related to the case while a juvenile is in the care of the Detention Center (e.g., psychological or other assessment/testing) fall outside this Agreement and may be arranged with the 20th Circuit, and such arrangement will be documented at the Detention Center and the Court.
3. Although nothing herein shall be considered a third party beneficiary contract nor a waiver of the 20th Circuit's or Ottawa's governmental immunity or any other defense, including but not limited to the fact that the employee's and/or officer's behavior might be outside the scope of employment, and without waiving or modifying the Ottawa Indemnites' defense and indemnification rights below, the Detention Center and the 20th Circuit will defend and indemnify the Placing Agencies from any liability alleged or imposed as a result of the gross negligence or intentional conduct of an Ottawa Indemnitee. The Placing Agencies must promptly notify Ottawa of any such claim so that Ottawa can defend it.

III
THE PLACING AGENCIES AGREE TO:

1. Conduct appropriate and necessary legal proceedings and provide the Detention Center with a valid court order detaining the Juvenile(s).
2. Contact the Detention Center Superintendent (or designee) to make the initial referral and determine bed space availability. If substance abuse treatment is being sought for the referred juvenile prior to this call, the Placing Court will have the juvenile assessed by a substance abuse provider for the appropriate clearances necessary for this type of treatment.
3. Obtain medical releases for the Juvenile and provide all information requested by the Detention Center's administrative staff. The Placing Agencies will also be responsible for all necessary arrangements, such as transportation, prescriptions, surgery, post-surgical care, psychological testing, medical and dental care and costs of all desired services not normally provided at or by the Detention Center or its staff, including, but not limited to, medical, dental, mental health, optical care or testing for the conditions not directly related to or arising from housing of the Juvenile at the Detention Center.
4. Provide weekly contact between the Placing Court's caseworker and Juvenile unless other specific arrangements to the contrary are agreed upon by the Detention Center.
5. Hold harmless, defend and indemnify Ottawa and/or the 20th Circuit and their judges, officers and employees ("Ottawa Indemnitees") from any and all claims of or for liability, loss or damage, including but not limited to defense costs and attorney fees that the Ottawa Indemnitees may suffer arising out of, or in connection with the detention of a Juvenile pursuant to this Agreement, including but not limited to any services provided by the Detention Center, but excluding costs and liability arising from the gross negligence

or intentional acts of the Ottawa Indemnitees. The Placing Agencies further agree that Ottawa may select defense counsel and arrange for the defense of any such liability claims asserted against the Ottawa Indemnitees and the Placing Agencies will reimburse Ottawa for any reasonable costs and fees incurred to defend against any claims, demands, actions or suits brought against the Ottawa Indemnitees arising out of or in connection with service to the Juvenile(s) hereunder, provided that such reimbursement obligation shall not apply to any defense costs or attorneys' fees associated with a judicial finding that an Ottawa Indemnitee is liable for a tort of gross negligence and/or an intentional tort against the Juvenile.

IV COMPENSATION

1. In consideration for the services provided by the Detention Center under the terms of this agreement, for juveniles referred to it by the Placing Court and accepted by the Detention Center, the Placing Agencies agree to reimburse Ottawa in accordance with the terms specified below:

- A. Detention bed rental - \$290.00 per day
- B. RISE Treatment Program - \$340.00 per day

2. The 20th Circuit will submit an invoice to Placing Court by the tenth (10th) working day of the month following the month in which services were provided. The invoice will list the names of juveniles and the days of service provided as well as the per diem rate.

3. The Placing Agencies shall issue payment within thirty (30) days from receipt of the invoice. Questions or discrepancies must be submitted in writing to the Detention Center within ten (10) days of receipt of the invoice.

4. The Placing Agencies recognize the Detention Center has calculated the rates above based on its actual costs. By signing this Agreement and placing the Juvenile(s)

in the Detention Center, the Placing Court determines that services of the Detention Center are necessary for the Juvenile(s) and the fees reasonable and necessary for his, her or their treatment, irrespective of any limitation on reasonable and necessary costs imposed by the State of Michigan or limitation on state contributions to the local Child Care Fund.

5. The Placing Agencies further recognize the Detention Center reserves the right to change programs and/or increase costs and fees of the programs above as costs dictate in the sole discretion of the 20th Circuit Court. The Detention Center shall endeavor to give advanced notice of any increases and to keep increases to a minimum to the Placing Agencies, although circumstances may not enable such advanced notice.

V MISCELLANEOUS PROVISIONS

1. The Detention Center reserves the right to refuse admittance of any juvenile not under the jurisdiction of 20th Circuit when such admittance would unduly burden the facilities or create disadvantage for other juveniles under the management or jurisdiction of the 20th Circuit. In addition, the Detention Center may temporarily deny admission when the Detention Center census is too high. The Detention Center may also order the removal within twenty (24) hours of any juvenile whose continued presence is unduly detrimental to the welfare of such juvenile, or any juveniles in the Detention Center, or to the general operation of the detention facility. This right to order removal may be invoked in situations when:

- A. Complete and proper documents are not presented to the juvenile at the time of detention.

- B. Medical conditions or injuries requiring immediate medical or mental health treatment.
- C. The juvenile is in such an emotional or distraught state as to be a risk to themselves or other juveniles at the Detention Center or employees in the Detention Center.
2. Neither party shall discriminate against or give preference to any Juvenile placed and cared for because of that Juvenile's race, color, creed, national origin, religion, sex, or disability.
3. No officer, agent, or employee of any of the parties to this Agreement shall be entitled to receive or be admitted to any personal share or benefit under any provision of this Agreement.
4. It is expressly acknowledged and agreed the parties shall observe the confidentiality of information, applicable provisions of Michigan Court Rules and County, State and Federal regulations pertaining to records, access to which is provided by Placing Court and/or 20th Circuit.
5. This Agreement may be modified or amended only by a writing duly executed by the parties as provided below.
6. This writing embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained in this Agreement. All previous and contemporaneous communications, representations, or agreements between the parties, either verbal or written, are superseded by this Agreement. This Agreement may only be modified by a written agreement signed and approved by all parties in a manner like the original Agreement's approval.

7. This Agreement is not intended as a third-party beneficiary contract and may not be assigned. No party may claim a benefit to or right in this Agreement or its provisions or services hereunder, except the parties signing below.

8. Any claim arising out of the performance of this Agreement or any of the services provided herein must result in a lawsuit against a party below within six (6) months of the date of the alleged performance breach or the date of the incident allegedly giving rise to the liability or shall be considered time-barred, waived or otherwise released and the party wishing to assert such a claim covenants that it will not file suit after such six (6) months has elapsed. In the event this provision is violated, the party violating stipulates the immediate dismissal of such a lawsuit and payment of reasonable attorney's fees.

9. If any part, term or provision of this Agreement is held to be illegal, in conflict with any law or otherwise invalid, the remaining portion or portions shall be considered severable and not be affected by such determination, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term or provision held to be illegal or invalid.

<19TH CIRCUIT COURT / BENZIE COUNTY>

By: 

Carly Bailey, Director of Youth Services
19th Judicial Circuit Court

Dated: 10/24/23

By: _____
<NAME>, Chairperson
<INSERT> County Board of Commissioners

Dated: _____

DETENTION CENTER/ 20th CIRCUIT COURT

By: _____
Honorable Jon A. Van Allsburg, Chief Judge
20th Circuit Court

Dated: _____

By: _____
Joe Moss Chairperson
Ottawa County Board of Commissioners

Dated: _____

By: _____
Justin Roebuck
Ottawa County Clerk/Register of Deeds

Dated: _____

Memorandum



To: Board of Commission

From: Katie Zeits, County Administrator *Katie Zeits*

Date: November 9, 2023

Subject: **IT Proposal Acceptance and IT Coordinator**

Attached you will find three proposals for IT services. As you know, we currently contract with VC3 as our service provider and there have been multiple concerns with the service. Staff has expressed a deal of concerns to me, and I have worked for months to address these concerns with our current IT service provider and unfortunately, issues are not being resolved. I've reached out to some of our neighbors as well as chatted with potential vendors to work to find a solution for Benzie County. In my conversations with staff as well as prospective IT service providers, it became clear to me that the ideal way to proceed is to contract with a service provider, but to also bring on either by way of staff person or contracted person, to handle the day to day IT needs of the county.

The proposals in front of you all account for having an onsite person in Benzie County. With the exception of VC3 who also gave an option for a fully managed option.

Staff are recommending Karhu Cyber as the vendor for Benzie County. I am recommending that we hire or contract with a person to be onsite for day-to-day needs. I anticipate this cost being between \$60,000 and \$80,000, annually.

Karhu Cyber has provided a separate proposal that would encompass the first 90 days of their contact to assist Benzie County with onboarding a person who would ultimately be their point of contact. Karhu Cyber has committed to obtaining grant funding to assist with their annual costs which would bring their proposal down to \$62,000. The County currently pays a base rate of \$63,600 to its current vendor in addition to hourly costs for all installation and onsite work.

I look forward to discussions with the Board on Tuesday. As many of you know, staff have requested countless times an onsite IT individual. I recommend to the Board of Commissioners that this position or contacted position be considered for funding as this is a priority for Benzie County. I understand that the County has already considered the Community Coordinator position for earmarked funding, and I too find value in this position. However, IT services are a priority and need to be addressed.

Recommended Motion:

That the Board of Commissioners accepts the proposal from Karhu Cyber for IT Services in the annual amount of \$76,100, for a period of one-year with fund available in the General Fund

Technology Department and by grant funds and further, that the Proposal for Interim IT Services be accepted in the not to exceed amount of \$6,000 per month for a period of up to three months, with funds available in the General Fund Technology Department and that the related budget adjustments from contingency be approved.

Additional Recommended Motions

That the Board of Commissioners amends the employee roster to include a full-time Information Technology Coordinator Position, with funds available from the General Fund Technology Department, and that the related budget adjustments from contingency be approved.

-OR-

That the Board of Commissioners authorizes Administration to seek a contracted Information Technology Coordinator position, with the contract to come back before the Board of Commissioners for approval.



Comprehensive Cybersecurity Plan: FY24

Managed Advanced Endpoint Protection:

- Install SentinelOne Complete on all computers
- 24/7/365 threat detection, security operations center, threat hunting team, automated response, anti-virus, and advanced endpoint protection.

Security Awareness Training:

- Apply for grant for one-half the cost of the program
- Biannual on-site security awareness training for all county staff

Implement Multi-Factor Authentication (MFA):

- Apply for MFA standard grant to cover one-half of project cost
- Acquisition of necessary software and hardware
- Implementation, configuration and deployment

Conduct Vulnerability Assessment and Penetration Test:

- Apply for grant for one-half the cost of the services
- Monitor network using Nessus to capture all-inclusive data about environment
- Complete penetration test to identify additional security gaps
- Comprehensive analysis and reporting

Remediate Vulnerabilities:

- Apply for full \$5,000 under RECTify grant
- Identify high priority vulnerabilities that can be resolved within budget
- Complete remediation and validate results

vCISO Consultation:

- Cybersecurity strategy alignment and risk management
- Security program development/enhancement
- Executive reporting and communication

Compliance Management:

- Evaluation of current state of compliance for CJIS
- Proactive audit preparation and remediation support

Security Engineering:

- Robust management and configuration of local and cloud assets
- Intrusion prevention/detection system management
- Rule tuning and ongoing monitoring to ensure optimal operation of software

Incident Response Retainer:

- Promptly identify and confirm security incidents.
- Isolation and containment to prevent further damage.
- Removing the cause of the incident.
- Restoring affected systems and data.

Threat Detection and Response:

- Access to security engineer on-demand
- Threat hunting
- Monthly Security Report



Cost Breakdown:

Comprehensive cybersecurity service offerings:

- Security Awareness Training with Phishing Assessments
- Multi-Factor Authentication: \$4,000*
 - \$2,000* for Licenses - 3 year
 - \$1,000* for hardware tokens
 - \$1,000 for project support
- Vulnerability Assessment, Physical Security Audit, and Penetration Test
- 25 hours of Professional Services per Month
 - vCISO
 - Compliance Management
 - Security Engineering
 - Threat Detection and Response
 - Monthly Security Reporting
 - Backup strategy review
 - Incident response tabletop exercise
 - Secure network architecture review and planning

Annual service charge for professional services: \$57,000(\$4,750/mo)

Incident Response Retainer: \$5,000 (30 hours)

*Estimated values based on past quotes. Karhu Cyber has pending inquiries with 3 separate vendors to get hard quotes.

COVERED BY GRANTS:

- Security Awareness Training with Phishing Assessments: \$5,100
- Multi-Factor Authentication using: \$4,000*
 - \$2,000* for Licenses - 3 year
 - \$1,000* for hardware tokens
 - \$1,000 for project support
- Vulnerability Assessment and Penetration Test: \$5,000
- Vulnerability Remediation: \$5,000

*Estimated values based on past quotes. Karhu Cyber has pending inquiries with 3 separate vendors to get hard quotes.

FISCAL YEAR PROJECTED CASH OUTLAY:

Total Cost: \$76,100 | **Grant Coverage: \$19,100** | **Total out of pocket: \$62,000**

Summary:

Enhance and validate your security posture for a high assurance for your stakeholders. Multi-factor authentication will complement the security training to protect against credential compromise. Extended vulnerability scanning and penetration testing identifies more vulnerabilities so that we can maximize the \$5,000 in grants available for the first year of the RECTify grant. This provides a strong value by protecting against both the most common threats and harder to identify threats in your environment.



Our professional services will address your changing needs throughout the year, ensuring that Benzie County is able to adequately respond to changing business, compliance and threat landscapes. Professional service rates are relaxed to provide you an even greater value. Services for supplemental grants are rightsized to leave room for future grant applications so you can maintain your security program well into the future.

Acceptance Criteria

This project's success will be measured by the successful delivery of the services and deliverables outlined in this SOW as well as meeting any acceptance criteria defined during the project initiation.

Change Control

Any changes to this SOW must be requested in writing and approved by both parties through a formal change control process.

Conclusion

This proposal serves as a framework for the project between Karhu Cyber and Benzie County to ensure the security of Benzie County's digital environment. It outlines the responsibilities, deliverables, timeline, and other critical details required for a successful collaboration.

Furthermore, our rigorous security protocols will ensure that your organization's reputation remains untarnished, solidifying your standing as a reliable and secure municipality. With this proposal, we stand ready to elevate your organization's security to new heights, safeguarding both data and reputation in the digital age. We are excited about the opportunity to partner with you to achieve these crucial goals.

Limitation of Liabilities for Consequential Damages or Caps on Liability: In no event shall Karhu Cyber or its affiliates be liable for any consequential, indirect, incidental, punitive, or special damages, including but not limited to loss of profits, business interruption, data loss, or any other economic damages arising out of or in connection with the services provided under this agreement. To the maximum extent permitted by applicable law, the total aggregate liability of Karhu Cyber and its affiliates under this agreement, regardless of the cause of action or theory of liability, shall be limited to the amount paid by the client for the specific services provided during the preceding twelve (12) months. The foregoing limitations shall apply whether or not Karhu Cyber has been advised of the possibility of such damages and regardless of whether any remedy fails of its essential purpose.

Hold Harmless Agreement: The client acknowledges and agrees to hold Karhu Cyber harmless and indemnify us against any and all liabilities, claims, losses, damages, costs, and expenses arising out of or related to any computer system backup, including but not limited to failures in providing backup services, data loss, or restoration challenges. This hold harmless agreement extends to any unforeseen consequences, disruptions, or adverse effects that may result from backup activities or the inability to provide backup services, even if Karhu Cyber has been advised of the possibility of such damages. The client agrees to assume full responsibility for any risks associated with computer system backup and acknowledges that Karhu Cyber shall not be held liable for any direct, indirect, incidental, consequential, or special damages arising from backup activities or the lack thereof.

In conclusion, we propose a one-year agreement, effective from November 1st, 2023, to November 2nd, 2024, for the enhanced MSSP services outlined in this proposal. We are confident that the proposed services will effectively address your organization's evolving security and compliance needs and provide comprehensive protection against emerging threats.



We understand that circumstances may change, and in the event that either party wishes to terminate the agreement, we offer a fair resolution. Should you choose to terminate the agreement, we require written notice and payment of the remaining balance for the month of service in which the termination occurs.

To proceed with this agreement, we kindly request your review and signature below. This will signify our commitment to the proposed services and the terms outlined in this proposal.

Please feel free to reach out for any further information, clarifications, or to discuss the details of this proposal. We are looking forward to working closely Benzie County and ensuring the security of your digital ecosystem.

Benzie County:
Katelyn Zeitz, Administrator: _____
Date: _____

Karhu Cyber:
Curtis Pennala, Principal Security Engineer: _____
Date: _____



Proposed Interim IT Services: Benzie County

1. Objective:

The objective of this project is to assist Benzie County with continuity of business with respect to Information Technology. Through the course of this agreement Karhu Cyber will remotely manage the IT services of Benzie County and assist with the hiring of a county employed IT Director.

2. Services and Deliverables

Objective: Manage the IT services of Benzie County.

Activities:

- Account Management - account setup, deletion and password resets
- Install and patch software.
- Optimize and update Windows.
- Manage domain and network applications.
- Troubleshoot applications.

Deliverables:

- Documentation of Benzie County's environment.
- Assist with hiring IT director and on-boarding process.
-

Additional Information:

Requests can be initiated by the Benzie County IT Director or designated representatives, with reasonable response times. All services beyond the monthly allotment will be documented and invoiced separately, maintaining transparency and flexibility in addressing specific IT needs. These on-demand services supplement the existing security contract and are subject to billing at a mutually agreed upon hourly rate. If at any time during the security contract Benzie County desires assistance with IT; IT on-demand can be activated on an as needed basis. I.E. large scale infrastructure deployments etc.

3. Timeline

Karhu Cyber estimates hiring and on-boarding of the IT Director to take 60-90 days during that time Karhu Cyber will perform remote IT services 40 hours per month.

4. Cost

The cost of these services will be \$6,000 per month.

5. Acceptance Criteria

This project's success will be measured by the successful delivery of the services and deliverables outlined in this SOW as well as meeting any acceptance criteria defined during the project initiation.



6. Change Control

Any changes to this SOW must be requested in writing and approved by both parties through a formal change control process.

7. Conclusion

This proposal serves as the framework for the project between Karhu Cyber and Benzie County to ensure the continued operation of Benzie County's digital infrastructure. It outlines the responsibilities, deliverables, timeline, and other critical details required for a successful collaboration.

Limitation of Liabilities for Consequential Damages or Caps on Liability: In no event shall Karhu Cyber or its affiliates be liable for any consequential, indirect, incidental, punitive, or special damages, including but not limited to loss of profits, business interruption, data loss, or any other economic damages arising out of or in connection with the services provided under this agreement. To the maximum extent permitted by applicable law, the total aggregate liability of Karhu Cyber and its affiliates under this agreement, regardless of the cause of action or theory of liability, shall be limited to the amount paid by the client for the specific services provided during the preceding twelve (12) months. The foregoing limitations shall apply whether or not Karhu Cyber has been advised of the possibility of such damages and regardless of whether any remedy fails of its essential purpose.

Hold Harmless Agreement: The client acknowledges and agrees to hold Karhu Cyber harmless and indemnify us against any and all liabilities, claims, losses, damages, costs, and expenses arising out of or related to any computer system backup, including but not limited to failures in providing backup services, data loss, or restoration challenges. This hold harmless agreement extends to any unforeseen consequences, disruptions, or adverse effects that may result from backup activities or the inability to provide backup services, even if Karhu Cyber has been advised of the possibility of such damages. The client agrees to assume full responsibility for any risks associated with computer system backup and acknowledges that Karhu Cyber shall not be held liable for any direct, indirect, incidental, consequential, or special damages arising from backup activities or the lack thereof.

In conclusion, we propose a three-month agreement, effective from November 1st, 2023, to February 2nd, 2024, for the IT services outlined in this proposal.

We understand that circumstances may change, and in the event that either party wishes to terminate the agreement, we offer a fair resolution. Should you choose to terminate the agreement, we require written notice and payment of the remaining balance for the month of service in which the termination occurs.

To proceed with this agreement, we kindly request your review and signature below. This will signify our commitment to the proposed services and the terms outlined in this proposal.

Please feel free to reach out for any further information, clarifications, or to discuss the details of this proposal. We are looking forward to working closely Benzie County and ensuring the continued operation of the digital infrastructure.

Benzie County:
Katelyn Zeitz, Administrator: _____
Date: _____

Karhu Cyber:
Curtis Pennala, Principal Security Engineer: _____
Date: _____

Managed Services Partner Program



IT RESOURCE | PUTTING IT ALL TOGETHER



Managed IT Services

- Outsourced with third party
- Remote monitoring
- Managed IT infrastructure
- Predictable costs/budgeting



Why IT Resource as your MSP



Expertise & Support

Access to IT experts who provide reliable and efficient support



Proactive Approach

Continuous monitoring and timely maintenance to prevent major issues and minimize downtime



Cost Efficiency

Predictable monthly costs and resource savings compared to in-house IT teams



Enhanced Security

Robust cybersecurity measures and prompt response to security threats



Scalability & Flexibility

Easy adaptation to changing business needs and growth.



Focus on Core Business

Ability to concentrate on core business activities and strategic initiatives

Breaking Down Our Services



Proactive Services

Maintenance to hardware operating systems



Automated Services

Monitoring and Alerting Endpoints/Devices for Performance



Strategic Services

vCIO road mapping to ensure your network meets industry standards



Reactive Services

Help Desk and Engineering Services

Level of Services Available



Proactive

- Network Engineer assigned to account for main PoC
- Regular server patching and network maintenance/review



Reactive/ Automated

- Helpdesk available for troubleshooting and assistance- always available by phone call or email ticket
- Emergency support available 24x7



Strategic

- vCIO
- Strategic planning and quarterly business review.
- Assistance with higher level items such as audits, technology reviews, etc.
- Technical Alignment Manager

Our Solution Stack & Tools

- RMM/Patching
- DNS Filter
- Change Logging
- MDM (Mobile Device Management)
- Email Filtering/Protection
- Email Encryption
- Phish Threat and Security Awareness Testing & Training
- Zero Trust
- MFA (Multi-Factor Authentication)
- Network Assessment/Vulnerability
- Device Encryption
- Managed Detection and Response (MDR)
- Dark Web Monitoring
- Backup/DR
- Helpdesk, vCIO, TAM (Technical Alignment Manager), & Lifecycle Manager
- Password Management



Contact Us



Address

701 W. Randall St.,
Coopersville, MI 49404



Phone Number

1 (616) 837-6930



Email Address

sales@itrw.net



Web Address

www.itrw.net

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PERSONALIZED PLANS BACKED
BY PERSONAL RELATIONSHIPS

INTUITIVE MANAGED SUPPORT **PROPOSAL**

ESTIMATE PREPARED FOR

Katelyn Zeits / Benzie County
(989) 621-4832 / kzeits@benzieco.net

ESTIMATE PREPARED BY

Noah Spears /
616.837.6930 / noahs@itrw.net

Quote Summary

| Description | Amount |
|-----------------------------------|---------------|
| Intuitive MSP Customer Onboarding | \$0.00 |
| Total: | \$0.00 |

Monthly Expenses Summary

| Description | Amount |
|---------------------------|--------------------|
| Intuitive Managed Support | \$18,000.00 |
| Monthly Total: | \$18,000.00 |

Intuitive MSP Customer Onboarding

| Description | Price | Qty | Ext. Price |
|---|--------|-----|---------------|
| Intuitive Managed Support Partnership On-Boarding (Total Value: \$18,000) | \$0.00 | 1 | \$0.00 |
| Subtotal: | | | \$0.00 |

Intuitive Managed Support

| Description | Recurring | Qty | Ext. Recurring |
|--|-----------|-----|--------------------|
| Intuitive (Full End User / IT Staff Support) Managed Support Partnership | \$150.00 | 120 | \$18,000.00 |
| Monthly Subtotal: | | | \$18,000.00 |

IT Resource Terms and Conditions

Section 1: Service Agreement Terms and Termination

The signing party (hereinafter referred to as the "CLIENT") has engaged with IT Resource, Inc. ("ITR") for IT services. The recurring monthly support provided in this IT Service Agreement are for the initial term of three (3) years. The term of this Service Agreement starts on the first day of the month following acceptance of the Service Agreement. After the initial term, the Service Agreement will auto-renew for an additional initial term unless either party provides a 90-day written notice of termination.

CLIENT may exercise the right to terminate this Agreement at any time by providing a 90-day written notice to ITR and within 90 days prior to the end of the initial term. In the event of termination, CLIENT shall remain responsible for the payment of all subscription costs that cannot be terminated, including monthly recurring fees for the transition period and any additional requested services outside the scope of this agreement. The continuation of services beyond the initial term shall allow CLIENT sufficient time to transition to another service provider and facilitate the return of all data, information, and documentation to CLIENT.

Section 1a: Onboarding, Initial CLIENT Support, and Contract True-Up

Onboarding is defined as the "installation" of services and software by ITR to items listed on the contract in order that ITR can adequately service CLIENT to meet their expectations. Onboarding will begin as soon as agreed upon by both CLIENT and ITR and in a manner that does not interfere with either company's day-to-day operations. Both parties will make every effort to ensure a swift, adequate, and thorough onboarding experience to achieve success for both parties, with a goal to complete the onboarding process within 30 days of contract signing.

ITR may, if CLIENT requests, begin providing services and software to CLIENT prior to the completion of the onboarding process. If this occurs, ITR reserves the right to invoice CLIENT appropriately for those support services provided during onboarding and consider this an extension of the original contract period.

Any anomalies that occur during onboarding that prohibit the timely completion of the onboarding process will be reviewed in a timely manner with the CLIENT to determine the effect of the anomaly and the subsequent additional potential cost to the CLIENT.

Onboarding is considered completed when all items on the contract are available for support by ITR. Any items requested by CLIENT to be omitted from the contract are the sole responsibility of CLIENT. Additionally, any incidents or issues caused by equipment NOT covered by this contract are the sole responsibility of CLIENT and may incur additional costs if ITR assists in the remediation of those issues.

Within 30 days after the onboarding of CLIENT is complete, a contract true-up will take place and a corresponding 60-day review amendment will be created. The purpose of the true-up is to confirm all counts (users, workstations, laptops, servers, and any other covered items) are agreed to by both CLIENT and ITR. Any variations in the counts by either party will be agreed upon and the contractual monthly amount will be adjusted per the agreed-upon covered item count.

Section 2: Payment Schedule

Monthly recurring fee invoicing to CLIENT occurs monthly (subject to final credit approval) and said invoices become due and payable on the first day of each month. Failure to pay service fees may result in the termination of services rendered. ITR will notify CLIENT a minimum of 30 days in advance of any intended termination of services.

CLIENT understands that all services requested and approved by CLIENT that are outside this Agreement's scope will be considered Projects and, as such, will be quoted and billed separately. An initial setup fee may apply to begin a proposed Project. ITR reserves the right to invoice CLIENT at any time during a Project. Additionally, any user or device that is not listed in this contract on the date of acceptance will be considered an addition to the contract and result in an increase in fees to the CLIENT.

CLIENT understands that any federal, state, and local taxes applicable are additive to each invoice for services or materials rendered under this Agreement. CLIENT shall pay any such taxes unless CLIENT provides a valid

Engagement Terms

exemption certificate to ITR for the state of use.

For recurring products based on a per-unit charge, CLIENT agrees to pay any differences in fees arising from an increase in the units billed, whether they be devices, storage, bandwidth, or any other defined unit.

Section 3: Applicable Coverage

Remote Support Team and Vendor Management of CLIENT's IT networks will be provided to CLIENT by ITR through remote means between the hours of 7:00 am – 5:00 pm EST Monday through Friday, excluding recognized holidays, as listed below and 8:00 am to 12:00 pm Saturdays. Automated Network Monitoring Services are provided 24/7/365. All services qualifying under these conditions, as well as services that fall outside this scope, are applicable to the provisions of Table A.

Support and Escalation

ITR will respond to CLIENT's service tickets under the provisions of Table B, and with best effort after hours or on holidays. Service tickets must be opened via our customized portal, an email to help@itrw.net, or by phone if the Internet is unavailable. Each Service ticket will be assigned a unique number for tracking. Our escalation process is detailed in Table B, which is provided herein.

Service Outside Normal Working Hours

Services performed outside of the hours of 7:00am – 5:00 pm EST Monday through Friday, 8:00am – 12:00pm Saturday, excluding the following holidays, shall be subject to the provisions of Table A:

- New Years Eve
- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

Actual Liability Limitations

In no event shall ITR be held liable for indirect, special, incidental, or consequential damages arising under this contract, including but not limited to loss of profits or revenue, loss of use of equipment, lost data, costs of substitute equipment, or other costs that are outside the control of ITR or its suppliers. ITR or its suppliers shall not be liable for any indirect, incidental, consequential, punitive, economic, or property damages whatsoever (including any damages for loss of business profits, business interruption, loss of data or other pecuniary loss) that are outside the control of ITR or its suppliers arising out of this Agreement.

Service Operations Disclaimer

CLIENT grants ITR authorization to view any data within the regular routine of the repair or system improvement. CLIENT also authorizes ITR to reasonably delete, change, and/or rewrite any necessary information to complete the system repair or improvement that is consistent with the standards and practices in the industry.

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Section 4: Additional Services

Support for Hardware and Software

ITR shall provide support of all hardware and software systems specified in Table A, provided that all software is genuine, currently licensed, and vendor-supported. Should any hardware or systems fail to meet these provisions, they may be excluded from this Service Agreement. Should Third Party Vendor support charges be required to resolve any issues, these will be passed on to CLIENT after first receiving CLIENT's authorization to incur them.

Monitoring Services Provided Under This Agreement

ITR will provide ongoing monitoring and security services of all critical devices as indicated in Table A. ITR will provide monthly reports as well as document critical alerts, scans, and event resolutions to CLIENT. If a problem is discovered during monitoring, ITR shall make every attempt to rectify the condition in a timely manner through remote means.

Section 5: Existing Environment Suitability Requirements

Minimum Equipment Standards for Suitability

For CLIENT's existing environment to qualify for Managed Services, the following requirements must be met:

1. All Servers with Microsoft Windows operating systems must be running a version supported by Microsoft Corporation, and have all latest and applicable Microsoft Service Packs and Critical Updates always installed during the Service Agreement term.
2. All desktop PC's and notebooks/laptops with Microsoft Windows operating systems must be running a Windows operating system supported by Microsoft Corporation and have all latest and applicable Microsoft Service Packs and Critical Updates always installed during the Service Agreement term.
3. All Server and desktop software, whether operating system or installed application must be genuine, always licensed and vendor-supported during the Service Agreement term.
4. The environment must have a currently licensed, up-to-date, and vendor-supported, and ITR approved Antivirus/Antimalware software solution protecting all servers, desktops, notebooks/laptops, and email always during the Service Agreement term.
5. The network environment must have a currently licensed, vendor-supported backup solution approved by ITR that takes regular snapshots and automates offsite storage of those files. The backup solution must be able to be always monitored and send notifications on job failures and successes during the Service Agreement term.
6. The environment must have a currently licensed, vendor supported and ITR approved hardware or software firewall between the internal network and the Internet always during the Service Agreement term.
7. All wireless data traffic in the environment must be securely encrypted always during the Service Agreement term.
8. All existing network attached equipment must be not more than five (5) years old unless the equipment is covered under an active warranty. If the equipment is more than five (5) years old or is not possible to be replaced, said equipment must be always supported by another third-party provider during the Service Agreement term.
9. All line of business software or specialty applications not specifically provided by ITR must be currently licensed, up-to-date, and always have a vendor-supported maintenance contract in place during the Service Agreement term.
10. Existing equipment to be covered will be listed in Table A.

Any part of CLIENT's existing environment that is out of compliance for the minimum equipment standards for suitability will not be covered under this agreement. Once the non-compliant part of CLIENT's existing environment meets the minimum equipment standards for suitability, it will automatically be added to and covered by this agreement.

Engagement Terms

Dealing with Chronically Failing Equipment

Experience has shown, equipment belonging to CLIENT which has initially passed minimum equipment standards for suitability can reveal itself to become chronically failing. This means that the equipment repeatedly breaks down and consistently causes user and business interruption even though repairs are accomplished. Should this occur, while rare, CLIENT agrees to work constructively and positively with ITR to replace the equipment at additional cost through ITR.

Section 6: Services Not Included Under Agreement

1. The cost of any software, licensing, software renewal or upgrade fees of any kind not specifically listed in Table A.
2. The cost of any third-party Vendor or Manufacturer's Support or Incident Fees of any kind.
3. The cost to bring CLIENT's environment up to minimum standards required for Services provided under this Proposal.
4. ITR shall not be considered in breach of this Contract to the extent that performance of their respective obligations (excluding payment obligations) is prevented by an Event of Force Majeure that arises during this contract unless specifically outlined in an approved disaster recovery or business continuity plan.
5. Service and repair made necessary by the alteration or modification of equipment other than that authorized by ITR, including alterations, software installations or modifications of equipment made by CLIENT's employees or anyone other than ITR.
6. Maintenance or licensing fees of Line of Business Applications, software packages, whether acquired from ITR or any other source.
7. Programming (modification of software code) and program (software) maintenance.
8. Training Services of any kind.
9. Replacement parts for devices covered under this agreement, however, labor required for repair of the above devices is covered under this agreement.
10. Consumables such as printer maintenance kits, toner, ink, batteries, paper, etc. are not included or covered under this agreement.

Section 7: Use of Data & Equipment, Data Ownership, Confidentiality of Service and Data Privacy

Use of Data & Equipment

Under this agreement, ITR will be granted permission to access and use CLIENT's property – including data, equipment, software, and intellectual property such as CLIENT's name and logo, trademark, and/or other copyrighted material – only as required to perform and provide the services provided under this agreement and for no other reason. ITR will always adhere to CLIENT's data privacy and confidentiality policies and not use the equipment or data for any other use or purpose.

ITR and its agents may use CLIENT information, as necessary to or consistent with providing the contracted services and will use best efforts to protect against unauthorized use, under industry standards and within the data security and privacy policy of ITR and CLIENT. This agreement requires ITR and CLIENT to have an active and in-force Mutual Non-Disclosure Agreement with CLIENT throughout the duration of this agreement.

Data Ownership

All data, records, and reports, intellectual property such as name and logo, trademark, and/or other copyrighted material will remain owned by CLIENT and will not be transferred at any time to ITR. All data, records, reports, and other information developed or created for CLIENT under this agreement will remain the property of CLIENT and will be returned to CLIENT at the conclusion of this agreement.

Service Provider Provided Software and Licensing Ownership

Engagement Terms

Software licensing, software agents, hardware products, and managed services products – such as device monitoring agents, antivirus agents, Software as a Service (SaaS) licensing, Hardware as a Service (HaaS) products, and the like – which are provided as part of this agreement will remain the property of ITR.

To fulfill ITR's duties and responsibilities of maintaining network security and confidentiality, administrative passwords will be retained by ITR and not released to CLIENT or other third parties without the consent of CLIENT Technology Director or Chief Executive Officer of CLIENT or a CLIENT representative assigned by CLIENT.

Upon the mutual agreement of ITR and CLIENT's representative, including payment of all sums due to ITR, passwords and other administrative codes will be released to CLIENT or others at CLIENT's written direction within one business day.

Section 8: Inclusion of Due Diligence Package Provisions for Regulated Institutions and Organizations

CLIENT organizations or institutions that require regulatory oversight or examination will be provided an updated Due Diligence package annually from ITR. Under this agreement, and if your organization requires this Due Diligence package, the provisions located in the Due Diligence package, including, but not limited to, Insurance coverage, Privacy, Information Security, etc., will be in effect throughout this agreement. The Due Diligence package is provided in a separate attachment and will be provided to the Chief Information Security Officer, Chief Compliance Officer, or Officer of CLIENT.

Section 9: Jurisdiction and Venue of Enforcement

This agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Michigan. It constitutes the entire Agreement between CLIENT and ITR for monitoring/maintenance/service of all equipment listed in "Table A". This agreement can only be modified by a written Addendum signed by both parties.

If any collection action, litigated or otherwise, is necessary to enforce the terms of this agreement, ITR shall be entitled to reasonable attorneys' fees and costs in addition to any other relief to which it may be entitled.

If any provision in this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

Dispute Resolution

CLIENT shall provide to ITR written notice within 180 days of obtaining knowledge of the occurrence of any claim or cause of action which CLIENT believes that it has, or may seek to allege, against ITR. CLIENT and ITR will use reasonable and best efforts to resolve any dispute hereunder through good-faith negotiations and resolution by the personnel directly involved in the dispute and that such personnel shall be required to identify and explore all possible mechanisms and procedures to resolve matters at this level. Such efforts shall include the referral of any remaining issues in dispute to a higher authority within each party's organization for an acceptable resolution. Any such dispute that cannot be resolved within the organizational level, shall be submitted to an arbitrator selected by mutual agreement of the parties. Except as otherwise provided herein or as the parties to the dispute may otherwise agree, such arbitration will be conducted in accordance with the then existing rules of the American Arbitration Association. The decision of the arbitrator or arbitrators, or of a majority thereof made in writing will be final and binding upon the parties hereto as to the questions submitted, and the parties will abide by and comply with such decision; provided, however, the arbitrator or arbitrators shall not be empowered to award punitive damages. Unless the decision of the arbitrator or arbitrators provides for a different allocation of costs and expenses determined by the arbitrators to be equitable under the circumstances, the prevailing party or parties in any arbitration will be entitled to recover all reasonable fees (including but not limited to attorneys' fees) and expenses incurred by it or them in connection with such arbitration from the non-prevailing party or parties. While in dispute or arbitration, critical services (services that affect the fundamental requirements of the business of CLIENT) will continue in good faith as to not affect CLIENT's business functions or credibility.

Default

Engagement Terms

The occurrence of any one of the following events shall constitute an Event of Default:

- ITR does not receive payment from CLIENT for services provided to CLIENT under this Agreement for more than three consecutive payment cycles. An occasional late or missed payment by CLIENT does not automatically constitute a breach of contract.
- Services provided and Service Level Agreements (SLA) defined in this agreement are consistently or repeatedly not being provided or maintained on a consistent basis may be considered a breach of contract. An occasional missed SLA due to various circumstance or service outage caused by third party service providers may not be considered a breach of contract.

ITR is not responsible for failure to render services due to circumstances beyond its control including, but not limited to, acts of God.

Section 10: Acceptance of Terms and Conditions

The signed Service Agreement covers those services and equipment listed in Tables A & B, or as modified with an addendum which may result in an adjustment to CLIENT's monthly charges.

If CLIENT wishes to acquire additional equipment or services and wants ITR to provide service, prior written approval from ITR is required.

The undersigned, for value received and hereafter valuated, hereby unconditionally guarantee(s) to IT Resource, Inc., a Michigan corporation, full payment of all sums due and owing, pursuant to the terms indicated.

IN WITNESS WHEREOF, the parties hereto have caused this Service Agreement to be signed by their duly authorized representatives as of the date set forth below.

Table A

| Workstation & User Support Team Services | Frequency | Included |
|--|------------------|-----------------|
| 7AM – 5PM Live remote technical support, M-F, 8AM – 12PM Saturday excluding Holidays | As needed | Yes |
| 7AM – 5PM onsite support, M-F excluding Holidays | As needed | Yes |
| Anti-virus updates | Ongoing | Yes |
| Spyware scan and removal | Ongoing | Yes |
| Patch management | Ongoing | Yes |
| Temporary file deletions | As Needed | Yes |
| Labor on covered workstations | As needed | Yes |
| Servers | Frequency | Included |
| Manage and Monitor Covered Servers | Ongoing | Yes |
| Keep service packs current as per company policy | Ongoing | Yes |
| Monitor event logs | As Needed | Yes |
| Monitor hard drive free space on server | Ongoing | Yes |
| User/mailbox management | Ongoing | Yes |
| Monitor and Maintain Active Directory | Ongoing | Yes |
| Reboot servers if needed. | Ongoing | Yes |
| Server maintenance | As needed | Yes |
| Install supported software patches. | As needed | Yes |
| Backup Monitoring | As needed | Yes |

Engagement Terms

| | | |
|--|----------------------------------|-----------------|
| Support on Server(s) if covered by the Manufacturer's Warranty | As needed | Yes |
| Managed Detection and Response for Workstations and Servers | As needed | Yes |
| Devices | Frequency | Included |
| Manage network printers | As needed | No |
| Manage other networked devices if covered | Ongoing | Yes |
| Manage smartphones/tablets | As needed | No |
| Excluded Devices | (Item and exclusion) | |
| Existing printer(s) | Support only. No parts or repair | |
| Existing fax machine(s) | Support only. No parts or repair | |
| Telephone System(s) | Support only. No parts or repair | |
| Mobile Device(s) | Support only. No parts or repair | |
| Networks | Frequency | Included |
| Check covered routers, switches and firewall logs | As needed | Yes |
| Security | Frequency | Included |
| Permissions and file system management | Ongoing | Yes |
| Set up new users, passwords, security, applications | As needed | Yes |
| Set up and change security for users and covered applications | As needed | Yes |
| Website content filtering management | Ongoing | Yes |
| Email spam protection management | Ongoing | Yes |
| Monitor for unusual activity among users | As Needed | Yes |
| Vendor Management - OPTIONAL | Frequency | Included |
| Manage the following vendor relationships: | As Needed | Optional |
| - Phone, Telco, and Internet | As Needed | Optional |
| - Copiers | As Needed | Optional |
| - Faxes and scanners | As Needed | Optional |
| - Website designer and hosting company | As Needed | Optional |
| - Proprietary software applications | As Needed | Optional |
| Office 365/Google G Suite & Other Cloud-Based Apps (As Purchased) | Frequency | Included |
| Monitor Cloud Service Status and availability | Ongoing | Optional |
| Set up and maintain original users and groups in included applications | As needed | Optional |
| Cloud backup monitoring (if implemented) | Ongoing | Optional |

Table B

Response and Resolution Times

Engagement Terms

| Trouble | Priority | Response Time | Escalation Threshold |
|---|----------|---------------|----------------------|
| Service not available (all users and functions unavailable) | 1 | Within 15 Min | 1 hours |
| Significant degradation of service (large number of users or business critical functions affected) | 2 | Within 30 Min | 4 hours |
| Limited degradation of service (limited number of users or functions affected, business process can continue) | 3 | Within 30 Min | 24 hours |
| Small service degradation (business process can continue, one user affected) | 4 | Within 1 Hour | 48 hours |

Support Tier Descriptions

Client Service Rep

All support incidents begin with your Client Service Representative (CSR), where the initial trouble ticket is created. The issue is identified and clearly documented; basic hardware/software troubleshooting is initiated.

Help Desk Group

Help Desk associates are considered Tier 1 technical support and will attempt to resolve system issues as appropriate. Help Desk typically will escalate items that cannot be resolved inside one active hour.

Engineering Group Support

Incidents that cannot be resolved by the Help Desk are escalated to the Engineering Group, where support is provided by the most qualified and experienced Engineers who have the ability to collaborate with 3rd Party (Vendor) Support Engineers to resolve the most complex issues.

Quality Control

IT Resource recognizes the need for solid quality control and will monitor processes as they are executed. In the event an issue is identified, it will be escalated more rapidly to the appropriate resource.

Taxes, shipping, and other fees may apply and will be added to the quote total upon invoicing. If you are a tax exempt customer, please verify that a copy of your Sales and Use Tax Certificate of Exemption is on file with us. See full terms and conditions at the end of this document.

Effective January 1, 2020, payments made to IT Resource in the form of cash/check or ACH will be processed at the price quoted herein. All other forms of payment will incur a 3% addition to the quote for loss of cash discount.

IT Resource offers financing options subject to credit approval. Please contact your Sales Account Manager for details.

Coopersville Location

Signature: _____
Name: Noah Spears
Title: Inside Sales
Date: 10/26/2023

Benzie County

Signature: _____
Name: Katelyn Zeits
Date: _____



Benzie County, MI

VC3 Manage - Co-Managed IT

Service Plan Option # 2



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Order Governed by the Master Agreement

This Order is subject to and governed by Company's Master Agreement in effect on the date this Order is entered into between Company and Client. The Master Agreement is available at <https://www.vc3.com/terms-of-service/> and is incorporated in full into and made a part of this Order by this reference. The Client may also request a copy of the Master Agreement by submitting an email request to betterit@vc3.com identifying the Client and the applicable Orders. Company's entering into this Order is conditioned on Client's agreement to the Master Agreement, and by entering into this Order with Company, Client accepts and agrees to the Master Agreement.

Summary of Scope of Services & Fees

Company will provide the following services listed in Tables A and B. Recurring services, if included, shall be provided for 36 Months, starting from the date of the first recurring invoice (Effective Services Start Date), unless terminated in accordance with the terms of this Order or the Master Agreement.

Company will audit the Client's usage of units on a monthly basis; for each unit found in excess of the amount listed in Table A, Company will increase the monthly fee by the corresponding amount indicated in Table A. Reductions in Units above the minimum threshold will be reflected on the invoice within 30 days of service removal. Additional services may be added at any time during the life of this contract at the unit rates listed below.

(See tables on next page)



Table A: Services & Fees

| Description | Units | Unit Price | Monthly Fee | One-Time Fee | Annual Fee |
|---|----------------|------------|----------------|--------------|------------|
| Co-Managed Server Support | 18.00 | \$50.00 | \$900.00 | \$0.00 | \$0.00 |
| Co-Managed Support Seat | 138.00 | \$50.00 | \$6,900.00 | \$0.00 | \$0.00 |
| Co-Managed Network Support | Entire Network | \$0.00 | Included | \$0.00 | \$0.00 |
| Data Recovery - Server Backup <i>VC3 Managed Backups per Server</i> | 18.00 | \$0.00 | Included | \$0.00 | \$0.00 |
| Cyber Aware Complete <i>Cyber Security Awareness Training & Phish testing - MS Office 365 Integration Monthly Phishing Test Pre-Assessments Prebuilt Training Library Core Reporting & Features Baseline Test "Phish Alert" Outlook Addin Post-Testing Training Automated Notifications Role-Based Targeted Testing Gamification Industry Benchmarking Non-Email Based Testing Online Courses Automated User Enrollment Virtual Risk Officer (VRO)</i> | 138.00 | \$0.00 | Included | \$0.00 | \$0.00 |
| Total Services Monthly: | | | \$7,800 | | |

Notes:

- Quote considers the County would provide an onsite IT Manager/Staff and would be seeking augmented Managed IT Support.
- Unlimited remote support for the entire County.
- Onsite Service is "as needed" and is Time and Material at \$160 /hr. No travel fees.
- Full patch management and system monitoring, 24x7x365 EDR support monitored by Security Operations Center, including end user awareness training.
- Full onsite and off-site monitored Backup and Recovery of all Servers included.
- Strategic Alignment and Strategic Advisor included. Budgetary assistance and planning with a Strategic Timeline and regular meetings with your Advisor.
- Implementing CIS (Center for Internet Security) Standards across all Servers, Workstations, and Laptops

Deliverables & Services

VC3 Manage - Co-Managed IT

Included Devices: 'Included Devices' will be defined as applicable devices associated with the unit quantities stated in Table A.

Company will provide the following functions and services as part of this Order:

A. Discovery & Deployment

1. Setup the Client System for management and provide training to help the Client get the most out of the services. This includes:
 - i. Deployment of the Company monitoring and management platform.
 - ii. Deployment of the Company endpoint protection and spam filtering.
 - iii. Full documentation and inventory of your network
 - iv. Best-practice configuration of the network for monitoring and management
 - v. Orientation and training for your staff
 - vi. MacOS Note: If Client is utilizing Mac OS, Company will provide documentation to end users on how to install Company's monitoring and management platform. MacOS does not allow a remote deployment of standard Company tools.
 1. Should Mac OS users require onsite assistance to install VC3's monitoring and management platform, support will be provided on a Time and Materials basis at the rates detailed within Client Master Agreement.
2. Implement performance monitoring of client's network prior to and during implementation.

B. 24x7 Monitoring and Incident Response Services

1. Provide 24X7 Incident response services for all included server and network devices.
2. Provide phone, remote and onsite support to authorized users for all included devices.
3. Track all incidents through an ITIL (Information Technology Infrastructure Library) based Service Desk system. All requests will be prioritized and processed per the 'Priority' guidelines listed in Addendum A.

4. Provide 24x7 collection of performance data for the client's included server and network devices per Company's best practices.
5. Utilize industry best practices for remote access, control, and management of all devices.
6. Patching: Deploy, manage, and monitor the installation of approved service packs, security updates and firmware updates as deemed necessary on all applicable devices. Some devices such as tablets and cell phones may not be compatible with included patching methodologies.
7. Resolution of monitoring alerts.
8. Resolution of performance issues.
9. Resolution of availability issues.
10. Resolution of end-user reported problems.
11. Routine additions, deletions, and changes to included devices and users.

C. **Application Support**

1. Provide support for client licensed 3rd party applications. If it is determined from the initial discovery and/or from third-party application vendors that an application requires additional servers, licensing or support resources, additional monthly costs may be required before the application can be supported.
2. Microsoft Applications
 - i. Includes Microsoft Office and Office 365 core applications. This is limited to Microsoft Access, Excel, OneDrive for Business, OneNote, Outlook, PowerPoint, SharePoint, Teams and Word.
 - ii. Application installs, synchronization issues, permission management and general troubleshooting are all within scope for these applications.

D. **Strategic IT Planning**

Provide the client with a named Strategic resource to assist Client with the following:

1. **Budgeting:** Work with the client to develop an annual technology budget for recurring expense items and new capital requirements in alignment with organizational goals.
2. **Strategic Planning:** Recommend technology solutions as well as provide roadmaps that support key business processes in order to help the client leverage technology appropriately. The Company will work with the client as part of the annual planning process to understand the current business drivers and goals and make recommendations targeted toward maximizing the effectiveness of the client's technology investment.
3. **Analyze IT Health data:** Perform a periodic analysis of the data collected by Company's monitoring systems to proactively resolve issues and assess potential

risks within the environment. The Company will make this analysis available to key stakeholders and provide direction on business decisions regarding the level of investment.

E. Endpoint Detection and Response

1. Deployment of Company Endpoint Detection and Response (EDR) agents to all applicable included devices.
2. Monitoring of EDR agents by 24x7x365 Partner Security Operations Center (SOC).
3. Provide 24x7 Incident response services for all security events and incidents generated by the EDR tool for applicable devices. All events and incidents will be prioritized and processed per the 'Priority' guidelines listed in Addendum A.

F. IT Asset Administration

1. Hardware and software asset and warranty expiration tracking
2. Domain name expiration tracking
3. Hardware and software purchase specification
4. Web portal access for ticket creation and management
5. Maintaining network documentation and secure password storage
6. Interfacing with vendors such as internet service providers (ISPs)

G. Procurement

1. Server, Networking, and Power equipment.
2. Desktops, laptops, tablets.
3. Peripherals, including Printers.
4. Software, including subscription-based services.
5. Domain names and security certificates.

EXCLUSIONS

Items other than those included above are expressly excluded from the Services provided within this Order. The following exclusions and clarifications are intended to clarify the scope of services for this order:

- A. Excluded services are those related to functionality upgrades, such as those required to evaluate, specify, purchase, and implement client system or server upgrades such as operating systems, Microsoft Office suite software unless included with a specific Company product, third party software deployments or upgrades, or equipment related to these services whose scope exceeds that defined above. Company will provide these services to the client on a Time & Materials Order basis at the rates outlined in the Master Agreement. If modification or replacement of a hardware device or component is required, client is responsible for all hardware and hardware vendor services costs, excluding Company owned hardware explicitly provided through this Order.



- B. End-user support, and responding to requests from end users that are not directly related to troubleshooting server or network issues.
- C. Software development, training and project work, including client-owned PC upgrades and non-patch upgrades of software, are not included.
- D. When client requests services by Company not explicitly included in this agreement, they are agreeing to invoicing of said services per the terms outlined in the Master Agreement. For all services which incur additional hourly fees, Company will notify the client that these services are outside the scope of this work order and will receive approval from client prior to rendering these additional services.
- E. Software and licensing purchased by the client directly from a third-party vendor are not included as a part of services to be supported.
- F. Architectural changes, mass deployment, database management, data visualization and business process automation / troubleshooting are considered excluded from this Order.
- G. Cybersecurity event or incident response activities or remediation efforts exceeding eight (8) hours of technician, engineer or project management time.
- H. Should deficiencies, malware infections, or critical vulnerabilities be discovered during the deployment of services, Company will bring to Client attention and discuss the impact of the deficiencies on Company's ability to provision the Services and provide client with options to correct the deficiencies. Initial remediation hours will be billed outside of this Order unless otherwise explicitly stated in this Order.

CLIENT RESPONSIBILITIES

- A. Client will provide a primary point of contact for Company to work with on all services provided in this Order.
- B. Client is responsible for authorizing access for Company to sites that are owned / controlled by third parties.
- C. Client will make a best effort to maintain the minimum infrastructure requirements as defined by Company.
- D. Client will maintain both hardware and software maintenance agreements with the source Vendor whenever possible to allow for ongoing access to security updates and to provide quick replacement of non-functioning components.
- E. Client must assign Company as their Microsoft Partner of record.
- F. Client is responsible for procurement and ownership of all licenses, maintenance, and vendor support agreements required for support of their third-party applications, excluding the Microsoft licensing explicitly included in the per seat packages identified in Table A.
- G. Third party tool licensing may be required for additional cost.



- H. Client will be financially responsible for any remaining or ongoing charges from Microsoft. Microsoft subscriptions can each have their own terms and renewal dates. It is the client's responsibility to engage Company to adjust Microsoft subscription counts and terminations prior to 12 months from the original work order or subsequent change order purchase date.

ASSUMPTIONS

- A. The Order will not become effective unless and until it is agreed upon and signed by the Client and Company.
- B. If Company is providing or managing Client 's Microsoft Licenses, then Client agrees to the Microsoft terms and conditions as stated in the Microsoft Customer Agreement found here: <https://www.microsoft.com/licensing/docs/customeragreement>
- C. Company reserves the right, at its discretion, to pass onto the client any changes to obligations, such as terms or pricing imposed on Company by a given vendor, for an offering that is currently resold to the client at any time during the current agreement term.
- D. Company will make reasonable efforts to resolve all issues remotely prior to dispatching an engineer onsite. Travel hours incurred will be invoiced according to the Master Agreement.
- E. Microsoft NCE licenses and subscriptions run on an annual basis and cannot be terminated nor altered mid-term.
- F. If client Microsoft licenses are under a current annual NCE subscription, Company assumes they will migrate to become under Company's management at the point of renewal.
- G. The items defined in this Order are designed to enhance the security of the customer environment. There is no guarantee that any security measure will prevent a data breach, infection, or other cyber security incident.

Addendum A – Service Desk Priorities

Incidents and Service Requests are triaged and prioritized to effectively resolve the most important issues in a timely manner. Company utilizes the following priorities, criteria and response metrics:

A. Priority 1:

- System/device/service down causing work to cease and critical impact to the organization or a whole department; no workaround available; Client is in danger of or is experiencing a financial loss or the ability to make strategic business decisions is impaired; begin resolution activities immediately.
- **24x7 Support:** Priority 1 incidents will be addressed on a 24 hours a day, 7 days a week basis including holidays.

B. Priority 2:

- System/device/service down causing work to cease and potential business impact for an individual user; no workaround available.
- Level of service degraded causing impact to the organization or a whole department; no workaround available.
- **24x7 Support:** Priority 2 incidents will be addressed on a 24 hours a day, 7 days a week basis including holidays.

C. Priority 3:

- Level of service degraded causing impact to an individual user; no work around available.
- Operational impact to the organization or a whole department though work continues as a result of implementing a workaround or use of other system/device/service.
- A request to enable or configure a system/device/service within 2 business days.
- Incidents related to Backup system failures.
- **Business Hours Support:** Priority 3 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.

D. Priority 4:

- Operational impact to the organization, department or user exists though work continues as a result of implementing a workaround or use of another system/device/service.
- A request to enable or configure a system/device/service within 5 business days.
- **Business Hours Support:** Priority 4 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.

E. Priority 5:

- Operational impact to the organization, department or user is minimal or is mitigated by a reliable workaround.
- A request to enable or configure a system/device/service beyond 5 business days from the date of the request.
- Requests that have longer lead times to implement than possible within 5 business days.
- **Business Hours Support:** Priority 5 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.

(See tables on next page)



| Call Priority | Initial Client Contact Guidelines | Initial Client Contact Percentages |
|----------------------|--|---|
| 1 | 60 Min | 95% |
| 2 | 2 business hours | 95% |
| 3 | 4 business hours | 95% |
| 4 | 8 business hours | 95% |
| 5 | N/A | 95% |

Addendum B – Maintenance Windows

All work performed within Company's Hosting or Client Infrastructure is a form of maintenance. Such work may or may not result in a disruption of service depending on the scope of the activity.

1. **Scheduled Maintenance:** All planned work performed on Company's Hosting or Client Infrastructure by Company engineers or staff is defined as "Scheduled Maintenance". During Scheduled Maintenance, some or all of Company's Hosting or Client Infrastructure may be out of service and therefore may not be accessible to users. Regularly Scheduled Maintenance will occur on Mondays between 2 AM and 5 AM. A 15-minute downtime is expected during this window. If Client has a business need to avoid said outage, they must provide their request via the Company Service Desk ten business days in advance.
 - a. **Notification:** If Company decides to perform Scheduled Maintenance beyond the standard 15-minute downtime, Client will be notified via email ten business days before the Scheduled Maintenance window.
2. **Emergency Maintenance:** All work performed in response to a disruption or a threat to the availability of a component of Company's Hosting or Client Infrastructure within the control of Company is defined as "Emergency Maintenance". Emergency Maintenance will be conducted based upon the timeframe that the emergency exists. Normal business hours will see an immediate response. For issues that occur during non-business hours, the impact of the event will be evaluated as soon as possible, and appropriate measures taken to return the system to normal availability.
 - a. **Notification:** Client will be notified via email should Emergency Maintenance be necessary.
3. The Company Hosting or Client Infrastructure includes is not limited to the following areas: E-mail hosting, server hosting, website hosting, Content Management System, Hosted Applications, Internet Service Provider, Hosted Voice, and custom application hosting.



Benzie County, MI

VC3 Manage - On Premises Service Plan (Option #1)



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Order Governed by the Master Agreement

This Order is subject to and governed by Company's Master Agreement in effect on the date this Order is entered into between Company and Client. The Master Agreement is available at <https://www.vc3.com/terms-of-service/> and is incorporated in full into and made a part of this Order by this reference. The Client may also request a copy of the Master Agreement by submitting an email request to betterit@vc3.com identifying the Client and the applicable Orders. Company's entering into this Order is conditioned on Client's agreement to the Master Agreement, and by entering into this Order with Company, Client accepts and agrees to the Master Agreement.

Summary of Scope of Services & Fees

Company will provide the following services listed in Tables A and B. Recurring services, if included, shall be provided for 36 Months, starting from the date of the first recurring invoice (Effective Services Start Date), unless terminated in accordance with the terms of this Order or the Master Agreement.

Company will audit the Client's usage of units on a monthly basis; for each unit found in excess of the amount listed in Table A, Company will increase the monthly fee by the corresponding amount indicated in Table A. Reductions in Units above the minimum threshold will be reflected on the invoice within 30 days of service removal. Additional services may be added at any time during the life of this contract at the unit rates listed below.

(See tables on next page)



Table A: Services & Fees

| Description | Units | Unit Price | Monthly Fee | One-Time Fee | Annual Fee |
|---|----------------|------------|-----------------|--------------|------------|
| On Premises Server Support <i>Physical or virtual server that is running a server operating system.</i> | 18.00 | \$80.00 | \$1,440.00 | \$0.00 | \$0.00 |
| On Premises Workstation Support | 138.00 | \$80.00 | \$11,040.00 | \$0.00 | \$0.00 |
| Managed Network Support | Entire Network | \$0.00 | Included | \$0.00 | \$0.00 |
| Data Recovery - Server Backup <i>VC3 Managed Backups per Server</i> | 18.00 | \$0.00 | Included | \$0.00 | \$0.00 |
| Cyber Aware Complete <i>Cyber Security Awareness Training & Phish testing - MS Office 365 Integration Monthly Phishing Test Pre-Assessments Prebuilt Training Library Core Reporting & Features Baseline Test "Phish Alert" Outlook Addin Post-Testing Training Automated Notifications Role-Based Targeted Testing Gamification Industry Benchmarking Non-Email Based Testing Online Courses Automated User Enrollment Virtual Risk Officer (VRO)</i> | 138.00 | \$0.00 | Included | \$0.00 | \$0.00 |
| Total Services Monthly: | | | \$12,480 | | |

Notes:

- Unlimited onsite and remote support for entire County. * No travel fees.
- Full patch management and system monitoring, 24x7x365 EDR support monitored by SOC, including end user awareness training.
- Full onsite and off-site monitored Backup and Recovery of all Servers included.
- Strategic Alignment and Strategic Advisor included. Budgetary assistance and planning with a Strategic Timeline and regular meetings with your Advisor.
- Implementing CIS (Center for Internet Security) Standards across all Servers, Workstations and Laptops



Deliverables & Services

VC3 Manage - On Premises

Company will supply the necessary qualified resources to manage the IT Services of the client as defined below.

Included Devices: 'Included Devices' will be defined as applicable devices associated with the unit quantities stated in Table A.

Company will provide the following functions and services as part of this Order:

A. Discovery & Deployment

1. Setup the Client System for management and provide training to help the Client get the most out of the services. This includes:
 - i. Deployment of the Company monitoring and management platform.
 - ii. Deployment of the Company endpoint protection and spam filtering.
 - iii. Full documentation and inventory of your network
 - iv. Best-practice configuration of the network for monitoring and management
 - v. Orientation and training for your staff
 - vi. MacOS Note: If Client is utilizing Mac OS, Company will provide documentation to end users on how to install Company's monitoring and management platform. MacOS does not allow a remote deployment of standard Company tools.
 1. Should Mac OS users require onsite assistance to install VC3's monitoring and management platform, support will be provided on a Time and Materials basis at the rates detailed within Client Master Agreement.
2. Implement performance monitoring of client's network prior to and during implementation.

B. 24x7 Monitoring and Incident Response Services

1. Provide 24X7 Incident response services for all included user, server, and network devices.
2. Provide phone, remote and onsite support to authorized users for all included devices.
3. Track all incidents through an ITIL (Information Technology Infrastructure Library) based Service Desk system. All requests will be prioritized and processed per the 'Priority' guidelines listed in Addendum A.

4. Provide 24x7 collection of performance data for the client's included server and network devices per Company's best practices.
5. Utilize industry best practices for remote access, control, and management of all devices.
6. Patching: Deploy, manage, and monitor the installation of approved service packs, security updates and firmware updates as deemed necessary on all applicable devices. Some devices such as tablets and cell phones may not be compatible with included patching methodologies.
7. Resolution of monitoring alerts.
8. Resolution of performance issues.
9. Resolution of availability issues.
10. Resolution of end-user reported problems.
11. Routine additions, deletions, and changes to included devices and users.

C. **Application Support**

1. Provide support for client licensed 3rd party applications. If it is determined from the initial discovery and/or from third-party application vendors that an application requires additional servers, licensing or support resources, additional monthly costs may be required before the application can be supported.
2. Microsoft Applications
 - i. Includes Microsoft Office and Office 365 core applications. This is limited to Microsoft Access, Excel, OneDrive for Business, OneNote, Outlook, PowerPoint, SharePoint, Teams and Word.
 - ii. Application installs, synchronization issues, permission management and general troubleshooting are all within scope for these applications.

D. **Strategic IT Planning**

Provide the client with a named Strategic resource to assist Client with the following:

1. **Budgeting:** Work with the client to develop an annual technology budget for recurring expense items and new capital requirements in alignment with organizational goals.
2. **Strategic Planning:** Recommend technology solutions as well as provide roadmaps that support key business processes in order to help the client leverage technology appropriately. The Company will work with the client as part of the annual planning process to understand the current business drivers and goals and make recommendations targeted toward maximizing the effectiveness of the client's technology investment.
3. **Analyze IT Health data:** Perform a periodic analysis of the data collected by Company's monitoring systems to proactively resolve issues and assess potential



risks within the environment. The Company will make this analysis available to key stakeholders and provide direction on business decisions regarding the level of investment.

E. Endpoint Detection and Response

1. Deployment of Company Endpoint Detection and Response (EDR) agents to all applicable included devices.
2. Monitoring of EDR agents by 24x7x365 Partner Security Operations Center (SOC).
3. Provide 24x7 Incident response services for all security events and incidents generated by the EDR tool for applicable devices. All events and incidents will be prioritized and processed per the 'Priority' guidelines listed in Addendum A.

F. IT Asset Administration

1. Hardware and software asset and warranty expiration tracking
2. Domain name expiration tracking
3. Hardware and software purchase specification
4. Web portal access for ticket creation and management
5. Maintaining network documentation and secure password storage
6. Interfacing with vendors such as internet service providers (ISPs)

G. Procurement

1. Server, Networking, and Power equipment.
2. Desktops, laptops, tablets.
3. Peripherals, including Printers.
4. Software, including subscription-based services.
5. Domain names and security certificates.

Procured items by Company will be subject to one time set up fees if applicable per installation. Any items not procured by Company but requiring Company labor to install will also incur one time set up fees per installation.

EXCLUSIONS

Items other than those included above are expressly excluded from the Services provided within this Order. The following exclusions and clarifications are intended to clarify the scope of services for this order:

- A. Excluded services are those related to functionality upgrades, such as those required to evaluate, specify, purchase, and implement client system or server upgrades such as operating systems, Microsoft Office suite software unless included with a specific Company product, third party software deployments or upgrades, or equipment related to these services whose scope exceeds that defined above. Company will provide these services to



the client on a Time & Materials Order basis at the rates outlined in the Master Agreement. If modification or replacement of a hardware device or component is required, client is responsible for all hardware and hardware vendor services costs, excluding Company owned hardware explicitly provided through this Order.

- B. Software development, training and project work, including client-owned PC upgrades and non-patch upgrades of software, are not included.
- C. When client requests services by Company not explicitly included in this agreement, they are agreeing to invoicing of said services per the terms outlined in the Master Agreement. For all services which incur additional hourly fees, Company will notify the client that these services are outside the scope of this work order and will receive approval from client prior to rendering these additional services.
- D. Software and licensing purchased by the client directly from a third-party vendor are not included as a part of services to be supported.
- E. Architectural changes, mass deployment, database management, data visualization and business process automation / troubleshooting are considered excluded from this Order.
- F. Cybersecurity event or incident response activities or remediation efforts exceeding eight (8) hours of technician, engineer or project management time.
- G. Should deficiencies, malware infections, or critical vulnerabilities be discovered during the deployment of services, Company will bring to Client attention and discuss the impact of the deficiencies on Company's ability to provision the Services and provide client with options to correct the deficiencies. Initial remediation hours will be billed outside of this Order unless otherwise explicitly stated in this Order.

CLIENT RESPONSIBILITIES

- A. Client will provide a primary point of contact for Company to work with on all services provided in this Order.
- B. Client is responsible for authorizing access for Company to sites that are owned / controlled by third parties.
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- D. Client will maintain both hardware and software maintenance agreements with the source Vendor whenever possible to allow for ongoing access to security updates and to provide quick replacement of non-functioning components.
- E. Client must assign Company as their Microsoft Partner of record.
- F. Client is responsible for procurement and ownership of all licenses, maintenance, and vendor support agreements required for support of their third-party applications, excluding the Microsoft licensing explicitly included in the per seat packages identified in Table A.



- G. Third party tool licensing may be required for additional cost.
- H. Client will be financially responsible for any remaining or ongoing charges from Microsoft. Microsoft subscriptions can each have their own terms and renewal dates. It is the client's responsibility to engage Company to adjust Microsoft subscription counts and terminations prior to 12 months from the original work order or subsequent change order purchase date.

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- A. The Order will not become effective unless and until it is agreed upon and signed by the Client and Company.
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- G. The items defined in this Order are designed to enhance the security of the customer environment. There is no guarantee that any security measure will prevent a data breach, infection, or other cyber security incident.

Addendum A – Service Desk Priorities

Incidents and Service Requests are triaged and prioritized to effectively resolve the most important issues in a timely manner. Company utilizes the following priorities, criteria and response metrics:

A. Priority 1:

- System/device/service down causing work to cease and critical impact to the organization or a whole department; no workaround available; Client is in danger of or is experiencing a financial loss or the ability to make strategic business decisions is impaired; begin resolution activities immediately.
- **24x7 Support:** Priority 1 incidents will be addressed on a 24 hours a day, 7 days a week basis including holidays.

B. Priority 2:

- System/device/service down causing work to cease and potential business impact for an individual user; no workaround available.
- Level of service degraded causing impact to the organization or a whole department; no workaround available.
- **24x7 Support:** Priority 2 incidents will be addressed on a 24 hours a day, 7 days a week basis including holidays.

C. Priority 3:

- Level of service degraded causing impact to an individual user; no work around available.
- Operational impact to the organization or a whole department though work continues as a result of implementing a workaround or use of other system/device/service.
- A request to enable or configure a system/device/service within 2 business days.
- Incidents related to Backup system failures.
- **Business Hours Support:** Priority 3 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.

D. Priority 4:

- Operational impact to the organization, department or user exists though work continues as a result of implementing a workaround or use of another system/device/service.
- A request to enable or configure a system/device/service within 5 business days.
- **Business Hours Support:** Priority 4 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.

E. Priority 5:

- Operational impact to the organization, department or user is minimal or is mitigated by a reliable workaround.
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(See tables on next page)



| Call Priority | Initial Client Contact Guidelines | Initial Client Contact Percentages |
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| 1 | 60 Min | 95% |
| 2 | 2 business hours | 95% |
| 3 | 4 business hours | 95% |
| 4 | 8 business hours | 95% |
| 5 | N/A | 95% |

Addendum B – Maintenance Windows

All work performed within Company's Hosting or Client Infrastructure is a form of maintenance. Such work may or may not result in a disruption of service depending on the scope of the activity.

1. **Scheduled Maintenance:** All planned work performed on Company's Hosting or Client Infrastructure by Company engineers or staff is defined as "Scheduled Maintenance". During Scheduled Maintenance, some or all of Company's Hosting or Client Infrastructure may be out of service and therefore may not be accessible to users. Regularly Scheduled Maintenance will occur on Mondays between 2 AM and 5 AM. A 15-minute downtime is expected during this window. If Client has a business need to avoid said outage, they must provide their request via the Company Service Desk ten business days in advance.
 - a. **Notification:** If Company decides to perform Scheduled Maintenance beyond the standard 15-minute downtime, Client will be notified via email ten business days before the Scheduled Maintenance window.
2. **Emergency Maintenance:** All work performed in response to a disruption or a threat to the availability of a component of Company's Hosting or Client Infrastructure within the control of Company is defined as "Emergency Maintenance". Emergency Maintenance will be conducted based upon the timeframe that the emergency exists. Normal business hours will see an immediate response. For issues that occur during non-business hours, the impact of the event will be evaluated as soon as possible, and appropriate measures taken to return the system to normal availability.
 - a. **Notification:** Client will be notified via email should Emergency Maintenance be necessary.
3. The Company Hosting or Client Infrastructure includes is not limited to the following areas: E-mail hosting, server hosting, website hosting, Content Management System, Hosted Applications, Internet Service Provider, Hosted Voice, and custom application hosting.

Memorandum



To: Board of Commissioners

From: Rose Roelofs, Executive Assistant *Rose Roelofs*

Date: November 2, 2023

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

One term on the Airport Authority expires December 31, 2023, currently held by Coury Carland.

As you are aware, this appointment is made by the Board of Commissioners. The Administration Office has expressed the desire to be consistent with appointments, which includes establishing an ad hoc interview committee. However, after doing our due diligence by advertising in the paper, Facebook, and on our website since August 23rd, we have not received any new applicants. We have received a letter of reappointment which the Board of Commissioners can either reappoint or establish an ad hoc committee to discuss the applicant or further discuss recruitment ideas.

The Airport Authority appointments are for four-year terms expiring on December 31, 2027. Below is Coury Carland's reappointment letter.

Recommendation:

That the Board of Commissioners establishes an ad hoc interview committee to discuss the Airport Authority position and that the Chair, _____, _____, and an Administrator Designee be appointed to such committee.

-or-

The Board of Commissioners appoints Coury Carland to the Airport Authority, with the term expiring December 31, 2027.

Re: Reappointment to the Airport Authority

Katelyn Zeits <kzeits@Benzieco.net>

Fri 10/27/2023 10:50 AM

To: Coury Carland <CCarland@benzieco.net>

Cc: Roselie Roelofs <RRoelofs@Benzieco.net>

Thank you Coury for letting us know!



Katie Zeits, MPA

County Administrator | Benzie County

448 Court Place, Beulah, MI 49617

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

E: kzeits@benzieco.net W: www.benzieco.net

CONFIDENTIALITY NOTICE:

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

From: Coury Carland <CCarland@benzieco.net>

Sent: Wednesday, October 25, 2023 5:35 PM

To: Katelyn Zeits <kzeits@Benzieco.net>

Subject: Reappointment to the Airport Authority

Hi, Katelyn

Please accept this email as my request for reappointment to the Frankfort City-County Airport Authority as one of the two representatives for Benzie County.

Thanks,
Coury

Memorandum



To: Board of Commissioners

From: Rose Roelofs, Executive Assistant *Rose Roelofs*

Date: November 2, 2023

Subject: **Establishment of Ad Hoc Interview Committee for the Benzie-Leelanau Health Department**

One term on the Benzie-Leelanau Health Department expires December 31, 2023, currently held by Dr. Mark Kuiper.

As you are aware, this appointment is made by the Board of Commissioners. The Administration Office has expressed the desire to be consistent with appointments, which includes establishing an ad hoc interview committee. However, after doing our due diligence by advertising in the paper, Facebook, and on our website since August 23rd, we have not received any new applicants. The Board of Commissioners can either reappoint Dr. Mark Kuiper or establish an ad hoc committee to discuss the one applicant or discuss further recruitment.

Appointments to the Committee are for a two-year term expiring on December 31, 2025. I have included Dr. Mark Kuiper's application and reappointment letter below.

Recommendation:

That the Board of Commissioners establishes an ad hoc interview committee to discuss the Benzie-Leelanau Health Department position and that the Chair, _____, _____, and an Administrator Designee be appointed to such committee.

-or-

The Board of Commissioners appoint Dr. Mark Kuiper to the Benzie-Leelanau Health Department Committee, with the 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): _____

Benzie Leelanau Board of Health

Name: **Mark Kuiper, MD**

Residential Address: **128 Green Point Rd, Frankfort, MI 49635**
(Street) (City) (State) (Zip)

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

Preferred Phone No.: **231-882-6901** Additional Phone No.: _____

Occupation: **Physician** (if retired, please provide your career)

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

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

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

- YES NO Are you in default to the County?
If yes, please note applicants in default to the County are not eligible for consideration.
- YES NO Do you or immediate family members currently serve on a County board or committee?
If yes, which board? _____
- YES NO Are you a veteran?
- YES NO Did you attach the required letter outlining the items requested above?

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

Mark Kuiper
Signature

11/1/23
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.net. If you have any questions, please feel free to contact our office at (231) 882-0035. Again, thank you for your interest!

I am an internal medicine and pediatrics physician living and practicing medicine in Frankfort. My wife, Jennifer, is also a board-certified pediatrician and we have 2 children who are attending the local schools. I, along with two partners, envisioned and established the Frankfort Medical Group, a brand-new primary care practice at Paul Oliver Hospital that launched in 2020. Our vision was to provide “world class healthcare” in Benzie County. Since then, we have enrolled over 2718 new adults and children and have provided care for them. Many of these patients are no longer driving to Traverse City for healthcare because we have set a standard of care on par with above that of other, larger cities.

I am the only physician providing coverage for the inpatient service at Paul Oliver Hospital. I take call roughly 182 nights out of the year for the hospital. By admitting patients to Paul Oliver Hospital, we are reducing the number of patients who need to be transferred outside of our county and helping to keep EMS rigs local. The existence of our new practice is particularly relevant since in the past few years several long-term primary care physicians in Benzie County have retired. Dr. Rykman has retired, Dr. Turner has retired, Dr Coles has retired. We are filling in a major gap for outpatient and inpatient medicine that is keeping us very busy. As far as I know, I am the only certified internal medicine physician practicing in Benzie and Leelanau County. My wife and I are some of only a few board-certified pediatricians practicing in these two counties as well.

When Dr. Rykman retired, he asked if I would be interested serving on the Benzie Leelanau district Board of Health. After consideration, I accepted his offer because I know how critical the services of a strong functioning health department are to a community. I also accepted the offer because I wanted to invest in my community and serve its broader interests. Little did I know that I would be sworn in and starting my term during a once in a century pandemic. What I thought would be a mundane and uneventful series of monthly meetings became anything but that. As one of the few primary care physicians practicing in the county, I received almost daily updates from the health department and worked closely with them for Covid testing, case-contact tracing, and vaccinations. I have gotten to know Mr. Sauer and Ms. Nye as we have served together during this memorable time on the health department board.

The board has been and will play an important role in ensuring our health department has good leadership, is trustworthy, and acts responsibly not only during pandemics, but also in its other critical functions including sanitation, maternal infant health, and disease screening and prevention.

I became aware that my current term on the board is expiring December 2023 and that I need to re-apply to be considered for a position on the board. I am prepared to continue serving alongside the commissioners on the board of health.

Sincerely, Mark Kuiper, MD

Memorandum



To: Board of Commissioners

From: Rose Roelofs, Executive Assistant *Rose Roelofs*

Date: November 2, 2023

Subject: **Establishment of Ad Hoc Interview Committee for the Economic Development Corp/BRA**

Two terms on the Economic Development Corp/BRA have open positions that would require Board approval to be filled. Since the combination of the EDC and the BRA board, there has been one vacant term if the committee chooses to have the maximum number of members. The other term is currently held by Betsy Evans. The Chamber rep position, which is not appointed by the board, is also vacant.

Upon review of the expiring terms, it has come to our attention that Betsy Evans' term expired on December 31, 2022. Once we found this oversight our office reached out to Betsy to be reappointed. Attached you will find her reappointment letter.

The appointment for this Committee is to be made by the Board of Commissioners. The Administration Office has expressed the desire to be consistent with appointments, which includes establishing an ad hoc interview committee. Despite the due diligence of our office to advertising since August 23, 2023, the vacant terms through Facebook, our county website, and advertising in the paper we have not received any new or reappointment applications.

The Board of Commissioners should establish an ad hoc committee to discuss recruitment ideas for the vacant term and discuss the bylaws. The Board of Commissioners should also reappoint Betsy Evans to a six-year term expiring December 31, 2028.

Recommendation:

That the Board of Commissioners establish an ad hoc committee and that the Chair, _____, _____, Committee Chair, and an Administrator Designee be appointed to such committee.

-and-

To reappoint Betsy Evans to the EDC/BRA Committee with a six-year term expiring December 31, 2028.

Benzie County Administration Office
448 Court Place
Beulah, MI 49617

November 7, 2023

I am writing to express interest in continuing to serve on the Benzie County Economic Development and Brownfield Redevelopment Authority. I currently serve as Chair of the Benzie County EDC/BRA and have worked as a small business consultant since 2012.

I began employment in retail business in Benzie County in 1979 and have owned a retail or service business in our county since 1998. I also served on the economic development committee portion of the 2000 master planning process as well as the Crystal Lake Community/Business Association for over 13 years.

I feel I have a strong background in this area and would like to continue serving on this committee to strengthen and improve our economy in Benzie County.

Enclosed is my resume for your review. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Betsy Evans".

Betsy Evans
P.O. Box 89
Benzonia, MI 49616
231-383-2798
1betsyevans@gmail.com

Betsy Evans

PO Box 89, Benzonia, MI 49616
231.383.2798
1betsyevans@gmail.com

WORK EXPERIENCE

- Venture North;** Traverse City, MI 2019 – Present
Business Consultant - Independent Contractor
- Technical assistance for small businesses
 - Regional Resiliency Program leadership team
- Alliance for Economic Success;** Manistee, MI 2014 – 2017
Director of Business Development
- Assisted business start-up and growth in Benzie, Manistee and Wexford Counties
 - Participated in community and economic development initiatives
- MI Small Business Development Center;** Traverse City, MI 2012 – 2014
Small Business Consultant
- Entrepreneurial and small businesses support and development
 - Hosted business education classes
- Coldwell Banker;** Benzonia, MI 2008 – 2012
Realtor
- Nugent Ace Hardware;** Benzonia, MI 1979 – 2007
Co-Owner, Office Manager, Customer Service
- Fortress Security;** Benzonia, MI 1998 – Present
Co-Owner, Secretary/Treasurer
- Gosling Czubak Engineering;** Traverse City, MI 1993 - 1995
Environmental Engineer

EDUCATION

- Michigan Technological University**
BS Environmental Engineering February 1993
BS Biology, Teacher Certification Minor: Mathematics May 1989

COMMUNITY INVOLVEMENT

- Benzie County EDC/BRA;** Benzie County, MI 2021 – Present
Chair
- Benzie County EDC Business Retention Subcommittee;** Benzie County, MI 2020 –2022
Chair
- Joyfield Township Planning Commission;** Joyfield Township, MI 2012 – Present
Chair
- Benzie County Master Plan Update Committee;** Benzie County, MI 2015 – 2017
- Benzie County 2020 Comprehensive Plan;** Benzie County MI 1997 – 2000
Jobs and Economic Development Committee –Chair, Scribe

Memorandum



To: Board of Commissioners

From: Rose Roelofs, Executive Assistant *Rose Roelofs*

Date: November 7, 2023

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

Three terms on the Solid Waste Advisory Committee expire December 31, 2023, currently held by Annie Browning, Christopher Cote, and Marlene Wood.

As you are aware, this appointment is made by the Board of Commissioners. The Administration Office has expressed the desire to be consistent with appointments, which includes establishing an ad hoc interview committee. However, after doing our due diligence by advertising in the paper, Facebook, and on our website since August 23rd, we have not received any new applicants. One reapplication has been received from Annie Browning. We have received notification that Marlene does not wish to be reappointed.

Appointment to the Solid Waste Advisory Committee is a two-year term expiring on December 31, 2025. I have included Annie Browning's application and reappointment letter below.

It is recommended that the Board of Commissioners establishes an ad hoc committee to discuss further recruitment ideas and to discuss what other options we have along with reappointing Annie Browning.

Recommendation:

That the Board of Commissioners establishes an ad hoc interview committee to discuss the Benzie-Leelanau Health Department position and that the Chair, _____, _____, and an Administrator Designee be appointed to such committee and to reappoint Annie Browning to the Solid Waste Advisory Committee for a two-year term expiring on 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): Solid Waste Advisory
Council

Name: Annie Browning

Residential Address: 7236 Highland Drive Beulah MI 49617
(Street) (City) (State) (Zip)

E-Mail Address: annieb@umich.edu

Preferred Phone No.: 734 678-6062 Additional Phone No.: —

Occupation: retired - Building a Healthy Community (if retired, please provide your career)

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

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

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

- YES NO Are you in default to the County?
If yes, please note applicants in default to the County are not eligible for consideration.
- YES NO Do you or immediate family members currently serve on a County board or committee?
If yes, which board? _____
- YES NO Are you a veteran?
- YES NO Did you attach the required letter outlining the items requested above?

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

Annie C.B.
Signature

8/22/23
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!

08/22/23

To Whom it May Concern,

This letter is to apply for a committee seat on the Solid Waste Advisory Council. I am applying for this position because I care about the future health of our county. I believe my appointment would benefit Benzie County because I am available, interested, educated, and experienced.

Currently, I am a Trustee on the Village of Beulah Council, Chair of the Village of Beulah Hall and Grounds, and Village Representative for the Village of Beulah's Planning Commission. I regularly attend other local meetings including for the Crystal Lake Community Business Association, and the Village of Honor.

Lastly, I am currently a member of the Solid Waste and Advisory Council and would enjoy continuing to help build a healthy community in that way.

Thank you for your consideration,

A handwritten signature in blue ink that reads "Annie C. Browning". The signature is stylized with a long horizontal line extending to the right.

Annie C. Browning

Memorandum



To: Board of Commissioners

From: Rose Roelofs, Executive Assistant *Rose Roelofs*

Date: November 7, 2023

Subject: **Consideration of purchasing three patrol vehicles for road deputy operations**

Attached you will find a memo from Sheriff Kyle Rosa regarding the purchase of three patrol vehicles and the sale of two patrol vehicles. The 2017 and 2018 chargers must be replaced in accordance with the respective collective bargaining agreement with states “primary patrol vehicles (sedans) shall not be used as such beyond the end of the fiscal year in which they have reached 100,000 miles.”

These two vehicles are to be sold with the approval of the Board on the MIBid Internet Auction system and proceeds are to be deposited into the 425-equipment replacement fund, patrol car expenses. The third patrol vehicle is to replace the 2019 charger that was totaled earlier this year.

It is recommended to purchase three patrol vehicles as replacement vehicles which are appropriate for their intended use. The funding for the purchases of these vehicles would come from both the 425-equipment replacement fund, patrol car expenses and the capital fund.

Recommendation:

That the 2017 and 2018 chargers detailed in the memo from the Sheriff dated November 2, 2023, be declared surplus and authorized for sale on the MIBid Internet Auction system, with proceeds to be deposited into the 425-equipment replacement fund, patrol car expenses.

-and-

To purchase three new patrol vehicles to not exceed \$195,000, coming from the Capital Fund and the 425 patrol car expenses.



BENZIE COUNTY SHERIFF'S OFFICE

Kyle Rosa, Sheriff • Greg Hubers, Undersheriff

505 S. Michigan Ave, Beulah MI 49617
(231) 882-4484 – Fax (231) 882-5814

To: Board of Commissioners

11/02/2023

CC: Administrator Zeits

I am requesting approval of the 2023/2024 Capital improvement budget as forecasted regarding Sheriff's replacement vehicles as follows.

1. Dodge Pursuit Durango (fully equipped) \$65,000.00
2. Dodge Pursuit Durango (fully equipped) \$65,000.00
3. Dodge Pursuit Durango (fully equipped) \$65,000.00

Two of the above vehicles will replace a 2017, and a 2018 charger that were over 100,000 miles and sold as surplus. The third Durango will replace the 2019 charger that was totaled in a vehicle accident in July.

4. Jeep Grand Cherokee (for undercover TNT Detective) \$60,000.00

This vehicle will replace the current vehicle which has over 100,000 miles on it.

5. Chrysler Pacifica Van (for inmate transports) \$60,000.00

This vehicle will replace a 2014 van which will be retained for use by the Court Bailiffs.

***Note: I requested bids for these vehicles from the two registered "state-bid" dealerships. One dealership gave me a quote for Police Durango's which were \$2,343.00 per vehicle more than Watsons. The other dealership never responded to my requests. Watsons of Benzie is our Preferred Dealer. The attached quotes are from Watson Benzie. The prices allocated are "Up To" prices as there is specialty equipment for each vehicle.**

Respectfully, Sheriff Kyle Rosa

WATSON BENZIE, LLC
 1514 BENZIE HWY
 BENZONIA, MI 496169650

Configuration Preview

Date Printed: 2023-10-30 3:16 PM
 Estimated Ship Date:

VIN:
 VON:

Quantity: 1
 Status: BA - Pending order
 FAN 1: 00DE3 Benzie County
 FAN 2:
 Client Code:
 Bid Number: TB4071
 PO Number:

Sold to:
 WATSON BENZIE, LLC (26799)
 1514 BENZIE HWY
 BENZONIA, MI 496169650

Ship to:
 WATSON BENZIE, LLC (26799)
 1514 BENZIE HWY
 BENZONIA, MI 496169650

2024 DURANGO PURSUIT VEHICLE AWD (WDEE75)

Vehicle:

| | Sales Code | Description | MSRP(USD) |
|-------------------|------------|--------------------------------------|-----------|
| Model: | WDEE75 | DURANGO PURSUIT VEHICLE AWD | 43,075 |
| Package: | 22Z | Customer Preferred Package 22Z | 0 |
| | EZH | 5.7L V8 HEMI MDS VVT Engine | 3,115 |
| | DFD | 8-Spd Auto 8HP70 Trans (Buy) | 0 |
| Paint/Seat/Trim: | PXJ | DB Black Clear Coat | 0 |
| | APA | Monotone Paint | 0 |
| | *A7 | Cloth Bucket Seats W/Rear Vinyl | 150 |
| | -X9 | Black | 0 |
| Options: | 4DH | Prepaid Holdback | 0 |
| | 4ES | Delivery Allowance Credit | 0 |
| | MAF | Fleet Purchase Incentive | 0 |
| | ADL | Skid Plate Group | 350 |
| | CW6 | Deactivate Rear Doors/Windows | 90 |
| | LNF | Black Left LED Spot Lamp | 640 |
| | 5N6 | Easy Order | 0 |
| | 4FM | Fleet Option Editor | 0 |
| | 4FT | Fleet Sales Order | 0 |
| | 142 | Zone 42-Detroit | 0 |
| | 4EA | Sold Vehicle | 0 |
| Non Equipment: | 4FA | Special Bid-Ineligible For Incentive | 0 |
| Bid Number: | TB4071 | Government Incentives | 0 |
| Discounts: | YG1 | 7.5 Additional Gallons of Gas | 0 |
| Destination Fees: | | | 1,595 |

Total Price: 49,015

Order Type: Fleet
 Scheduling Priority: 1-Sold Order
 Salesperson:
 Customer Name:
 Customer Address:
 Instructions: USA

PSP Month/Week: 99
 Build Priority:

*Sale Price \$43060
 plus Fees \$285.00
 Dock \$15.00
 Title \$15.00
 Total \$45,959*

GWC \$1100k \$2599

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

WATSON BENZIE, LLC
1514 BENZIE HWY
BENZONIA, MI 496169650

Configuration Preview

Date Printed: 2023-10-30 4:10 PM VIN:
Estimated Ship Date: VON:

Quantity: 1
Status: BA - Pending order
FAN 1: 00DE3 Benzie County
FAN 2:
Client Code:
Bid Number: TB4071
PO Number:

Sold to:
WATSON BENZIE, LLC (26799)
1514 BENZIE HWY
BENZONIA, MI 496169650

Ship to:
WATSON BENZIE, LLC (26799)
1514 BENZIE HWY
BENZONIA, MI 496169650

Vehicle:

2024 GRAND CHEROKEE LAREDO 4X4 (WLJH74)

| | Sales Code | Description | MSRP(USD) |
|-------------------|------------|--------------------------------------|-----------|
| Model: | WLJH74 | GRAND CHEROKEE LAREDO 4X4 | 41,535 |
| Package: | 23A | Customer Preferred Package 23A | 0 |
| | ERC | 3.6L V6 24V VVT Engine Upg 1 w/ESS | 0 |
| | DFW | 8-Spd Auto 8HP50 Trans (Buy) | 0 |
| Paint/Seat/Trim: | PW7 | Bright White Clear Coat | 0 |
| | APA | Monotone Paint | 0 |
| | *AJ | Cloth Seats | 0 |
| | -X7 | Global Black | 0 |
| Options: | 4DH | Prepaid Holdback | 0 |
| | 4ES | Delivery Allowance Credit | 0 |
| | MAF | Fleet Purchase Incentive | 0 |
| | 5N6 | Easy Order | 0 |
| | 4FM | Fleet Option Editor | 0 |
| | 4FT | Fleet Sales Order | 0 |
| | 142 | Zone 42-Detroit | 0 |
| | 4EA | Sold Vehicle | 0 |
| Non Equipment: | 4FA | Special Bid-Ineligible For Incentive | 0 |
| Bid Number: | TB4071 | Government Incentives | 0 |
| Discounts: | YGW | 5.5 Additional Gallons of Gas | 0 |
| Destination Fees: | | | 1,795 |

Total Price: 43,330

Order Type: Fleet
Scheduling Priority: 1-Sold Order
Salesperson:
Customer Name:
Customer Address:

PSP Month/Week:
Build Priority: 99

Instructions: USA

*Sale price \$ 39,857
plus Fees
Dock \$ 285.00
Title \$ 15.00
TOTAL 42,756*

*GWC
5 yr/100k
\$ 2599*

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WATSON BENZIE, LLC
 1514 BENZIE HWY
 BENZONIA, MI 496169650

Priced Order Confirmation (POC)

Date Printed: 2023-10-30 4:41 PM VIN: 2C4RC1BG6PR629583 Quantity: 01
 Estimated Ship Date: 2023-09-08 2:00 AM VON: 58973185 Status: KZ - Released by plant and invoiced
 Date Ordered: 2023-05-11 1:50 PM Ordered By: S63408C

Sold to:
 WATSON BENZIE, LLC (26799)
 1514 BENZIE HWY
 BENZONIA, MI 496169650

Ship to:
 WATSON BENZIE, LLC (26799)
 1514 BENZIE HWY
 BENZONIA, MI 496169650

Vehicle: 2023 PACIFICA TOURING L (RUCH53)

| | Sales Code | Description | MSRP(USD) |
|---------------------|------------|------------------------------------|---------------|
| Model: | RUCH53 | PACIFICA TOURING L | 41,280 |
| Package: | 27L | Customer Preferred Package 27L | 0 |
| | ERC | 3.6L V6 24V VVT Engine Upg 1 w/ESS | 0 |
| | DFH | 9-Spd 948TE Auto Trans | 0 |
| Paint/Seat/Trim: | PXR | Brilliant Black Crystal Pearl Coat | 0 |
| | APA | Monotone Paint | 0 |
| | *SJ | Caprice Leatherette Bucket Seats | 0 |
| | -X7 | Black/Alloy/Black | 0 |
| Options: | YEP | Manuf Statement of Origin | 0 |
| | NAS | 50 State Emissions | 0 |
| | AAU | Safety Sphere | 1,195 |
| | 4UQ | T3AC | 0 |
| | 4NU | Fuel Fill/Battery Charge | 0 |
| | YGN | 4 Additional Gallons of Gas | 0 |
| | 5N6 | Easy Order | 0 |
| | 4EX | Sales Tracking | 0 |
| Group Funds: | P14 | DETROIT OUTSTATE - DAA | 0 |
| | G28 | DETROIT OUTSTATE - PPA/EB-PF | 0 |
| Destination Fees: | | | 1,595 |
| Total Price: | | | 44,070 |

Order Type: Retail PSP Month/Week: 99
 Scheduling Priority: 4-Dealer Order Build Priority:
 Salesperson:
 Customer Name:
 Customer Address:

Instructions:

*Sale Price \$41,900
 plus Fees,
 Dock - 285.00
 Title - 15.00
 TOTAL \$44,799*

*GWC 51100K
 \$2599*

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Memorandum



To: Board of Commissioners

From: Rose Roelofs, Executive Assistant *Rose Roelofs*

Date: November 8, 2023

Subject: **Consideration of purchasing one vehicle for Drug Enforcement Operations**

Attached you will find a memo from Sheriff Kyle Rosa regarding the purchase of an undercover Drug Enforcement vehicle. The 2017 and 2018 chargers must be replaced in accordance with the respective collective bargaining agreement with states "primary patrol vehicles (sedans) shall not be used as such beyond the end of the fiscal year in which they have reached 100,000 miles."

It is recommended to purchase a new undercover Drug Enforcement vehicle as a replacement which is appropriate for their intended use. The funding for the purchases of these vehicles would come from both the TNT Officer Millage Fund and the 401-Capital Improvements.

Recommendation:

To purchase a new Drug Enforcement vehicle to not exceed \$60,000, with \$20,000 coming from contingency in the TNT Officer Millage Fund and \$40,000 from Capital Improvements.



BENZIE COUNTY SHERIFF'S OFFICE

Kyle Rosa, Sheriff • Greg Hubers, Undersheriff

505 S. Michigan Ave, Beulah MI 49617
(231) 882-4484 – Fax (231) 882-5814

To: Board of Commissioners

11/02/2023

CC: Administrator Zeits

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2. Dodge Pursuit Durango (fully equipped) \$65,000.00
3. Dodge Pursuit Durango (fully equipped) \$65,000.00

Two of the above vehicles will replace a 2017, and a 2018 charger that were over 100,000 miles and sold as surplus. The third Durango will replace the 2019 charger that was totaled in a vehicle accident in July.

4. Jeep Grand Cherokee (for undercover TNT Detective) \$60,000.00

This vehicle will replace the current vehicle which has over 100,000 miles on it.

5. Crysler Pacifica Van (for inmate transports) \$60,000.00

This vehicle will replace a 2014 van which will be retained for use by the Court Bailiffs.

***Note: I requested bids for these vehicles from the two registered "state-bid" dealerships. One dealership gave me a quote for Police Durango's which were \$2,343.00 per vehicle more than Watsons. The other dealership never responded to my requests. Watsons of Benzie is our Preferred Dealer. The attached quotes are from Watson Benzie. The prices allocated are "Up To" prices as there is specialty equipment for each vehicle.**

Respectfully, Sheriff Kyle Rosa

WATSON BENZIE, LLC
 1514 BENZIE HWY
 BENZONIA, MI 496169650

Configuration Preview

Date Printed: 2023-10-30 3:16 PM
 Estimated Ship Date:

VIN:
 VON:

Quantity: 1
 Status: BA - Pending order
 FAN 1: 00DE3 Benzie County
 FAN 2:
 Client Code:
 Bid Number: TB4071
 PO Number:

Sold to:
 WATSON BENZIE, LLC (26799)
 1514 BENZIE HWY
 BENZONIA, MI 496169650

Ship to:
 WATSON BENZIE, LLC (26799)
 1514 BENZIE HWY
 BENZONIA, MI 496169650

2024 DURANGO PURSUIT VEHICLE AWD (WDEE75)

Vehicle:

| | Sales Code | Description | MSRP(USD) |
|-------------------|------------|--------------------------------------|-----------|
| Model: | WDEE75 | DURANGO PURSUIT VEHICLE AWD | 43,075 |
| Package: | 22Z | Customer Preferred Package 22Z | 0 |
| | EZH | 5.7L V8 HEMI MDS VVT Engine | 3,115 |
| | DFD | 8-Spd Auto 8HP70 Trans (Buy) | 0 |
| Paint/Seat/Trim: | PXJ | DB Black Clear Coat | 0 |
| | APA | Monotone Paint | 0 |
| | *A7 | Cloth Bucket Seats W/Rear Vinyl | 150 |
| | -X9 | Black | 0 |
| Options: | 4DH | Prepaid Holdback | 0 |
| | 4ES | Delivery Allowance Credit | 0 |
| | MAF | Fleet Purchase Incentive | 0 |
| | ADL | Skid Plate Group | 350 |
| | CW6 | Deactivate Rear Doors/Windows | 90 |
| | LNF | Black Left LED Spot Lamp | 640 |
| | 5N6 | Easy Order | 0 |
| | 4FM | Fleet Option Editor | 0 |
| | 4FT | Fleet Sales Order | 0 |
| | 142 | Zone 42-Detroit | 0 |
| | 4EA | Sold Vehicle | 0 |
| Non Equipment: | 4FA | Special Bid-Ineligible For Incentive | 0 |
| Bid Number: | TB4071 | Government Incentives | 0 |
| Discounts: | YG1 | 7.5 Additional Gallons of Gas | 0 |
| Destination Fees: | | | 1,595 |

Total Price: 49,015

Order Type: Fleet
 Scheduling Priority: 1-Sold Order
 Salesperson:
 Customer Name:
 Customer Address:
 Instructions: USA

PSP Month/Week: 99
 Build Priority:

*Sale Price \$43,060
 plus Fees \$285.00
 Dock \$15.00
 Title \$15.00
 Total \$45,959*

GWC \$1100k \$2599

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WATSON BENZIE, LLC
 1514 BENZIE HWY
 BENZONIA, MI 496169650

Configuration Preview

Date Printed: 2023-10-30 4:10 PM VIN:
 Estimated Ship Date: VON:

Quantity: 1
 Status: BA - Pending order
 FAN 1: 00DE3 Benzie County
 FAN 2:
 Client Code:
 Bid Number: TB4071
 PO Number:

Sold to:
 WATSON BENZIE, LLC (26799)
 1514 BENZIE HWY
 BENZONIA, MI 496169650

Ship to:
 WATSON BENZIE, LLC (26799)
 1514 BENZIE HWY
 BENZONIA, MI 496169650

Vehicle:

2024 GRAND CHEROKEE LAREDO 4X4 (WLJH74)

| | Sales Code | Description | MSRP(USD) |
|-------------------|------------|--------------------------------------|-----------|
| Model: | WLJH74 | GRAND CHEROKEE LAREDO 4X4 | 41,535 |
| Package: | 23A | Customer Preferred Package 23A | 0 |
| | ERC | 3.6L V6 24V VVT Engine Upg 1 w/ESS | 0 |
| | DFW | 8-Spd Auto 8HP50 Trans (Buy) | 0 |
| Paint/Seat/Trim: | PW7 | Bright White Clear Coat | 0 |
| | APA | Monotone Paint | 0 |
| | *AJ | Cloth Seats | 0 |
| | -X7 | Global Black | 0 |
| Options: | 4DH | Prepaid Holdback | 0 |
| | 4ES | Delivery Allowance Credit | 0 |
| | MAF | Fleet Purchase Incentive | 0 |
| | 5N6 | Easy Order | 0 |
| | 4FM | Fleet Option Editor | 0 |
| | 4FT | Fleet Sales Order | 0 |
| | 142 | Zone 42-Detroit | 0 |
| | 4EA | Sold Vehicle | 0 |
| Non Equipment: | 4FA | Special Bid-Ineligible For Incentive | 0 |
| Bid Number: | TB4071 | Government Incentives | 0 |
| Discounts: | YGW | 5.5 Additional Gallons of Gas | 0 |
| Destination Fees: | | | 1,795 |

Total Price: 43,330

Order Type: Fleet
 Scheduling Priority: 1-Sold Order
 Salesperson:
 Customer Name:
 Customer Address:

PSP Month/Week:
 Build Priority: 99

Instructions: USA

*Sale price \$ 39,857
 plus Fees
 Dock \$ 285.00
 Title \$ 15.00
 TOTAL 42,756*

*GWC
 5 yr/100k
 \$ 2599*

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WATSON BENZIE, LLC
 1514 BENZIE HWY
 BENZONIA, MI 496169650

Priced Order Confirmation (POC)

Date Printed: 2023-10-30 4:41 PM VIN: 2C4RC1BG6PR629583 Quantity: 01
 Estimated Ship Date: 2023-09-08 2:00 AM VON: 58973185 Status: KZ - Released by plant and invoiced
 Date Ordered: 2023-05-11 1:50 PM Ordered By: S63408C

Sold to:
 WATSON BENZIE, LLC (26799)
 1514 BENZIE HWY
 BENZONIA, MI 496169650

Ship to:
 WATSON BENZIE, LLC (26799)
 1514 BENZIE HWY
 BENZONIA, MI 496169650

Vehicle: 2023 PACIFICA TOURING L (RUCH53)

| | Sales Code | Description | MSRP(USD) |
|---------------------|------------|------------------------------------|---------------|
| Model: | RUCH53 | PACIFICA TOURING L | 41,280 |
| Package: | 27L | Customer Preferred Package 27L | 0 |
| | ERC | 3.6L V6 24V VVT Engine Upg 1 w/ESS | 0 |
| | DFH | 9-Spd 948TE Auto Trans | 0 |
| Paint/Seat/Trim: | PXR | Brilliant Black Crystal Pearl Coat | 0 |
| | APA | Monotone Paint | 0 |
| | *SJ | Caprice Leatherette Bucket Seats | 0 |
| | -X7 | Black/Alloy/Black | 0 |
| Options: | YEP | Manuf Statement of Origin | 0 |
| | NAS | 50 State Emissions | 0 |
| | AAU | Safety Sphere | 1,195 |
| | 4UQ | T3AC | 0 |
| | 4NU | Fuel Fill/Battery Charge | 0 |
| | YGN | 4 Additional Gallons of Gas | 0 |
| | 5N6 | Easy Order | 0 |
| | 4EX | Sales Tracking | 0 |
| Group Funds: | P14 | DETROIT OUTSTATE - DAA | 0 |
| | G28 | DETROIT OUTSTATE - PPA/EB-PF | 0 |
| Destination Fees: | | | 1,595 |
| Total Price: | | | 44,070 |

Order Type: Retail PSP Month/Week: 99
 Scheduling Priority: 4-Dealer Order Build Priority:
 Salesperson:
 Customer Name:
 Customer Address:

Instructions:

*Sale Price \$41,900
 plus Fees,
 Dock - 285.00
 Title - 15.00
 TOTAL \$44,799*

*GWC 51100K
 \$2599*

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: November 8, 2023

Subject: **Governmental Center Restroom Remodel**

A remodel of the first-floor men's and women's restrooms near Administration have been planned for on the Capital Plan for multiple fiscal years. We are now at a point where this remodel can occur for both restrooms. This remodel will involve updated tiling, ceilings, paint, patricians, and fixtures.

According to County policy, any renovations to the Governmental Center will be approved by the Board of Commissioners. The total project cost will not exceed \$25,000, including the materials necessary to perform the work. This project will be managed by our Maintenance Coordinator, who will perform many elements of this project.

Proposals have been received for the different elements of this remodel. Individual Proposals fall below the monetary threshold needing Board approval, with the exception of new fixtures and plumbing. We have received three proposals for this element and are recommending that the Board approve the low bidder, Westshore Plumbing and Heating, in the not to exceed amount of \$8,700.

Recommendation:

That the Board of Commissioners approves the remodel of the main-floor men's and women's restrooms near Administration of the Governmental Center, in the not to exceed amount of \$25,000 with funds available in the Capital Fund and American Rescue Plan Fund and authorizes the Administrator to sign appropriate proposals.



PROPOSAL # : 23-0219
DATE : 9-22-2023

NAME: Benzie County Government Center

PHONE: 231-882-9671

JOB DESCRIPTION: Replacement plumbing fixtures for Women's bathroom

PLUMBING

Demo of existing plumbing fixtures

Verify correct rough in for new plumbing fixtures

Any changes to existing rough in to be done on a time and material basis

Installation of new plumbing fixtures

2- Toilet

1- American Standard 3043-001-020 toilet bowl

1- Zurn Z6000WS1YBYC flush valve

1- ADA sink

1- American Standard 9140-013-020 wall hung sink

1- American Standard 6540-270-002 faucet

1- Sink

1- American Standard 0355-012-020 wall hung sink

1- Delta 501LFHDF faucet

Plumbing permit

Total \$ **4,246.00**

Acceptance of Proposal

The above prices, conditions and specifications are satisfactory and are hereby accepted by the undersigned. Westshore Plumbing and Heating is authorized to do the work as specified herein. All payments not paid within fifteen (15) of being invoiced, shall be assessed a late fee of 5% of the

AARON BLATTNER

aaron@westshoremech.com

231-499-7635

Westshore Plumbing and Heating, LLC 1681 Benzie Hwy, Benzonia, MI 49616

WESTSHOREMECH.COM

NAME: Benzie County Government Center

PHONE: 231-882-9671

JOB DESCRIPTION: Replacement plumbing fixtures for Men's bathroom

PLUMBING

Demo of existing plumbing fixtures

Verify correct rough in for new plumbing fixtures

Any changes to existing rough in to be done on a time and material basis

Installation of new plumbing fixtures

1- Toilet

1- American Standard 3043-001-020 toilet bowl

1- Zurn Z6000WS1YBYC flush valve

1- Urinal

1- American Standard 6590-001-020 urinal

1- Zurn Z6003WS1YBYC flush valve

1- ADA sink

1- American Standard 9140-013-020 wall hung sink

1- American Standard 6540-270-002 faucet

1- Sink

1- American Standard 0355-012-020 wall hung sink

1- Delta 501LFHDF faucet

Plumbing permit

Total \$ **4,398.00**

Acceptance of Proposal

AARON BLATTNER

aaron@westshoremech.com

231-499-7635

Westshore Plumbing and Heating, LLC 1681 Benzie Hwy, Benzonia, MI 49616

WESTSHOREMECH.COM



Estimate

| | |
|-----------|------------|
| Date | Estimate # |
| 10/4/2023 | 392 |

PO BOX 1748
FRANKFORT, MI 49635-1748

| | |
|--------------|-------------------|
| PHONE # | E-Mail |
| 231-651-9058 | dcpandm@gmail.com |

| |
|----------------|
| Name / Address |
| |

| | | Terms | Project |
|--------------------------------------|---|-------------------------|------------|
| | | | Bathrooms |
| Quantity | Description | Rate | Amount |
| | Fixtures, installation materials and labor needed for the remodel of the women's restroom. | 4,600.00 | 4,600.00 |
| | Fixtures, installation materials and labor needed for the remodel of the men's restroom | 4,700.00 | 4,700.00 |
| | Estimate covers materials and labor to remodel both restrooms. Any modifications to the existing rough plumbing will be invoiced as time and materials added to the original price. | | |
| | | Subtotal | \$9,300.00 |
| | | Sales Tax (6.0%) | \$0.00 |
| We look forward to working with you. | | Total | \$9,300.00 |

Estimate

Nye Plumbing & Heating

6877 Grace Rd
Benzonia MI 49616
(231) 882-4959,
Ken@nyeplumbinginc.com

| | |
|-------------------|------------|
| ESTIMATE # | 2045 |
| DATE | 10/23/2023 |
| PO # | |

| CUSTOMER |
|---|
| Benzie County Government Center 448 Court Place Beulah, MI, 49617 (231) 651-9461 rmorris@benzieco.net |

| SERVICE LOCATION |
|---|
| Benzie County Government Center 448 Court Place Beulah, MI, 49617 (231) 651-9461 rmorris@benzieco.net |

| DESCRIPTION | Rick would like an estimate on changing out the fixtures and faucets in the women's and men's main floor bathrooms that they are remodeling. * Two American Standard 9140013020 20x27 white ADA wall hung lavs with American Standard 6540270002 ADA lav faucets with grid strainers, thermostatic mixing valves, new traps and trap guards * Two American Standard 0355012020 20x18 white ADA wall hung lavs with Delta 501LFHDF ADA lav faucets with grid strainers, thermostatic mixing valves, new traps and trap guards * Three American Standard 3043001020ADA toilet bowls with Zurn Z6000WS1YBYC flush valves and commercial seats * One American Standard 6590001020 urinal with Zurn Z6003WS1YBYC flush valve * Estimate assumes the existing plumbing is in good working order, i.e., the toilet flanges beneath the toilets are not broken, etc. * Includes labor for installation * Includes permit fees |
|--------------------|--|
|--------------------|--|

| CUSTOMER MESSAGE |
|-------------------------|
| |

Estimate Total: \$8,939.31

Memorandum



To: Board of Commissioners

From: Rose Roelofs, Executive Assistant *Rose Roelofs*
Katie Zeits, County Administrator *Katie Zeits*

Date: November 9, 2023

Subject: **Consideration of Replacement of the Deadlatch on a door in the Jail Control Room**

Attached you will find an overview of the work to be done to replace the deadlatch knob release door in the jail control room. This is a budgeted project in the 23/24 fiscal year budget.

The project involves work from multiple vendors, including a locksmith, and mechanics. We have received proposals from Western Detention and Johnson Controls. They both must work together to complete the project.

Undersheriff Hubers will be in attendance on Tuesday to answer questions related to the importance of the replacement of the deadlatch in the jail.

Recommended Motion:

That the Board of Commissioners accepts the proposals from Western Detention and Johnson Controls for the replacement of the deadlatch on the jail control room in the jail, in the not-to-exceed amount of \$6,000, with funds available in the capital fund and the Jail Fund.



WESTERN DETENTION

Hardware products on demand.

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

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

FEDERAL ID #: 91-2018057

CA TAX # 100-869348 CA CORP #3195221

ATTN: KEN BOS

FAX

PHONE 231-882-4484 X 247

E-MAIL: kbos@benzieco.net

BENZIE COUNTY SHERIFFS OFFICE
505 MICHIGAN AVE
BEULAH, MI 49617

Quote

QUOTE #: 20232159

DATE: 9/6/2023



| 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 | 122E-2-01 | DEADLATCH KNOB RELEASE LESS CYL | \$3,750.00 | \$3,750.00 | X |
| 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 | \$3,750.00 | |
| | | | SHIPPING & HANDLING | \$35.00 | |
| | | | SALES TAX | \$300.00 | |
| | | | TOTAL AMOUNT | \$4,085.00 | |

Total \$3785.00



PROPOSAL AND SERVICE AGREEMENT

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

| | | | | | | | |
|--------------------------------|-----------|-----------------------------|--|------------------------------|-----------|-----------------------------|--|
| Date: 8/9/2023 | | Customer #: 13134 | | Product Family: Fire Alarm | | Service Sales | |
| SR #: | | JD Proposal #: | | Prepared By: | | Name: Ryan Boucher | |
| Quote Ref: | | | | Email: Ryan.boucher@jcon.com | | Phone #: 616-666-9878 | |
| Site Information | | | | Billing Information | | | |
| Name: Benzie County jail | | Address: 505 S Michigan Ave | | Name: Benzie County | | 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

remove our existing lock/ door knob in our control room and install the new one please. Lock will be provided by customer

| | | |
|-----------------------------|----|--|
| Prevailing Wage Required? | No | Working Hours: Based on normal business hours Mon-Fri 7:30AM-4:00PM unless otherwise noted. |
| Certified Payroll Required? | No | |
| Customer/Site Tax Exempt? | No | |

Payment Terms: Upon Receipt Fixed Price Labor and Material NTE **\$1,974.00** One Thousand Nine Hundred Seventy Four Dollars and No Cents

This Proposal is valid for 30 days

For your convenience we are offering you the opportunity to purchase commonly used life safety products listed below for your shelf stock. Enter the quantity of devices and return the proposal with your approval/PO to your sales rep. The sales rep will then provide you with a total price for your requested devices.

| Description | Qty | Description | Qty |
|---------------------------------|-----|---------------------------|-----|
| Smoke Sensor Base | | Horn/Strobe Wall Mount | |
| Photoelectric Sensor | | Strobe Notification | |
| Heat Sensor | | Sprinkler Head | |
| Addressable/Manual Pull Station | | BESAFE Beige Mounting Box | |

Name: _____
 Title: _____
 PO # _____
 Signature _____

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

Memorandum



To: Board of Commission

From: Katie Zeits, County Administrator

A handwritten signature in blue ink that reads "Katie Zeits".

Date: November 9, 2023

Subject: **Police K9 Purchase**

Attached you will find a purchase agreement for the purchase of a new K9 for Sheriff's Office operation. This dog will be a dual-purpose narcotics and tracking dog, named Omar.

This dog comes with a performance guarantee and a two-year health replacement warranty.

I recommend the approval of the purchase.

Recommended Motion:

That the Board of Commissioners authorizes the purchase of one police K9 dual purpose dog from Fresh Coast K9, LLL in the total amount of \$17,000, with funds available from the K9 Fund.

232-000-967.00

Fresh Coast K9, LLC
536 N. Dennis Rd
Ludington, MI 49431
231-233-8671

TO:
Benzie County Sheriff Kyle Rosa
505 S. Michigan Ave
Beulah, MI
49617
231-383-2419

DATE: 10/03/2023

Police K9 Purchase Agreement:

| Description | Amount |
|--|-------------|
| <ul style="list-style-type: none">1-Police K9 Dual Purpose (narcotics/tracking), K9 "Omar"8-12 weeks of pre-training and imprinting5 week Handler Course after K9 pre-trainingBasic K9 and K9 Handler equipment packageQuantity: 1 | \$17,000.00 |

Warranty and Guarantee

*2 year health replacement warranty for genetic and skeletal defects, as determined by one or more licensed veterinarians, if the K9 is unable to perform work functions. All other health related issues may not be eligible for full replacement, but will be addressed on an individual basis. Any illness or injury sustained after ownership has been transferred from Fresh Coast K9 to the purchasing agency will not be eligible for replacement under this 2 year genetic and skeletal defect warranty.

*Performance Guarantee: Fresh Coast K9 follows a known and standardized method of training for the working K9 through a progression training system. While Fresh Coast K9 will make efforts to ensure reliability and performance through training, the purchasing agency understands and accepts that these are living animals, capable of failure in the field and in training. Fresh Coast K9 will guarantee the performance of the K9 through the methodology used in our training program for the first year of the K9's working life. Beyond the one year mark, full replacement of the animal will not be honored, however Fresh Coast K9 will provide continued training, resources and support, related to workability, for the remaining working life of the K9 as needed.

*Fresh Coast K9 will provide 3 private training sessions or evaluations within the first year, after the handler course, to ensure K9 work performance is meeting standards and the training is being maintained by the agency and handler.

*Fresh Coast K9 also participates in the regional training group, providing group and individual instruction to those in need with ongoing support.

Terms: Due upon receipt.

www.freshcoastk9.com
ian@freshcoastk9.com



Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: November 9, 2023

Subject: **Agreement for Extension Services – MSU**

Attached is a communication from MSU Extension District Director Jennifer Berkey regarding their agreement for extension services in Benzie County. Ms. Berkey has indicated that this agreement is the same as the previous agreements, encompassing the same monetary value as approved in the 2023/2024 budget.

Ms. Berkey will be present on Tuesday to answer any questions that may arise about this agreement.

Recommendation:

That the Board of Commissioners approves the Agreement for Extension Services provided by MSU to Benzie County for the Fiscal Year 2023/2024 in the amount of \$45,712, with funds available in the General Fund and authorizes the Board Chairman to sign the agreement.

October 19, 2023

Katelyn Zeits
County Administrator
448 Court Place
Beulah, MI 49617

Dear Katie,

Please find attached a copy of the Agreement for Extension Services provided by MSU to Benzie County for Fiscal Year 2023-2024. This annual plan of work outlines the contributions by each partner, MSU Extension and Benzie County. This document reflects the costs for MSU Extension programs and services which was included in the annual county budgeting process that just concluded. I am requesting time on the Board of Commissioners agenda to present this to them for their review and approval.

Please convey our deep gratitude for the continued partnership between Benzie County and MSU Extension. We appreciate the continued support to be able to provide education and resources to the residents of Benzie County. Feel free to contact me with any questions at (231) 342-9595.



Sincerely,

A handwritten signature in cursive script that reads "Jennifer Berkey".

Jennifer Berkey
District Director
MSU Extension

District Office

520 W. Front St., Ste. A
Traverse City, MI 49684

231-929-4821
Fax: 231-947-6783
www.msue.msu.edu

AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES (“Agreement”) is entered into on _____ by and between Benzie County, Michigan (“County”), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY (“MSU”) on behalf of MICHIGAN STATE UNIVERSITY EXTENSION (MSUE”).

The United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation’s land grant universities to oversee its work; and,

MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

For more than 100 years, MSUE has helped grow Michigan’s economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

Further, as an organization committed to the principles of diversity, equity and inclusion, we will work collaboratively with our community partners to ensure participation from the broad human diversity of each community (including race, color, religion, national origin, age, sex, disability, height, weight, marital status, gender, gender identity (gender expression), political beliefs, sexual orientation, family status, veteran status or any other factor prohibited by applicable law) and work to make our programs accessible and inclusive of the multiple realities and forms of knowledge that will support equitable outcomes for all throughout Michigan’s 83 counties;

MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community, Food & Environment

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.

2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.
3. A county 4-H program. .5 FTE 4-H Program Coordination.
4. Salary and benefits of MSUE Personnel and the cost of administrative oversight of Personnel.
5. Operating expenses, per MSU policy, for MSUE personnel (“Personnel”).
6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.
7. Administrative oversight of MSUE office operations.
8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

B. The County will provide:

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.
2. Office and meeting space meeting the following requirements:
 - a. Sufficient office space to house Extension staff as agreed upon between the County and the MSUE District Director.
 - b. Utilities, including telephone and telephone service sufficient to meet the needs of Personnel utilizing MSUE office space.
 - c. High-speed Internet service sufficient to meet the needs to Personnel utilizing the MSUE office space.
 - d. Access to space for delivering Extension programs.
 - e. Access to the office building and relevant meeting spaces must be ADA compliant/accessible.
3. Clerical support for staff for the MSUE office as agreed upon between the County and MSUE District Director that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

.4 FTE Temp/On-Call MSUE employed Clerical Support Staff, invoiced to County separately.

Optional:

- 4. Funding for additional Extension educators at **0 FTE**
- 5. Funding for additional 4-H program capacity at **0 FTE**
- 6. Funding for additional paraprofessional(s) at **0 FTE**
- 7. Total Annual Assessment in the amount of **\$45,712**

Payments due and payable under the terms of this agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, Michigan 48824

C. Staffing and Financial Summary:

A. Base Assessment (includes .5 FTE 4-H Program Coordination) \$45,712

ADDITIONAL PERSONNEL

- B. 0 FTE Clerical Support Staff to be employed by MSU \$0
- C. 0 FTE Educator (Program Area:) \$0
- D. 0 FTE Additional 4-H Program Coordination \$0
- E. 0 FTE Additional paraprofessional staff \$0

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2024: \$45,712

I. Term and Termination

The obligations of the parties under this Agreement will commence on October 1, 2023, the first day of the County budget year 2024 and shall terminate on the last day of such County budget year 2024. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to Benzie County, 448 Court Place, Beulah, MI 49617, if to the County.

II. General Terms

1. **Independent Contractor.** The University is an independent contractor providing services to the County. The County and MSU do not have the relationship of legal partners, joint venturers, principals or agents. Personnel have no right to any of County’s employee benefits.
2. **Force Majeure.** Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.
3. **Assignment.** This agreement is non-assignable and non-transferable.
4. **Entire Agreement.** This Agreement, with its Appendix “A” is the entire agreement between MSU and the County. This Agreement supersedes all previous agreements, for the subject matter of this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.
5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.
6. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

**BOARD OF TRUSTEES OF
MICHIGAN STATE UNIVERSITY**

By: _____

Evonne Pedawi
Contract & Grant Administration

Its: _____

Date: _____

BENZIE COUNTY

By: _____

Print name: _____

Its: _____

(title)

Date: _____

Appendix A
Technical Standards for County Internet Connections

Michigan State University Extension (MSUE) employs the use of technology to meet the ever-changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media platforms. We view communication with our constituents through Facebook, Twitter, Instagram, YouTube, and other emerging social media to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) <https://tech.msu.edu/about/guidelines-policies/aup/>.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Director. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:
NetRange35.8.0.0 - 35.9.255.255 CIDR35.8.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

Office 365 – Details on what to open are at <https://docs.microsoft.com/en-us/microsoft-365/enterprise/urls-and-ip-address-ranges?view=o365-worldwide>
search.msu.edu
35.9.160.36 (1935,443) authentication)
45.60.149.216
35.9.247.31 (zoom.msu.edu)
d2l.msu.edu (80 and 443) (D2L – Desire to Learn @ Brightspace.com)
108.161.147.0/24, 199.231.78.0/24, 64.62.142.12/32, 209.206.48.0/20 (external) Meraki Cloud communication
199.231.78.148/32, 64.156.192.245/32 (external) Meraki VPN registry

The following applications are necessary on all computers – MS Office (preferably O365, MSUE provides MS licensing), Adobe Acrobat, Zoom, SAP client, VPN client, Antivirus. (Most recent version of Chrome, Firefox, or Edge)

Other notable web server/sites IP addresses:

canr.msu.edu – 52.5.24.1
msue.anr.msu.edu – 52.5.24.1
events.anr.msu.edu/web3.anr.msu.edu – 45.60.11.113
web2.canr.msu.edu | web2.msue.msu.edu - 35.8.200.220
master Gardener (External) – 128.120.155.54
extension.org (External) – 54.69.217.186 msu.zoom.us (External)

Questions may be directed to anr.support@msu.edu where they will be routed to the best person to assist you.

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: November 9, 2023

Subject: **Grant Application for Tribal Council Allocation of 2% Funds – Emergency Medical Dispatching**

Attached you will find a grant application on behalf of Central Dispatch for funding to support the implementation of Emergency Medical Dispatching. The Board has previously approved Central Dispatch moving forward with the implementation of Emergency Medical Dispatching with the understanding that grant funding would be sought after to support the cost. Benzie has already received a \$10,000 grant from the MMRMA and is seeking an additional \$10,000 from the Tribal Allocation. The total project cost is just over \$41,000.

Recommendation:

That the Board of Commissioners approves the grant application for Tribal Council Allocation of 2% funding on behalf of Central Dispatch for Emergency Medical Dispatching and authorizes the Chair to sign.

**Tribal Council Allocation of 2% Funds
Application Form**

PLEASE NOTE:

Under the terms of the consent decree, which settled *Tribes v. Engler* (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

***ONLY APPLICATIONS FROM LOCAL UNITS OF GOVERNMENT LOCATED WITHIN
GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% FUNDING**

1. Allocation Cycle: _____ JUNE – New submission date, Postmarked by **MAY 31st**
 X DECEMBER – New submission date, Postmarked by **NOVEMBER 30th**
2. Name of Applicant: Benzie County Central Dispatch
Address: 505 S Michigan Ave
 Beulah, Michigan 49617
Phone #: (231) 822-4018 Fax #: _____
Printed Name: Bob Roelofs
- **Authorized Signature:** _____
 (Signature of local unit of government official; e.g., county/city official, township
 supervisor, village president, college president, school superintendent)
- Title: Board of Commissioners Chair
E-mail address: broelofs@benzieco.net
- Printed Name of contact person: Cory Ellis
Telephone #: (231) 822-4018 Fax #: _____
E-mail address: cellis@benzieco.net
3. Type of Applicant: X Local Government _____ Local Court
 _____ Township _____ County Commissioner _____ Road Commission
 _____ Public School District _____ College _____ Charter School
 _____ Public Library _____ Sheriff/Police Department _____ Fire Department
 _____ 501c3 applying through local unit of government (name): _____

4. Fiscal Data: Amount Requested: \$ 10,000 Percent: 45 %
 Local Leveraging: \$ 12,093 Percent: 55 %
 (Match)
 Total Budget: \$ 22,093 Percent: 100 %

5. Target Population numbers: 3,225 Children 10,024 Adults 4,974 Elders
 (Indicate the 1,439 Total GTB member Community _____ Others
 number of GTB members)

6. Counties Impacted: _____ Antrim X Benzie _____ Charlevoix
 _____ Grand Traverse _____ Leelanau _____ Manistee

7. Brief Description (purpose of funding); include statement of need:
The purpose of funding for this project is to assist with
implementation of Emergency Medical Dispatch (EMD) for all
first responders in Benzie County (Police, Fire, & EMS).

Emergency medical dispatching allows for enhanced level of
care during medical emergencies, including industry standard
life-saving instructions in certain situations. Additionally, EMD
allows for an increased level of resource allocation, such as
ambulances, to ensure that the right level of patient care is
responding based on the nature of the call.

EMD will positively support all law enforcement, fire
departments, and emergency medical service providers in
Benzie County with enhanced efficiency, coordination, patient
care, and response protocols for medical emergencies.

8. This question only pertains to Indian Education Programs of Public School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

(a) **Program formula: (1) \$5,000, up to \$10,000 per school district + (\$1,000, up to \$1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received, and the data provided within the report on the success of the school's Indian Education Program as a result of the 2% allocation.**

Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of \$100,000, up to \$125,000 per school, based on the school's GTB membership count and data provided within the 2% report received from the previous year.

(b) Recommendation from Parent Committee: _____ YES _____ NO

Please have the Parent Committee sign the attached Certification Form.

(c) Describe parent involvement in project: _____

(d) Does the school receive Title VII Indian Education Funds? _____ YES _____ NO
If yes, how much: _____

9. What are the start and completion dates of the proposed project?

Start 11/2023 Completion 4/2024

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

X YES _____ NO. If yes, please list the start and end dates and amount:

4/2/2021 - 4/2/2021 and amounts: \$16,350

_____ - _____ and amounts: _____

_____ - _____ and amounts: _____

11. Is the proposed project new Yes or a continuation project _____?

If this is a continuation project, please explain why there is a need to continue funding:

N/A

12. If the previous project has been completed, did you submit your 2% report? _____ YES _____ NO.
The 2% report must be submitted one year from the date you received your 2% award. If your report has not been submitted, your current application will not be considered! 2% Reports are mandatory for future grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682.
13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).
Enhancement of emergency services and care to tribal community members in Benzie County.
14. How will the success of the project be assessed (evaluation plan)? The project will be evaluated by completed implementation and continual quality assurance reviews thereafter.
15. If new staff is required, will preference be given to Native American applicants?
 _____ YES X NO *No new staff are required*
16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

IMPORTANT!! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:

- 1) Execute authorized signature on first page, question #2.
- 2) Attach 1-page budget
- 3) Attach Parent Committee Certification Form if application is from an Indian Education/Title VII Program.
- 3) Submit by appropriate deadline:
 - **If for June cycle, postmarked by May 31st.**
 - **If for December cycle, postmarked by November 30th.**

Mail completed 2% applications to:

**Attention: 2% Program
 Grand Traverse Band of Ottawa and Chippewa Indians
 2605 N.W. Bay Shore Drive
 Peshawbestown, MI 49682**

If you have any questions, please call 231-534-7601.

Grand Traverse Band of Ottawa and Chippewa Indians 2% Indian Education Parent Committee Certification Form

Instructions: By filling out this form, you are certifying that only one 2% application is being submitted for your school district's Indian Education/Title VII program.

We affirm that we have participated in providing information regarding the content of this 2% application for the Grand Traverse Band of Ottawa and Chippewa Indians (GTB).

We affirm that previous 2% reports have been submitted to GTB for 2% funding that this school district has received from GTB.

As current members of this school district's Parent Committee for the Indian Education Program/Title VII, we approve of and certify that this 2% application is being submitted on behalf of the _____ School District.
(Name of school district)

| | | |
|---------------------|--------------------|---------------|
| _____ Print Name | _____ Sign Name | _____ Date |
| _____ Print Name | _____ Sign Name | _____ Date |
| _____ Print Name | _____ Sign Name | _____ Date |
| _____ Print Name | _____ Sign Name | _____ Date |
| _____ Print Name | _____ Sign Name | _____ Date |
| _____ Print Name | _____ Sign Name | _____ Date |

| Vendor | Description | Cost | Purpose |
|-------------------|---|-------------|---|
| Priority Dispatch | ProQA Medical Software Licenses | \$ 8,500.00 | This is the calltaking software. |
| Priority Dispatch | AQUA Case Review Software for EMD | \$ 2,500.00 | This is the quality assurance software for ProQA. |
| Priority Dispatch | Xlerator Client Server Suite | \$ 2,500.00 | This is the server required software for ProQA. |
| Priority Dispatch | MPDS Protocol Pilot Guide | \$ 199.00 | This is a printed reference guide for QA and training. |
| Priority Dispatch | Protocol Training and Certification for EMD | \$ 2,555.00 | This is the actual certification and training for EMD through Priority Dispatch. |
| Priority Dispatch | ED-Q Training and Certification for EMD | \$ 1,100.00 | This is the actual certification and training for ED-Q through Priority Dispatch. |
| Priority Dispatch | Remote ProQA Software Training | \$ 1,043.00 | This is virtual training for all staff, for ProQA software. |
| Priority Dispatch | Remote AQUA Software Training | \$ 398.00 | This is virtual training for management staff, for AQUA software. |
| Priority Dispatch | Remote ProQA & AQUA Reports Training | \$ 149.00 | This is virtual training for management staff, for reporting on ProQA and AQUA. |
| Priority Dispatch | Remote System Administration Training | \$ 199.00 | This is virtual training for management staff, for configuration and customization. |
| Priority Dispatch | College of Emergency Dispatch Annual Subscription | \$ 890.00 | Online access to continuing education, for all personnel. |
| Priority Dispatch | ProQA ESP | \$ 2,040.00 | License renewal, service & support |
| Priority Dispatch | Shipping and Handling | \$ 20.00 | |

Grand Total: \$ 22,093.00

Memorandum



To: Board of Commission

From: Katie Zeits, County Administrator

A handwritten signature in blue ink that reads "Katie Zeits".

Date: November 9, 2023

Subject: **Land Use Agreement – Crystal Mountain**

Attached you will find a land use agreement with Crystal Mountain for the North Face Top Lift Shack Addition for emergency management purposes. For some time, Benzie County has store equipment in this building for quite some time.

In effort to clean up records, I recommend approval of this agreement.

Recommended Motion:

That the Board of Commissioners authorizes the land use agreement with Crystal Mountain for storage purposes, subject to approval as to its form by legal counsel.

LAND USE AGREEMENT

This agreement, made this _____ day of _____, 2023 by and between Crystal Enterprises Inc. (Owner) and Benzie County, a municipal corporation and political subdivision of the State of Michigan, (Permittee) to enter upon and use the following described area for the purposes of Emergency Management: NORTH FACE TOP LIFT SHACK ADDITION – located at Crystal Mountain Resort in Thompsonville, Michigan – for the following purpose: STORAGE AND USE OF HAM RADIO EQUIPMENT.

This agreement shall be in effect for _____ commencing the day of _____, 2023 and ending the _____ day of _____.

Rental Fee is waived and the parties acknowledge the other valuable consideration exists for this Agreement.

It is understood by the Owner and Permittee that this agreement is subject to the following conditions:

- 1) The Owner may terminate this agreement by written notice, if the continued use of this land by the Permittee will interfere with present or future management objectives of the Owner for the above described area.
- 2) This agreement is nontransferable
- 3) The Permittee shall submit for approval to the Owner a plan describing the intended placement and construction of any items on the subject land. No deviation from this plan shall be allowed except with the approval of the Owner.
- 4) Before entering property, Permittee shall contact Owner – Security Department of intended Date and Time.
- 5) The Permittee shall not climb towers, trim trees, post signs, perform electrical work, enter any other portion of property and agrees to keep the area in a safe condition at all times.
- 6) To the extent permitted by law and without waiving governmental immunity, the Permittee agrees to protect, hold harmless and indemnify the Owner, its agents, shareholders and employees, from and against

any and all claims, demands, suits, liability and expense, by reason of loss or damage to any property or bodily injury to any person whatsoever, that may arise from the construction, placement of objects and from the maintenance or use of the described land.

- 7) Permittee shall provide a current Certificate of Insurance meeting the minimum requirements put forth by Owner. (See attached)

Crystal Enterprises Inc.

By: _____

Benzie County

By: _____

Memorandum



To: Board of Commission

From: Katie Zeits, County Administrator

Date: November 9, 2023

Subject: **Parole/Probation – Design and Architectural Services, Construction Management Services**

Attached you will fund two proposals received by regionally local contractors to perform design and architectural services for the long talked about Parole/Probation renovation. Both proposals also include a fee for construction management.

My office advertised for this renovation and held a mandatory site walkthrough where four interested firms appeared. As a result, we did only receive two proposals. We have been informed that because of the size of this renovation and the tight schedule of firms, many firms were not interested in providing a proposal.

The Buildings and Grounds Committee met on Monday, November 6th to review and discuss these proposals. By consensus of the Committee, Environment Architects is recommended to perform this work and provide these services. Environment Architects has a deep bench of contractors and professionals and is currently managing the Lower-Level Expansion Project. They also have an anticipated timeline almost six months sooner than the other proposal. Those working with Environment Architects have made nothing but positive remarks about him and his firm.

Recommended Motion:

That the Board of Commissioners accepts the proposal from Environment Architects for the Benzie County Parole/Probation Administrative Office Expansion, including construction management services in the not to exceed amount of \$36,925, with funds available in the Capital and ARPA funds.

BID TABULATION

Benzie Couty / Administration

Project: Benzie County Parole/Probation Administrative Office Expansion

Due: October 30, 2023 at 2:00 PM

Staff Present: Katie Zeits

Staff Present: Rose Roelofs

| VENDOR | TOTAL | ADDED SERVICES | REMARKS |
|-------------------------------------|--------------|-----------------------|--|
| Jessica VanHouzen Stroud, RA LEEDAP | \$ 24,000.00 | \$ 8,500.00 | Construction Phase Mar 2024 - Aug 2024 |
| Environment Architects | \$ 26,425.00 | \$ 10,500.00 | Construction Phase Jan 2024 - Feb 2024 |



environmentarchitects

Professional Architecture and Design Services
Proposal for:



Benzie County
Parole/Probation
Administrative Office
Expansion

448 Court Place
Beulah, Michigan 49617

October 30, 2023

Submitted by:

Environment Architects

10241 E. Cherry Bend Rd.
Traverse City, Michigan 49684
231.946.1234
ray@env-arch.com



October 30, 2023

Katelyn Zeits
County Administrator
Benzie County
448 Court Place
Beulah, MI 49617

**Re: Parole/Probation Administrative Office Expansion
Design Services and Project Management**

Dear Ms. Zeits,

We appreciate the opportunity to provide you with information about our firm for consideration of your Request for the Professional Architectural/Engineering Services for the proposed remodeling and expansion of the existing Parole/Probation Administrative Offices in the Lower Level of the County Building.

We feel we are well suited to complete the work proposed based on our previous experience and core competencies including but not limited to:

- We are currently completing the relocation of the Central Dispatch at the Law Enforcement Center. That project showcases our process and approach to this project which is arguably less complex.
- We have successfully worked with a variety of organizations both public and private in creating office facilities including work for Grand Traverse County courts at their historic courthouse facility. Working in existing facilities has historically been a large portion of our work.
- We take pride in our ability to work with contractors to find the most efficient and cost-effective solutions while maintaining a high standard of design and aesthetics

We very much look forward to meeting in person, to discuss the details of this proposal, and how we can efficiently guide this project to reality!



SECTION 1 – Statement of Understanding and Project Approach

SECTION 1.1 – Statement of Understanding

Background

The focus of the proposed project is to provide Parole and Probation Administration and staff, with the infrastructure and facilities to provide a safe and efficient environment to conduct its business.

Key elements will include:

- Safety for staff and visitors. Includes safe exit strategies for staff and secure access for visitors.
- Work with consultant engineers to improve HVAC and Lighting
- Coordination with in-place Technology vendors and State of Michigan as required.
- Maintaining a barrier-free experience for staff and visitors.
- Coordination of existing and new furniture to maximize functionality of available space.

As we are currently working with Benzie County we understand the values and goals of your organization.

Every project we approach with realistic budget considerations while also using LEED principals and environmental aspects at the forefront to create socially responsible as well as efficient structures to serve your organization for many years. We focus on Building Envelope and Insulation; Interior and Exterior Material selection; Indoor Environmental quality including natural light, connection to outdoors and acoustics; Renewable Energy options; Proper selection of lighting and mechanical systems for energy conservation and plumbing fixture selection for water reduction.

To arrive at multiple initial design options, we conduct



stakeholder interviews, charette activities and provide professional design documents to assist in:

- Review of your work to date and development of a responsive and functional program
- Provide multiple design options for consideration including cost estimates; designs shall include building and related amenities
- Facilitate selection of a final building design through staff input, committee input and ultimately Board approval
- Provide graphic materials for use in fundraising and community outreach efforts
- Customary professional design services including construction documents and specifications; bidding phase services; construction phase services through occupancy and close-out

SECTION 1.2 Approach to Project Management & Quality Control

Quality & Costs Control

Conduct estimates through various project phases and communicate with the owner and make required adjustments to the project to stay on budget.

Change Orders

A well-coordinated set of documents and specifications is key to an accurate bid. By reviewing construction documents from the bidding contractor's point of view during development we feel we can minimize change orders during construction.

Value Engineering

If a project is over budget, we will identify potential avenues for savings while putting together the documents. We also include alternates as part of our bid package to allow value decisions to be made at receipt of bids.



Local Presence for Problem Solving

We are located in just outside of Traverse City allowing us easy and responsive access to work on your project. We will also be completing work on the Dispatch project through the new year so will be on site regularly for that project and hope to realize savings to the County and efficiencies between the two projects.

SECTION 1.3 – Customary Architectural Services and Deliverables

Our approach will be to initiate work on the project immediately and if there is an opportunity to combine efficiencies with the construction work happening at Dispatch that would be our goal for the benefit of the County.

General Design Services (November 2023)

The Architect shall conduct an analysis of existing site conditions including field measuring of existing spaces and evaluation existing Mechanical, Electrical and Plumbing Systems. Work completed during this phase will provide the base drawings for the project moving forward. We do not anticipate any Site related work based on the location of the project.

Collaborative Session with Stakeholders (November 2023)

We would incorporate this activity immediately in conjunction with our field assessment. This would include meeting with staff and other identified stakeholders to establish a “Basis of Design” document identifying required spaces and other goals related to Mechanical , Electrical, Plumbing, Furnishings and Technology. We generally employ questionnaires as part of this process and may also work with staff to sketch plan concepts for further development in Schematic Design Phase.

Schematic Design (completed by end of November 2023)

Using Program and Basis of Design document created in previous phase we would present plan options to staff and stakeholders and ultimately arrive at a single proposed plan for further development.



Design Development (December 2023)

Continue development of plan to include acoustical considerations, furnishings, finishes and details of Mechanical, Electrical and Plumbing systems. Coordinate technology requirements

Construction Documents (January 2024)

Complete documents for bidding. Includes drawings and specifications.

Bidding and Award Phase (January -February 2024)

Conduct bid process to identify contractor and final costs.

Assist in development of Construction contracts.

Construction Phase (January -February 2024)

Work with selected Contractor as Owners representative to ensure the intent of the documents are completed to construction phase. The work will include both office activities such as provide permit procurement assistance to contractor, clarification drawings and checking shop drawings. Field activities would include attending periodic construction meetings and assisting owner in close-out of project.



SECTION 2 – Supplemental Information

Over the past thirty years, our firm has completed a wide variety of commercial and residential projects ranging from small additions to large commercial projects. We have completed numerous projects which incorporate elements of your program including office, retail, public spaces, event facilities, and support facilities. Several of the following projects highlight facilities which encompass elements of your program.

SECTION 2.1 – Relevant Projects

Our local client list includes the following community organizations:

- BATA
 1. Hall Street Transfer Station
 2. South Airport Facility
- Cherryland Electric Co-op
 1. Offices
 2. Support Facilities
- City of Traverse City
 1. DDA Parking Office
 2. Old Town Parking Deck
- Grand Traverse County
 1. Health Department
 2. Governmental Center Offices
 3. Historic Courthouse Remodel
- Grand Traverse Bay YMCA
- Botanical Garden of Northwest Michigan
- City of Traverse City & Garfield Township Joint Recreational Authority
 1. Historic Barns Park
- Cherry Capital Foods + Food for Thought LLCC
- American Waste
- Inland Seas Education Association
- Grand Traverse Regional Land Conservancy



City Hall and Emergency Services

Boyne City, Michigan

environmentarchitects

COMPLETION DATE:
August 2017

SQUARE FOOTAGE:
35,000

CONSTRUCTION COST:
\$6,600,000

TEAM:
Ray Kendra
Kevin Gaston

C2AE (Civil)
Trison Engineering (Struct.)
Nealis Engineering (MEP)



This project was initiated as a feasibility study and included site evaluation as well as extensive public input sessions culminating a charrette process. After a final site was selected Environment Architects completed construction documents and bidding.

The character of the includes brick references to the historic downtown located adjacent to the site as well as taking cues from the cottage style structures located on the Lake Charlevoix. Views and building scale were paramount considerations for this structure which includes city offices as well as Fire, Police and EMS services.

A key component of this facility was to create functional office spaces as well as a variety of flexible meeting spaces from conference rooms, a community room for 75-100 people with commercial kitchen space and commission chambers with rooftop garden envisioned to accommodate public use such as weddings.



environmentarchitects

COMPLETION DATE:
September 2014

SQUARE FOOTAGE:
100,000

CONSTRUCTION COST:
\$14,000,000

TEAM:
Ray Kendra

Rhoades Engineering (MEP)
Gosling Czubak (Civil)
Trison (Struct.)
Bill Robertson (Pool)

Grand Traverse Bay YMCA

Traverse City, Michigan



Our initial work on this project consisted of producing a master plan and future building for the local YMCA. We have been involved with the YMCA since 2005 and provided preliminary design work and site analysis for a variety of locations, finally arriving at the site on Silver Lake Road, just outside of downtown Traverse City. This 100,000 s.f. facility boasts six tennis courts, a warm water training pool, a competition pool, and a 6000 s.f. fitness facility along with support and administrative functions.

As with all of our projects, attention to budget was a fundamental concern in making the project a success. This project required creativity and efficient use of resources to deliver a project that feels much more extravagant than the actual construction costs. **A key goal was to create a resilient, easy-to-maintain facility.**

The variety of classrooms and meeting spaces are meant to serve a diverse cross section of the community from young children to seniors.



Midmark formerly Versus Technology Headquarters and Training Facility

Traverse City, Michigan

environmentarchitects

COMPLETION DATE:
2017

SQUARE FOOTAGE:
9,600 s.f

CONSTRUCTION COST:
\$750,000

TEAM:
Ray Kendra
Kevin Gaston

Trison Engineering (Struct.)
Bayshore Engineering (MEP)



Project consisted of creating a dynamic office build-out for a progressive medical supply company that was purchased by a large corporation. **We captured the spirit of the organization with this dynamic build-out that played on their corporate brand and organization values.**

Spaces included a large open office area, private offices, break-out team spaces, conference rooms, training classrooms and a large lunchroom to be used by both staff and visiting clients.



Inland Seas Education Association

Suttons Bay, Michigan

environmentarchitects

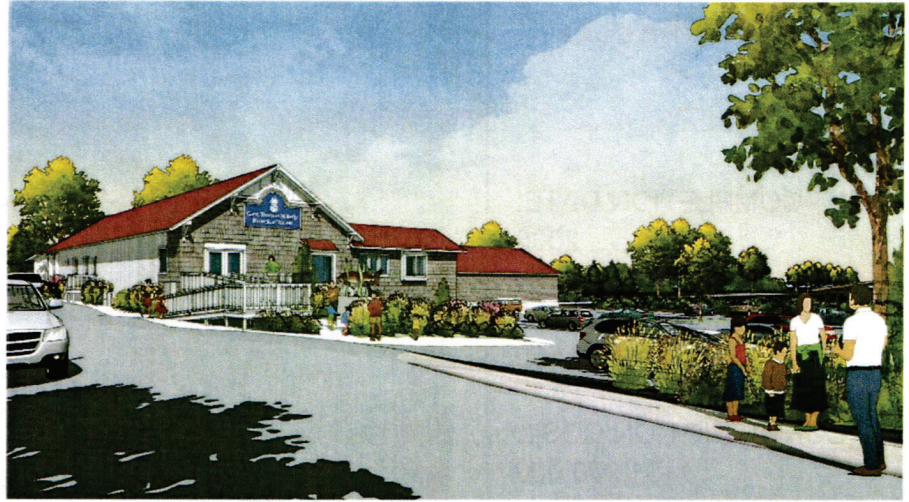
COMPLETION DATE:
May 2019

SQUARE FOOTAGE:
2,500

CONSTRUCTION COST:
\$750,000

TEAM:
Ray Kendra
Kevin Gaston

Jozwiak Consulting (Civil)
Trison Engineering (Struct.)
Bayshore Engineering (MEP)



This project was a multi-phased renovation of an existing structure.

The initial phase was simplifying the existing handicap accessible ramp and renovation of exterior materials to create a new brand consistent with the vision of the organization. We also worked with the owner's Landscape Design Contractor to coordinate the design into a cohesive final product.

Phase 2 currently under construction completes the renovation of the exterior as well as reworking the lower level of the interior to create student support areas including bathing facilities, sleeping quarters and gathering space to serve their educational mission.



BATA – Bay Area Transportation Transfer Station (LEED GOLD CERTIFIED)

Traverse City, Michigan

environmentarchitects

COMPLETION DATE:
2006

SQUARE FOOTAGE:
3,500

CONSTRUCTION COST:
\$1,200,000
State & Federal funding

TEAM:
Ray Kendra

Bayshore Engineering (MEP)



This project consists of a new 3500 square foot bus transfer facility located in downtown Traverse City, Michigan. The design of this facility was very important at the time as it was the first LEED certified project in Traverse City and utilized the architecture to communicate the brand and goals of the organization. Subsequently work was done at the South Airport Road facility to bring that building up to the standard and brand.





Section 2.2 - Sustainable Design



LEED LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN. We submit this RFP with a strong commitment to the LEED program both personally and professionally.

Personally, we owe it to our children to build in a responsible manner to insure their future quality of life. Professionally, Environment Architects has always strived to blend environmentally conscious ideas into our practice both in design and actions.

Our LEED team will be led by Ray Kendra who has been a LEED accredited professional since 2005 and from 2010-2014 Ray Kendra was an adjunct faculty member at Northwestern Michigan College creating the curriculum for and teaching the pre-requisite course EGY 105 Introduction to Sustainable Design and Building.



BATA Bus Transfer Center
Traverse City, MI
January 2007
GOLD CERTIFIED



Stobert Dental office
Kalkaska, MI
January 2008
SILVER CERTIFIED



Old Town Parking deck
Traverse City, MI
May 2011
SILVER CERTIFICATION



Private Residence
Leland, MI
August 2010
PLATINUM CERTIFICATION – LEED FOR HOMES



SECTION 2.3 – Firm History

Environment Architects Inc.
10241 E. Cherry Bend Rd.
Traverse City, MI 49684
231-946-1234

ray@env-arch.com (email)
www.env-arch.com (website)

For more than 40 years, Environment Architects (formerly Clark, Walter, Sirrine Architects) has been providing high quality design and architectural services for a variety of building types throughout Northern and Western Michigan. We believe our diverse experience and a collaborative spirit are essential to successful projects and support our fundamental values.

- **Principal Involvement:** We feel this provides our clients continuity throughout the course of the project and a high level of accountability. Refer to our resumes for specific information on key personnel.
- **Responsible Design:** We strive to create architecture which is sympathetic to the local context and environment, carefully blending function and beauty while continually being attentive to budgets, schedules and environmental concerns.
- **Utilization of Technology:** In order to increase our effectiveness and accuracy, all contract documents are created digitally, utilizing the latest version of AutoCAD drafting software. Our 3-dimensional sketches are created using Sketch Up. Environment Architects continuously participates in continuing education programs incorporating the latest technology into all aspects of a project.
- **Teamwork:** We deliver the highest quality project by combining the goals of our clients with the insight and expertise of our architects. Collaboration with qualified engineering and specialty consultants and a commitment to partnering and open communication with building contractors is essential.

As with all projects, realistic budgeting and scheduling are of utmost importance. Positive feedback and repeat business are the telltale signs of success. Environment Architects works to build strong and lasting relationships with owners, clients, contractors, and local and state



agencies, and its success is reflected in these established and valued associations.

SECTION 2.4 – Principal

Environment Architects Inc. is a sub chapter S corporation. The sole and authorized negotiator is Raymond J. Kendra, A.I.A., LEED.

From project conception to completion and occupancy, project principal Ray Kendra A.I.A. and his team, work with clients to creatively meet building needs.

Ray Kendra, Owner/Principal Architect
231-946-1234
ray@env-arch.com

Equal Opportunity Requirements

Environment Architects is an equal opportunity employer and is in full compliance with all federal equal opportunity employer laws.

Main Contact

Ray Kendra, Owner/Principal Architect
231-946-1234
ray@env-arch.com

Firm Availability & Capacity

We maintain a full-time and additional part-time staff in Traverse City and are committed to accommodating client and project needs.

Errors & Omissions Policy

We consistently find our project change order totals that are not owner requested to be less than .05% of overall project costs. Additionally, we typically include an unforeseen conditions contingency allowance as part of the specification/contract documents to help mitigate unforeseen items that arise on a typical project. We also review our bid documents from the bidding contractor's point of view to eliminate as many ambiguities as possible that could trigger change orders.



Section 2.5 - Insurances

General Liability – Farm Bureau Insurance

\$2,000,000 per occurrence/\$4,000,000 aggregate

Excess Liability – Farm Bureau Insurance

\$5,000,000

Workers Compensation and Employers' Liability – Farm Bureau Insurance

\$1,000,000 each accident

Architect/Engineer Professional Liability – Travelers Insurance

\$2,000,000 each claim

\$3,000,000 aggregate



SECTION 2.6 – Project Team

We purposely maintain a small office so we can eliminate changing of staff. Our entire team will be involved through construction documents with the team leader being Architect Ray Kendra. This continuity will be maintained through the completion of your project, providing you with an accountable decision maker at all times.

Raymond J. Kendra, AIA, LEED AP

Principal Architect

Education

Bachelor of Science in Architecture, 1993
Lawrence Technological University
Southfield, Michigan

Master of Architecture, 1997
Montana State University
Bozeman, Montana

Professional Registrations

Registered Architect in the State of Michigan, 1999
LEED Professional Accreditation, 2005

Professional Experience

Environment Architects, 2003 - present
Owner/Principal/Architect
Traverse City, Michigan

Northwestern Michigan College, 2010 - 2013
Adjunct Faculty
Traverse City, Michigan
Developed course material for Renewable Energy Degree
teaching LEED and sustainable design principles.

Architecture Artistry, Interiors, Inc, 1998 - 2002
Traverse City, Michigan

Fullerton Architects PC, 1994 - 1997
Bozeman, Montana



Kevin Gaston

Graduate Architect

Education

Bachelor of Science in Architecture, 2015
Ferris State University
Big Rapids, Michigan

Professional Experience

Environment Architects, 2015 - present
Architectural Drafting & Design
Traverse City, Michigan

Ferris State University, 2013–2015
Architectural Department Tech
Big Rapids, Michigan

John Mrazek

Architectural Designer

Education

Professional Experience

Environment Architects, April 2022 - present
Architectural Drafting & Design
Traverse City, Michigan

TMP Architecture; March 2022 – September 2017
Architectural Drafting & Design
Bloomfield Hills, Michigan

Bachelor of Science in Architecture and Sustainability, 2015
Ferris State University
Big Rapids, Michigan

Holly Schurg

Interior Designer

Education

Bachelor of Arts in Interior Design, 1997
Michigan State University
East Lansing, Michigan

Professional Experience

Environment Architects, 2020 - present
Interior Design
Traverse City, Michigan

Munson Medical Center, 2000-2022
Interior Designer



Traverse City, Michigan

SECTION 2.7– Consultant Team

The Architect shall manage the Architect's services, consult with the Owner, research applicable design criteria, attend project meetings, communicate with members of the project team and report progress to the Owner.

The Architect shall coordinate their services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information.

The Architect shall, at appropriate times, contact the governmental authorities required to approve the construction documents and the entities providing utility services to the project. In designing the project, the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services. The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the project.

The professional services provided by Environment Architects consist of all architectural services including interior design (finishes & fixed furnishings). We encourage the utilization of local consultants whenever possible for the design of the proposed project.

Our proposed engineering consultants include the following companies with whom we have established long term and efficient working relationships with:

Structural Engineering

Trison Engineering
Jim Edmondson, P.E.
Traverse City, MI

Suggested Civil Engineering (as required by additional service)



Jozwiak Consulting
Scott Jozwiak, P.E.
Traverse City, MI

Suggested Hazardous Materials Investigation (as required by additional service by Owner)

Otwell Mawby
Roger Mawby
Traverse City, MI

Plumbing, Mechanical, & Electrical Engineering

Nealis Engineering
Jason VanBrocklin
Traverse City, MI

Interior Design

Environment Architects
Traverse City, MI

Loose Furnishings Design

Environment Architects
Traverse City, MI



SECTION 3 – Fee Proposal

Refer "Exhibit A"; attached Fee Sheet

Standard Hourly Rates:

The following all-inclusive Hourly Rate:

| | |
|----------|--|
| \$175.00 | Principal Architect |
| \$140.00 | Licensed Architect |
| \$100.00 | Graduate Architect/Architectural Designer (Unlicensed) |
| \$100.00 | Interior Designer |
| \$80.00 | Drafting Staff |
| \$60.00 | Non-Technical Staff/Administration |

Hourly Rates are subject to adjustment on January 1st of each year.

Additional Services

Services not included in this proposal will be coordinated through our office and considered to be additional services. Please note that coordination is provided by Environment Architects as a base service as required. An example of services not included:

- Drawing and Specification Printing Costs;
- LEED Certification Services: Including but not limited to registration fees, commissioning costs, energy modeling, certification submittal documentation and certification fees;
- Permit costs and State review fees;
- Hazardous Materials Exploration/Abatement;
- Site Engineering. Do not believe it is required for this project.
- Surveying and Soil Investigation Reports
- Specialty environmental consultants for specialized renewable energy; water re-use; energy modelling and progressive storm water mitigation.

TERMS AND CONDITIONS

Governing Terms and Scope. These terms and conditions govern all planning, design, development and related consulting and other services ("Services") provided by Environment Architects, Inc. ("Architect") for you (the "Client") in connection with the Project described in the proposal to which these terms are attached. These terms may only be modified by an amendment signed by an authorized representative of Architect. Any terms and conditions in Client's purchase orders or other purchasing documentation shall be of no force and effect. Signature on a proposal or Client oral or written authorization to proceed with Services indicates acceptance of these terms.

1. **Services.** Architect shall perform the Services requested from time to time and agreed to by Architect. Architect shall endeavor to meet the time period quoted but shall not be liable for failure to meet such timing. All timelines, schedules, milestones or dates provided by Architect are estimates only and Architect shall not be in any way liable for any loss or damage arising from, or incurred in respect of, a delay in the performance of any part of the Services if performance is prevented by any reason, including negligence or fault of Architect.

3. **Client Information.** Client shall provide accurate information regarding the Project to Architect and Architect shall have no liability arising from any incorrect information furnished by the Client.

4. **Deliverables/Copyright.** Upon completion of the Services or as agreed to by Architect, the project deliverables ("Deliverables") shall be provided to Client. Architect retains copyright in all designs, drawings, models, plans, specifications, photographs, and other materials produced by Architect and included in the Deliverables. All intellectual property rights in Deliverables which include a license from third parties shall be subject to the terms of such license. Subject to payment of all fees, Client has a non-exclusive, limited license to use the Deliverables in connection with the Project for which they were created. Architect shall have no liability for use of the Deliverables outside of the Project for which they were prepared.

5. **Permits and Approvals.** Unless otherwise stated, Architect's Deliverables do not include any permits that may be required in connection with the Project. Architect makes no representation, express or implied, that any government permits or approvals applied for as a part of the Services requested and/or performed will be obtained, or that such permits or approvals will be obtained without administrative delay.

6. **Contractors and Subcontractors.** Architect will not be responsible for the contractor and/or any sub-Contractor's failure to perform work in accordance with the Architect's design concepts, drawings and specifications. The Architect will not have control over or charge of, and will not be responsible for, the acts or omissions of contractors, sub-contractors, suppliers, or the agents, employees, or any other persons or entities performing any portion of the Work. Architect reserves the right to subcontract to duly licensed persons/firms for associated engineering consulting work in connection with the Project.

7. **Access to Site.** Unless otherwise stated, Architect will have access to the site for activities necessary for the performance of the Services.



Architect will take precautions to minimize damage due to these activities.

8. Fees. For fixed fee Projects, the total fixed fee quoted shall not be exceeded without written approval of the Client. Where the fee is to be on an allowance or hourly basis, the rates shall be Architects standard rates at the time Services are rendered. See incorporated "Standard Hourly Rates" at the end of this document.

9. Billing & Payments. Invoices for Services either upon completion of such Services or on a monthly basis at Architect's option. Invoices shall be payable within 30 days after the invoice date. If the invoices are not paid within 30 days, Architect may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate or suspend the performance of the Services. Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.5% on the unpaid balance (18.0% true annual rate), at the election of Architect. In the event any portion or all of an account remains unpaid after 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

10. Warranties. Architect shall perform all Services in a professional and workmanlike manner exercising reasonable skill, care and diligence ordinarily provided by Architect in the same or similar locality under the same or similar Services. Architect makes no representation, express or implied, for any Warranty of the Work. All warranties are the responsibility of the County Administrator/Contractor agreement and that of any manufacturer's warranties for products installed. The Architect shall maintain professional liability insurance in amounts customary for Architect's services.

10. Notice of Defects. Client shall promptly notify Architect if Client becomes aware of any defects or problems with the Services. Client's failure to give notice within 30 days of discovery of such problem or defect will be treated as a waiver of all claims with respect to such problem or defect.

11. Disclaimer. Architect shall only be liable (whether in contract, tort or otherwise, for any reasonably foreseeable and fully mitigated damage, loss or expense caused by a material breach of this Agreement. Contractor's liability shall be reduced proportionately to the extent that Client or any third party (including consultants and contractors) has contributed to the claim, liability, damage, loss or expense. Architect has no liability for damages and expenses caused by third party changes to or deviations from the Deliverables.

12. Damages and Limitation of Liability. In no event shall architect be liable for indirect, special, incidental, consequential or punitive damages whether or not such damages are foreseeable and whether or not architect has been advised of the possibility of such damages, including but not limited to, loss of profits or revenue, diminution in value, attorneys' fees, whether under negligence, strict liability, enterprise liability or other theories. Architect's total liability shall not exceed the amount paid to architect during the twelve-month period immediately preceding the occurrence of the damage or loss. Any claim, dispute or other matter in question arising out of or related to this agreement shall be subject to mediation as a condition precedent to binding dispute resolution.



13. **Termination.** Either Client or Architect may terminate this Agreement at any time upon written notice to the other party. Client shall be responsible for all fees for Services through the effective date of termination and all reasonable expenses, including non-cancelable fees.

14. **Indemnification.** The Client shall indemnify and hold harmless Environment Architects and all of its personnel from and against any and all claims, damages, losses and expenses (including reasonable attorney's fees) arising out of or resulting from the performance of the Services provided that any such claim, damage, loss or expense is caused in whole or in part by the negligent act, omission, and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except Architect, or anyone for whose acts any of them may be liable).

15. **Entire Agreement.** These terms and conditions constitute the entire agreement of the parties with respect to the Services and can be modified only by a written instrument signed by an officer of Architect.

16. **Governing Law.** The transaction reflected by this order shall be governed by and interpreted and construed in accordance with the laws of the State of Michigan. The parties consent to exclusive jurisdiction in any State or Federal Court located in Grand Traverse County, Michigan for all disputes arising under this Agreement.

REQUEST FOR PROPOSAL
Parole and Probation Expansion Design and Project Mgmt Services

EXHIBIT A
PROPOSAL SHEET

TITLE: REQUEST FOR PROPOSAL: Parole and Probation Expansion Project
DUE DATE: 2:00 p.m., Monday, October 30, 2023

Having carefully examined the attached R.F.P. and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this proposal. The undersigned understands and agrees that they must be licensed to do business as Professional Engineers in the State of Michigan. The undersigned submits this proposal and agrees to meet or exceed all requirements and specifications listed on the R.F.P., unless otherwise indicated in writing and attached hereto. The undersigned certifies, as of the date of this proposal, not to be in arrears to the Benzie County for debt or contract or is in any way a defaulter as provided for in Section 152, Chapter XVI of the Charter of the Benzie County. The undersigned understands and agrees, if selected to be awarded this work, to enter into an agreement with the County to supply this work. The undersigned understands that the County reserves the right to accept any or all proposals in whole or in part and to waive irregularities in any proposal in the interest of the City. The Proposal will be evaluated and awarded on the basis of best value to the County. The decision criteria to be used, but will not be limited to, is price, accessories, options and overall capability to meet the needs of the County. The undersigned agrees that the proposal may not be withdrawn for a period of 60 days from the actual date of the opening of proposals.

REQUIRED SERVICES FOR EXPANDED FOOTPRINT

| | |
|---|------------------------------|
| General Design Services | \$ 775.00 |
| Collaborative session with stakeholders and public involvement | \$ 350.00 |
| Schematic Design Phase Services for three options with cost estimates | \$ 4,600.00 |
| Design Development Phase Services | \$ 4,000.00 |
| Construction Document Phase Services | \$ 8,000.00 |
| Bidding and Award Phase Services | \$ 3,300.00 |
| Special Inspection Services (i.e., asbestos, lead paint, HVAC, etc.) | \$ NOT INCLUDED - BY OWNER |
| Topographic Surveying and Mapping Services | \$ NOT REQUIRED/NOT INCLUDED |
| Architectural Interior Design | \$ INCLUDED IN SD/DD/CD |
| Technology Coordination | \$ 3,000.00 |
| Furniture, Furnishings, and Equipment Design | \$ 2,400.00 |
| Not to Exceed Design Services Cost | \$ 26,425.00 |

OPTIONAL SERVICES

Construction Phase Services \$ 10,500.00

Submitted by:


(Signature)

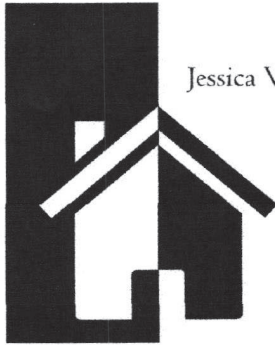
RAY KENDRA; PRINCIPAL ARCHITECT
(Name & Title - print)

ENVIRONMENT ARCHITECTS
(Company Name)

10241 E. CHERRY BEND RD.
(Company Address)

(231) 946-1234
(Telephone Number)

TRAVERSE CITY, MI 49684
(City, State, Zip Code)



Jessica VanHouzen Stroud, RA LEEDAP
Architect

607 West Orchard Dr.
Traverse City, MI 49686

231-631-4376 cell
jvanhou@gmail.com

Benzie County Parole/Probation Administrative Office Expansion

RFP- Design Services and Project Management

10-24-23

Firm Information

Firm Name: Jessica VanHouzen Stroud LLC
Firm Address: 607 W Orchard Dr.
Traverse City, MI 49686
Contact Person: Jessica Stroud
Telephone #: 231-631-4376
Email Address: jvanhou@gmail.com

Firm Description and Experience

Jessica VanHouzen Stroud LLC currently does a mix of commercial and residential design. It was established by Jessica Stroud in 2012. Jessica Stroud, RA LEEDAP, the owner and principal, has worked as an architect in the Traverse City area since 2005 and is also a native of the area. She previously worked for AAI Inc. in Traverse City from 2005-2017 where she worked on numerous governmental buildings, including multiple remodeling projects for the Benzie Governmental Center. She has extensive experience working with local contractors and building departments. Recently, she has been the architect for Kalkaska County on multiple renovation projects similar to this project, including: Renovations to the County Health Department for a New Dispatch Center, Renovations to the Kalkaska County Sheriff's Offices, Renovations and Additions to the Kalkaska County Civic Center, and Renovations at the Kalkaska County Administration Building for the County Clerk's Offices. She has much experience working with multiple stake holders to create a design that meets the needs of all users while staying within budget.

Other recent commercial projects include: Additions to the Cherryland Humane Society, New Building for Great Lakes Potato Chips, Blair Valley Business Center, New Building for Flaska Landscaping, New Building for Fish Window Cleaners, New Building for Crisp and Clean Linen, New Building for RCI, New Building for Bay West Animal Clinic.

Proposed Project Team

Jessica VanHouzen Stroud, LLC will provide all required Architectural Services
Nealis Engineering Inc., will provide all required Mechanical and Electrical Design Services

Narrative for Proposed Work

Jessica VanHouzen Stroud, LLC and Nealis Engineering Inc. will provide Design Services for Renovations and Expansion of the Parole/Probation Administrative Offices. These offices are located in the lower level of the Benzie County Governmental Center. The renovations will allow for the expansion of these offices into adjacent existing storage space. The finished office space shall include (3) offices & (1) work station, small kitchenette, reception and waiting space with a security window, and storage space. Renovations will include demolition of the existing walls, etc. within the space, installation of new walls, doors, etc., rework of the HVAC system, new flooring, ceilings, paint, etc. and new furniture.

Work Plan & Timeline

Schematic Design Phase: November 1, 2023- December 31, 2023

Jessica VanHouzen Stroud, LLC and Nealis Engineering Inc. will visit the site and take measurements and observations in order to create an accurate as-built drawing of the space. They will then meet with the County Administrator as well as Parole and Probation staff members to determine the specific needs and desires for the renovated space. Jessica Stroud will create up to three different options for the layout of the space and create cost estimates to accompany these.

Construction Drawings Phase: January 1, 2024- February 16, 2024

Once a final version is selected Jessica Stroud and Nealis Engineering will complete construction drawings suitable for bidding, permitting and construction.

Bidding Phase: February 17, 2024- March 8, 2024

Stroud will assist the Benzie County Administrator with the bidding process.

Construction Phase: March 9, 2024- August 1, 2024 (Actual construction timeline will vary depending on the contractor selected. This is a proposed timeline)

If Benzie County selects the optional Construction Phase Services, then Jessica Stroud and Nealis Engineering will review shop drawings, attend monthly construction meetings as needed, and make periodic site visits during construction.

Proposal Sheet- See attached

REQUEST FOR PROPOSAL
Parole and Probation Expansion Design and Project Mgmt Services

PROPOSAL SHEET

TITLE: REQUEST FOR PROPOSAL: Parole and Probation Expansion Project
DUE DATE: 2:00 p.m., Monday, October 30, 2023

Having carefully examined the attached R.F.P. and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this proposal. The undersigned understands and agrees that they must be licensed to do business as Professional Engineers in the State of Michigan. The undersigned submits this proposal and agrees to meet or exceed all requirements and specifications listed on the R.F.P., unless otherwise indicated in writing and attached hereto. The undersigned certifies, as of the date of this proposal, not to be in arrears to the Benzie County for debt or contract or is in any way a defaulter as provided for in Section 152, Chapter XVI of the Charter of the Benzie County. The undersigned understands and agrees, if selected to be awarded this work, to enter into an agreement with the County to supply this work. The undersigned understands that the County reserves the right to accept any or all proposals in whole or in part and to waive irregularities in any proposal in the interest of the City. The Proposal will be evaluated and awarded on the basis of best value to the County. The decision criteria to be used, but will not be limited to, is price, accessories, options and overall capability to meet the needs of the County. The undersigned agrees that the proposal may not be withdrawn for a period of 60 days from the actual date of the opening of proposals.

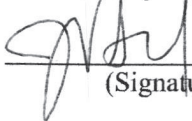
REQUIRED SERVICES FOR EXPANDED FOOTPRINT

| | |
|---|--|
| General Design Services | \$ 1,500.00 |
| Collaborative session with stakeholders and public involvement | \$ 1,900.00 |
| Schematic Design Phase Services for three options with cost estimates | \$ 4,000.00 |
| Design Development Phase Services | \$ 3,500.00 |
| Construction Document Phase Services | \$ 5,500.00 |
| Bidding and Award Phase Services | \$ 2,600.00 |
| Special Inspection Services (i.e., asbestos, lead paint, HVAC, etc.) | \$ NA- If needed it would be part of the construction contract |
| Topographic Surveying and Mapping Services | \$ NA |
| Architectural Interior Design | \$ 1,000.00 |
| Technology Coordination | \$ 2,000.00 |
| Furniture, Furnishings, and Equipment Design | \$ 2,000.00 |
| Not to Exceed Design Services Cost | \$ 24,000.00 |

OPTIONAL SERVICES

Construction Phase Services \$ 8,500.00

Submitted by:



 (Signature)

Jessica VanHouzen Stroud, RA LEEDAP

 (Name & Title - print)

Jessica VanHouzen Stroud LLC

 (Company Name)

607 W. Orchard Dr.

 (Company Address)

231-631-4376

 (Telephone Number)

Traverse City, MI 49686

 (City, State, Zip Code)

Memorandum



To: Board of Commissioners

From: Rose Roelofs, Executive Assistant *Rose Roelofs*

Date: November 7, 2023

Subject: **Signage for Benzie County**

New signage for Benzie County has been planned in the Capital Plan for multiple fiscal years. Signage includes a new updated Animal Control sign, Government Center sign, five (5) wayfinding signs and labeling the Sheriff office building. Benzie County has requested quotes from four (4) surrounding companies and received three (3) quotes. Site visits were welcomed, and all submitted companies that gave a quote visited Benzie County.

According to County policy, upgrades made to the Governmental Center shall be approved by the Board of Commissioners. The total project would include materials, labor, and communication with the vendors and Administration. This project will be managed by the Executive Assistant and our Maintenance Coordinator.

Attached you will find the parameters for the quote, the quotes submitted, and an overview price sheet from the Administration office. Each company who submitted a quote included two options. The options are lighted signs and non-lighted, reflective signs.

The Buildings and Grounds Committee has met multiple times to discuss the quotes. In these discussions, durability, size, placement, and lighted/non-lighted options were discussed at length. After such discussions, the committee recommends to the Board of Commissioners to approve the ProImage quote.

After discussing the needs of Benzie County regarding uniform signs, sign placement, durability, and consistency with the three companies that submitted quotes, ProImage provided the quote that best encompassed what Benzie County is looking for. It is my recommendation that the Board of Commissioners approves the ProImage quote.

Recommendation:

That the Board of Commissioners approves the quote from ProImage with funds available in the Capital Fund and American Rescue Plan fund and authorizes the Administration Office to sign the appropriate proposal.

Good morning,

Hello, my name is Rose Roelofs, and I am the Executive Assistant to the County Administrator for Benzie County. I am writing this email to request a price quote for the following items:

1. Fix/Replace Government Sign plus logo (same size and style as current Sheriff's Office sign)
2. Fix/Replace Animal Control Sign plus logo (same size and style as current Sheriff's Office sign)
3. Wayfinding Signs- Non-Reflective
4. Wayfinding Signs- Reflective

If you could please send an email response before October 5,2023, I would greatly appreciate it, if this is an unlikely turnaround, please let me know. If you would like to do a site visit, please let me know and we can get that schedule for you. You can also contact me through my office phone at 231-882-0035 if that is more convenient for you.

I am looking forward to hearing from you. Thank you in advance.

Additional Pricing

todd@proimagedesign.net <todd@proimagedesign.net>

Fri 10/20/2023 3:30 PM

To: Roselie Roelofs <RRoelofs@Benzieco.net>

 8 attachments (22 MB)

2433-Location-&-Wayfinding-Signage-PROOF-1.jpg; 2433-Location-&-Wayfinding-Signage-PROOF-2.jpg; 2433-Location-&-Wayfinding-Signage-PROOF-3.jpg; 2433-Location-&-Wayfinding-Signage-PROOF-4.jpg; 2433-Location-&-Wayfinding-Signage-PROOF-5.jpg; 2433-Location-&-Wayfinding-Signage-PROOF-6.jpg; 2433-Location-&-Wayfinding-Signage-PROOF-7.jpg; 2433-Location-&-Wayfinding-Signage-PROOF-8.jpg;

CAUTION: This email originated from outside the Benzie County Email System. Maintain caution when opening external links/attachments.

Hi Rose,

Here is the full pricing list with the added wayfinding sign and the brushed aluminum letters.

Animal Control Signs 1 & 2 - \$6,820.00 + \$450.00 installation each

36" x 108" x 6" sign face, 60" overall height.

Internally lit with routed aluminum faces, painted duranodic dark bronze, with logo decal, aluminum posts, single sided.

(Non-lit signs - \$4433.00 + \$375.00 installation each)

Government Center Sign - \$11,880.00 + \$500.00 installation

36" x 144" x 6" sign face, 72" overall height.

Internally lit with routed aluminum faces, painted duranodic dark bronze, with logo decal, aluminum posts, double sided.

(Non-lit sign - \$7723.00 + \$400.00 installation)

Wayfinding Sign 1 - \$2,110.00 + \$200 installation

36" x 48" x 4" sign face, 72" overall height.

Non-lit, pan-formed ACM, painted duranodic dark bronze with reflective white vinyl lettering, aluminum posts, single sided.

Wayfinding Sign 2 & 3 - \$1,900.00 + \$200 installation each

30" x 48" x 4" sign face, 72" overall height.

Non-lit, pan-formed ACM, painted duranodic dark bronze with reflective white vinyl lettering, aluminum posts, single sided.

Wayfinding Sign 4 - \$2,340.00 + \$200 installation

30" x 48" x 4" sign face, 72" overall height.

Non-lit, pan-formed ACM, painted duranodic dark bronze with reflective white vinyl lettering, aluminum posts, double sided.

Wayfinding Sign 5 - \$1,900.00 (single sided) / \$2,340.00 (double sided) + \$200 installation each

30" x 48" x 4" sign face, 72" overall height.

Non-lit, pan-formed ACM, painted duranodic dark bronze with reflective white vinyl lettering, aluminum posts.

6" Tall Aluminum Letters - \$3,084.55 + \$440 installation

BENZIE COUNTY SHERIFF'S OFFICE - 6" x 134" Brushed aluminum letters (.5" thick), stud mounted to brick wall.

Please let me know if you have any questions.



Animal Control Sign 1

36" x 108" Routed aluminum face backed with white acrylic, internally lit, painted dark bronze, single sided.
Qty. 1 of 2

PLEASE CHECK ALL INFORMATION CAREFULLY

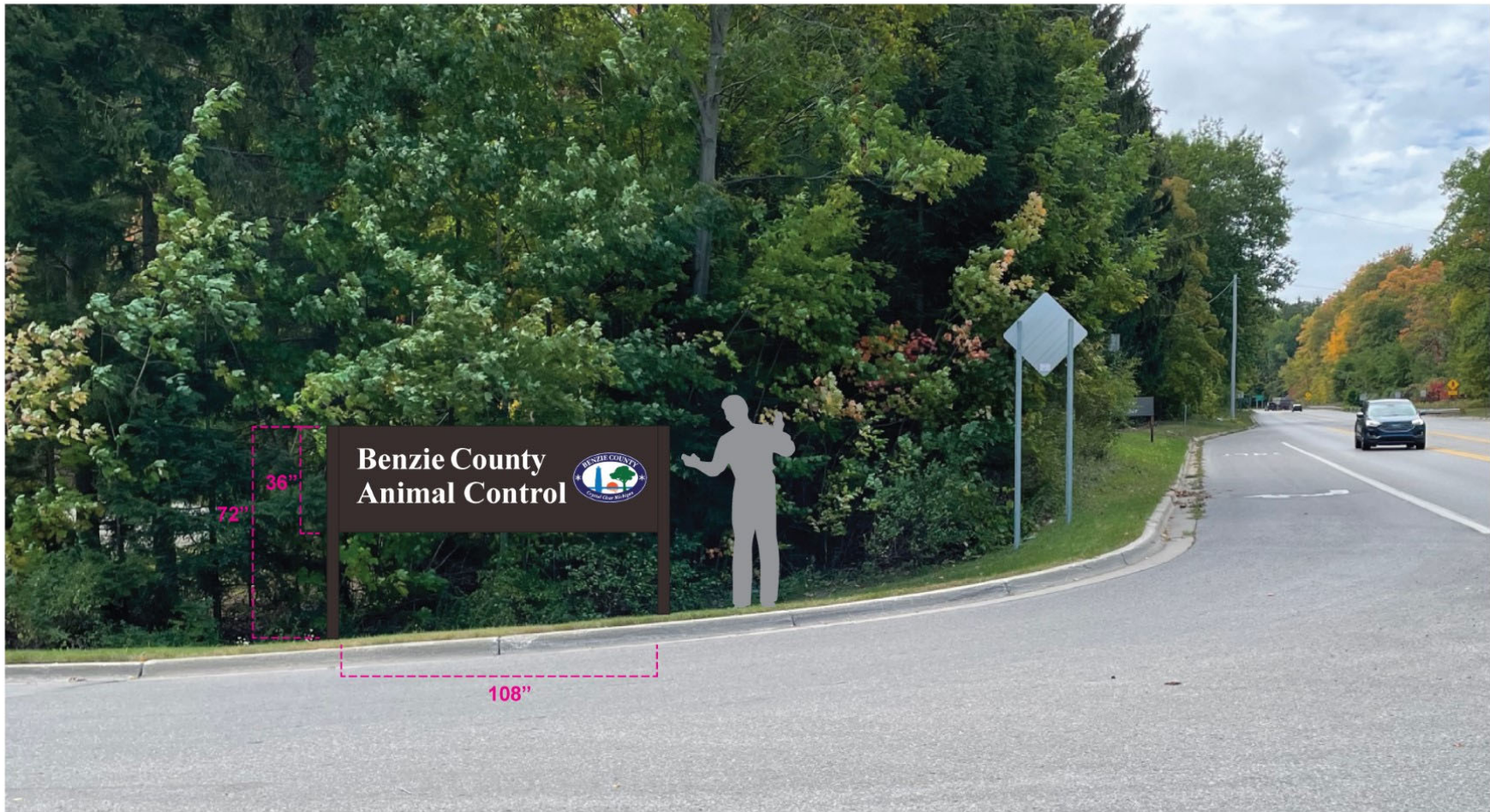
TRAVERSE CITY • PETOSKEY • TORCH RIVER • 231-322-8052



| CLIENT: | DESCRIPTION: | ORDER NUMBER: | APPROVAL DATE: |
|---------------|-----------------------------|---------------|----------------|
| Benzie County | Location & Wayfinding Signs | 2433 | |

Important: It is client's responsibility to verify all spelling and design content prior to approval. Pro Image Design will make changes ONE time after the initial concept, from that point any revisions will be billed at \$95 per hour. The artwork created or furnished by PRO IMAGE DESIGN shall remain their exclusive property. If reproduction of content or ideas from the attached design occurs, PRO IMAGE DESIGN expects to be reimbursed for all costs incurred in time, materials, and effort entailed in creating these plans.

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Animal Control Sign 2

36" x 108" Routed aluminum face backed with white acrylic, internally lit, painted dark bronze, single sided.
Qty. 2 of 2

PLEASE CHECK ALL INFORMATION CAREFULLY

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| CLIENT: | DESCRIPTION: | ORDER NUMBER: | APPROVAL DATE: |
|---------------|-----------------------------|---------------|----------------|
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Government Center Sign

36" x 144" Routed aluminum face backed with white acrylic, internally lit, painted dark bronze, double sided.
Qty. 1

PLEASE CHECK ALL INFORMATION CAREFULLY

TRAVERSE CITY • PETOSKEY • TORCH RIVER • 231-322-8052



| CLIENT: | DESCRIPTION: | ORDER NUMBER: | APPROVAL DATE: |
|---------------|-----------------------------|---------------|----------------|
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Wayfinding Sign 1

36" x 48" Panformed ACM sign face, painted dark bronze/blue with reflective white lettering/arrows, single sided.
Qty. 1

PLEASE CHECK ALL INFORMATION CAREFULLY

TRAVERSE CITY • PETOSKEY • TORCH RIVER • 231-322-8052



| CLIENT: | DESCRIPTION: | ORDER NUMBER: | APPROVAL DATE: |
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Wayfinding Sign 2

30" x 48" Panformed ACM sign face, painted dark bronze with reflective white lettering/arrows, single sided.
Qty. 1

PLEASE CHECK ALL INFORMATION CAREFULLY

TRAVERSE CITY • PETOSKEY • TORCH RIVER • 231-322-8052



| CLIENT: | DESCRIPTION: | ORDER NUMBER: | APPROVAL DATE: |
|---------------|-----------------------------|---------------|----------------|
| Benzie County | Location & Wayfinding Signs | 2433 | |

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Wayfinding Sign 3

30" x 48" Panformed ACM sign face, painted dark bronze with reflective white lettering/arrows, single sided.
Qty. 1

PLEASE CHECK ALL INFORMATION CAREFULLY

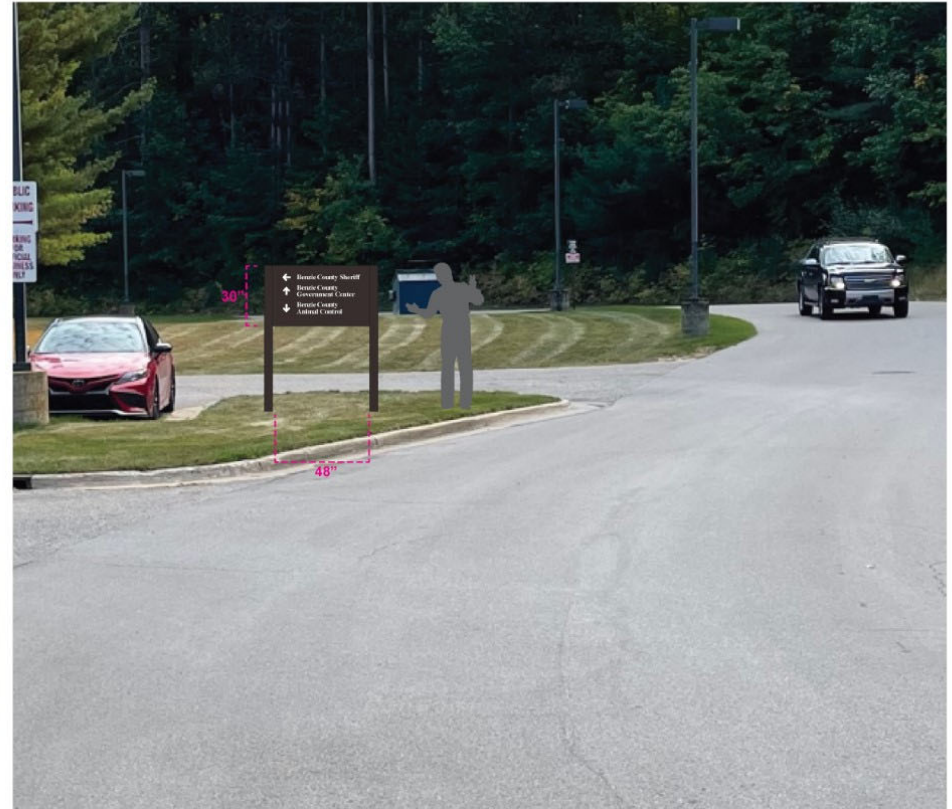
TRAVERSE CITY • PETOSKEY • TORCH RIVER • 231-322-8052



| CLIENT: | DESCRIPTION: | ORDER NUMBER: | APPROVAL DATE: |
|---------------|-----------------------------|---------------|----------------|
| Benzie County | Location & Wayfinding Signs | 2433 | |

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Wayfinding Sign 4

30" x 48" Panformed ACM sign face, painted dark bronze with reflective white lettering/arrows, double sided.
Qty. 1



PLEASE CHECK ALL INFORMATION CAREFULLY

TRAVERSE CITY • PETOSKEY • TORCH RIVER • 231-322-8052

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Sheriff's Office Aluminum Letters
 Stud mounted brushed aluminum letters, 6" tall
 Qty. 1 set

PLEASE CHECK ALL INFORMATION CAREFULLY

TRAVERSE CITY • PETOSKEY • TORCH RIVER • 231-322-8052



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Created Date: 10/2/2023

DESCRIPTION: Lighted Outdoor signs and wayfinding signs

Bill To: Benzie County
448 Court Place
Beulah, MI 49617
US

Pickup At: FASTSIGNS
1420 Trade Centre Dr
Traverse City, MI 49696
US

Requested By: Rose Roelofs
Email: rroelofs@benzieco.net

Salesperson: Rob Harlow
Email: rob.harlow@fastsigns.com
Entered By: Rob Harlow

| NO. | Product Summary | QTY | UNIT PRICE | AMOUNT |
|-----|--|-----|-------------|-------------|
| 1 | Lighted sign - Government Center sign | 1 | \$12,210.00 | \$12,210.00 |
| 1.1 | Custom Sign - Part Qty: 1 Text: BENZIE COUNTY GOVERMENT CENTER plus LOGO Notes: Double face LED lighted sign cabinet with acrylic push through letters and logo (3' x 12' x 6") Includes sign installation. Does not include electrical except for final hookup at sign site. | | | |
| 1.2 | Installation - | | | |
| 2 | Non - Lighted sign - Government Center sign | 1 | \$8,168.00 | \$8,168.00 |
| 2.1 | Custom Sign - Part Qty: 1 Text: BENZIE COUNTY GOVERMENT CENTER plus LOGO Notes: Double face sign cabinet with vinyl letters and logo (3' x 12' x 6") Includes sign installation. | | | |
| 2.2 | Installation - | | | |

| | | | | |
|-----|--|---|-------------|-------------|
| 3 | Lighted sign - Animal Control sign | 1 | \$12,210.00 | \$12,210.00 |
| 3.1 | Custom Sign - Part Qty: 1 Text: BENZIE COUNTY ANIMAL CONTROL plus LOGO Notes: Double face LED lighted sign cabinet with acrylic letters and logo (3' x 12' x 6") Includes sign installation. Does not include electrical installation except for final hookup at sign. | | | |
| 3.2 | Installation - | | | |
| 4 | Non - Lighted sign - Animal Control sign | 1 | \$8,168.00 | \$8,168.00 |
| 4.1 | Custom Sign - Part Qty: 1 Text: BENZIE COUNTY ANIMAL CONTROL plus LOGO Notes: Double face sign cabinet with vinyl letters and logo (3' x 12' x 6") Includes sign installation. | | | |
| 4.2 | Installation - | | | |
| 5 | Wayfinding signs (non - reflective) | 5 | \$3,671.00 | \$18,355.00 |
| 5.1 | Custom Sign - Part Qty: 1 Notes: 30"X 48" non-lit sign with flat faces painted, vinyl applied and radius sign posts. | | | |
| 5.2 | Installation - | | | |
| 6 | Wayfinding signs (reflective) | 5 | \$4,012.00 | \$20,060.00 |
| 6.1 | Custom Sign - Part Qty: 1 Notes: 30"X 48" non-lit sign with flat faces painted, vinyl applied and radius sign posts. | | | |
| 6.2 | Installation - | | | |
| 7 | Dimensional letters for Sherriff building | 1 | \$1,545.30 | \$1,545.30 |

| | |
|-----|--|
| 7.1 | Acrylic 1/2" Black - Part Qty: 1 Width: 20.00' Height: 6.00" Text: BENZIE COUNTY SHERRIFF'S OFFICE Notes: acrylic letters painted to look aluminum |
| 7.2 | Installation - |

| | |
|---------------------|--------------------|
| Subtotal: | \$80,716.30 |
| Taxes: | \$4,842.98 |
| Grand Total: | \$85,559.28 |

Signature: _____ **Date:** _____

Signplicity
 1555 M-37 South Traverse City, MI 49685
 Simon@signplicity.com
 (231) 943-3800



www.signplicity.com

Quote 7995

Campus Wayfinding - Lighted

SALES REP INFO
 Kevin M. Vann
 Director of Business Development
 kevinv@signplicity.com
 (231) 943-3800

QUOTE DATE
 10/24/2023
 QUOTE DUE DATE
 10/24/2023
 QUOTE EXPIRY DATE
 11/23/2023
 TERMS
 75/25

ORDERED BY
 Benzie County
 448 Court Place
 Beulah, MI 49617

INSTALL ADDRESS
 448 Court Place
 Beulah, MI 49617

CONTACT INFO
 Rose Roelofs
 RRoelofs@Benzieco.net
 (231) 882-0035

| # | ITEM | QTY | UOM | U.PRICE | TOTAL (EXCL. TAX) | TAXABLE |
|---|--|-----|------|------------|-------------------|---------|
| 1 | Electric Sign Cabinet, Routed w/ Backed Acrylic | 2 | Unit | \$6,121.00 | \$12,242.00 | Y |

- 36" x 144" x 6"

Rigid Substrate

Height: 36 Inches
 Width: 144 Inches
 Aluminum - .063"

Rigid Substrate

Height: 24 Inches
 Width: 96 Inches
 Acrylic - .177" White

Principal LED Tap Out Stik, White 7000K

Length: 120"
 Sides: Double

Principal LED Power Supply

Power: 120W

Paint Labor

Matthews Primer & Paint

UL Fabrication

Router Labor

Aluminum Posts

- Size: 6" x 6" x 1/8"
- Length: 108"

| | | | | | | |
|---|------------------------|---|------|-------------|------------|---|
| 2 | Wayfinding Sign | 4 | Unit | \$1,421.125 | \$5,684.50 | Y |
|---|------------------------|---|------|-------------|------------|---|

- 30" x 48" x 4"

Rigid Substrate

| # | ITEM | QTY | UOM | U.PRICE | TOTAL (EXCL. TAX) | TAXABLE |
|---|---|-----|------|------------|-------------------|---------|
| | Height: 48 Inches Width: 30 Inches Alupanel ACM - 6mm Paint Labor Matthews Primer & Paint RTA - Cut Vinyl <ul style="list-style-type: none"> Ready-To-Apply plotter-cut vinyl. Width: 24 Inches Height: 36 Inches Colors: 1 Cast Plotter Vinyl <i>Vinyl Color #1:: Reflective White</i> <i>Vinyl Color #2:: N/A</i> <i>Vinyl Color #3:: N/A</i> <i>Vinyl Color #4:: N/A</i> Fabrication Aluminum Posts <ul style="list-style-type: none"> Size: 4" x 4" x 1/8" Length: 108" | | | | | |
| 3 | Wayfinding Sign W/ Reflective Vinyl (Lightpole) Sides: 1 Height: 24 Inches Width: 18 Inches Arlon 3420 Gloss Laminate Roland Soljet Pro4 XR-640 Aluminum - .080" | 1 | Each | \$150.00 | \$150.00 | Y |
| 4 | Dimensional Letters <ul style="list-style-type: none"> Material: Flat Cut Aluminum Thickness: 3/8" Height: 6" To Read: Benzie County Sheriff's Office Finish: Brushed Aluminum Mounting: Blind Stud | 1 | Unit | \$1,590.00 | \$1,590.00 | Y |
| 5 | Field Installation/Service - Two Techs If required, final hookup of electrical connection to primary power shall be completed by a licensed electrician and is not included in this quote. Acknowledged (Initial's Required) _____ | 14 | Hr | \$300.00 | \$4,200.00 | N |
| 6 | Proofs - Shop Drawings | 4 | Each | \$150.00 | \$600.00 | N |
| 7 | Sign Disposal Fee | 1 | Each | \$500.00 | \$500.00 | N |

All quotes are valid for 60 days from date of quote. Any Design work is the property of Signplicity Sign Systems, Inc. until purchased by the client. All orders are required to have a 75% deposit to put into production and balance due upon completion, unless prior arrangements were arranged. Orders under \$1,000 must be paid in full. By signing this quote you agree to the above terms and conditions.

| | |
|------------------------|--------------------|
| Subtotal: | \$24,966.50 |
| Sales Tax (0%): | \$0 |
| Total: | \$24,966.50 |

Downpayment (75.0 %)

\$18,724.88

SIGNATURE:

DATE:

Signplicity
 1555 M-37 South Traverse City, MI 49685
 Simon@signplicity.com
 (231) 943-3800



www.signplicity.com

Quote 7997

Campus Wayfinding - Non-Lighted

SALES REP INFO
 Kevin M. Vann
 Director of Business Development
 kevinv@signplicity.com
 (231) 943-3800

QUOTE DATE
 10/24/2023
 QUOTE DUE DATE
 10/24/2023
 QUOTE EXPIRY DATE
 11/23/2023
 TERMS
 75/25

ORDERED BY
 Benzie County
 448 Court Place
 Beulah, MI 49617

INSTALL ADDRESS
 448 Court Place
 Beulah, MI 49617

CONTACT INFO
 Rose Roelofs
 RRoelofs@Benzieco.net
 (231) 882-0035

| # | ITEM | QTY | UOM | U.PRICE | TOTAL (EXCL. TAX) | TAXABLE |
|---|--|-----|------|------------|-------------------|---------|
| 1 | Non-Lit Sign Cabinet w/ Reflective Graphics | 2 | Unit | \$4,848.04 | \$9,696.08 | Y |

- 36" x 144" x 6"

Rigid Substrate

Height: 36 Inches
 Width: 144 Inches
 Aluminum - .063"

RTA - Cut Vinyl

- Ready-To-Apply plotter-cut vinyl.

Width: 96 Inches
 Height: 24 Inches
 Colors: 1
 Cast Plotter Vinyl

Vinyl Color #1:: Reflective White
Vinyl Color #2:: N/A
Vinyl Color #3:: N/A
Vinyl Color #4:: N/A

Paint Labor

Matthews Primer & Paint

Fabrication

Router Labor

Aluminum Posts

- Size: 6" x 6" x 1/8"
- Length: 108"

| | | | | | | |
|---|------------------------|---|------|-------------|------------|---|
| 2 | Wayfinding Sign | 4 | Unit | \$1,421.125 | \$5,684.50 | Y |
|---|------------------------|---|------|-------------|------------|---|

| # | ITEM | QTY | UOM | U.PRICE | TOTAL (EXCL. TAX) | TAXABLE |
|---|------|-----|-----|---------|-------------------|---------|
|---|------|-----|-----|---------|-------------------|---------|

- 30" x 48" x 4"

Rigid Substrate

Height: 48 Inches
 Width: 30 Inches
 Alupanel ACM - 6mm

Paint Labor

Matthews Primer & Paint

RTA - Cut Vinyl

- Ready-To-Apply plotter-cut vinyl.

Width: 24 Inches
 Height: 36 Inches
 Colors: 1
 Cast Plotter Vinyl

Vinyl Color #1:: Reflective White
Vinyl Color #2:: N/A
Vinyl Color #3:: N/A
Vinyl Color #4:: N/A

Fabrication

Aluminum Posts

- Size: 4" x 4" x 1/8"
- Length: 108"

| | | | | | | |
|---|---|----|------|------------|------------|---|
| 3 | Wayfinding Sign W/ Reflective Vinyl (Lightpole) Sides: 1 Height: 24 Inches Width: 18 Inches Arlon 3420 Gloss Laminate Roland Soljet Pro4 XR-640 Aluminum - .080" | 1 | Each | \$150.00 | \$150.00 | Y |
| 4 | Dimensional Letters <ul style="list-style-type: none"> • Material: Flat Cut Aluminum • Thickness: 3/8" • Height: 6" • To Read: Benzie County Sheriff's Office • Finish: Brushed Aluminum • Mounting: Blind Stud | 1 | Unit | \$1,590.00 | \$1,590.00 | Y |
| 5 | Field Installation/Service - Two Techs If required, final hookup of electrical connection to primary power shall be completed by a licensed electrician and is not included in this quote. Acknowledged (Initial's Required) _____ | 14 | Hr | \$300.00 | \$4,200.00 | N |
| 6 | Proofs - Shop Drawings | 4 | Each | \$150.00 | \$600.00 | N |
| 7 | Sign Disposal Fee | 1 | Each | \$500.00 | \$500.00 | N |

All quotes are valid for 60 days from date of quote. Any Design work is the property of Signplicity Sign Systems, Inc. until purchased by the client. All orders are required to have a 75% deposit to put into production and balance due upon completion, unless prior arrangements were arranged. Orders under \$1,000 must be paid in full. By signing this quote you agree to the above terms and conditions.

| | |
|------------------------|--------------------|
| Subtotal: | \$22,420.58 |
| Sales Tax (0%): | \$0 |
| Total: | \$22,420.58 |

Downpayment (75.0 %)

\$16,815.44

SIGNATURE:

DATE:

| | |
|-------------------------|--------------|
| ProImage-Non-Lighted | \$ 33,443.55 |
| FastSigns-Non-Lighted | \$ 38,091.30 |
| Signplicity-Non-Lighted | \$ 22,420.58 |

| | |
|---------------------|--------------|
| ProImage-Lighted | \$ 42,374.55 |
| FastSigns-Lighted | \$ 46,175.30 |
| Signplicity-Lighted | \$ 24,966.50 |

| ProImage-Non-Lighted | |
|--------------------------|--------------|
| Animal Control 1 | \$ 4,433.00 |
| Animal Control 2 | \$ 4,433.00 |
| Government Center Sign | \$ 7,723.00 |
| Wayfinding Sign 1 | \$ 2,110.00 |
| Wayfinding Sign 2 | \$ 1,900.00 |
| Wayfinding Sign 3 | \$ 2,340.00 |
| Wayfinding Sign 4 | \$ 2,340.00 |
| Wayfinding Sign 5 | \$ 2,340.00 |
| 6" Tall Aluminum Letters | \$ 3,084.55 |
| Intallation Cost | \$ 2,590.00 |
| Permitting Fee | \$ 150.00 |
| | \$ 33,443.55 |

| ProImage-Lighted | |
|--------------------------|--------------|
| Animal Control 1 | \$ 6,820.00 |
| Animal Control 2 | \$ 6,820.00 |
| Government Center Sign | \$ 11,880.00 |
| Wayfinding Sign 1 | \$ 2,110.00 |
| Wayfinding Sign 2 | \$ 1,900.00 |
| Wayfinding Sign 3 | \$ 2,340.00 |
| Wayfinding Sign 4 | \$ 2,340.00 |
| Wayfinding Sign 5 | \$ 2,340.00 |
| 6" Tall Aluminum Letters | \$ 3,084.55 |
| Permitting Fee | \$ 150.00 |
| Instalation Cost | \$ 2,590.00 |
| | \$ 42,374.55 |

| FastSigns-Non-Lighted | |
|-------------------------------|--------------|
| Government Center Sign | \$ 8,168.00 |
| Animal Control Sign | \$ 8,168.00 |
| 5 Wayfinding Signs-Reflective | \$ 20,060.00 |
| Letters for BCSO | \$ 1,545.30 |
| Permitting Fee | \$ 150.00 |
| | \$ 38,091.30 |

| FastSigns-Lighted | |
|-------------------------------|--------------|
| Government Center Sign | \$ 12,210.00 |
| Animal Control Sign | \$ 12,210.00 |
| 5 Wayfinding Signs-Reflective | \$ 20,060.00 |
| Letters for BCSO | \$ 1,545.30 |
| Permitting Fee | \$ 150.00 |
| | \$ 46,175.30 |

| Signplicity-Non-Lighted | |
|-------------------------------|--------------|
| Government Center Sign | \$ 4,848.04 |
| Animal Control Sign | \$ 4,848.04 |
| 4 Wayfinding Signs-Reflective | \$ 5,684.50 |
| Wayfinding Sign on Lightpole | \$ 150.00 |
| Letters for BCSO | \$ 1,590.00 |
| Field Installation/Service | \$ 4,200.00 |
| Proofs-Shop Drawing | \$ 600.00 |
| Sign Disposal Fee | \$ 500.00 |
| | \$ 22,420.58 |

| Signplicity-Lighted | |
|-------------------------------|--------------|
| Government Center Sign | \$ 6,121.00 |
| Animal Control Sign | \$ 6,121.00 |
| 4 Wayfinding Signs-Reflective | \$ 5,684.50 |
| Wayfinding Sign on Lightpole | \$ 150.00 |
| Letters for BCSO | \$ 1,590.00 |
| Field Installation/Service | \$ 4,200.00 |
| Proofs-Shop Drawing | \$ 600.00 |
| Sign Disposal Fee | \$ 500.00 |
| | \$ 24,966.50 |

Memorandum



To: Board of Commission

From: Katie Zeits, County Administrator *Katie Zeits*

Date: November 8, 2023

Subject: **Spark Grant Application – Paving of Betsie Valley Trail, Phases 2 and 3**

Attached you will find an overview of the proposed Betsie Valley Trail Improvements. These improvements are broken into three phases. In June of 2023, Phase one (1) was approved by the Board and an application for Spark Grant was made. We have received notice from the State that a spark grant has been awarded to Benzie County for this phase 1 project in the requested amount of \$400,000. You will recall that the Friends of the Betsie Valley Trail are assisting with grant administration and match.

At a special meeting of the Betsie Valley Trail Management Committee, the Committee discussed the recent grant award and additional phases of this project.

It was the consensus of the Committee to recommend to the Board of Commissioners to accept the spark grant award and to apply for funding for the additional phases to this project.

In order to accept the initial grant award, the Board will need to adopt the acceptance resolution provided by the State. The Board is also being asked to approve additional grant applications for the additional phases, as recommended by the Committee.

Recommended Motion:

That the Board of Commissioners adopts the Resolution Accepting Michigan Department of Natural Resources Spark Grant Terms, Project # ARPA-0997, Resolution 23-___, Authorizing the Spark Grant Application for reimbursement funding for the paving of the Betsie Valley Trail from Beulah to Case Road authorizes and further that Michigan State Spark Grant applications be approved for phases 2 and 3 of the paving project and that the Chair and County Administrator be authorized to sign the related site control and grant application documents.

**Resolution Accepting Michigan Department of Natural Resources Spark Grant
Terms, Project # ARPA-0997
2023-014**

Upon motion made by _____, seconded by _____, the following Resolution was adopted:

“RESOLVED, that Benzie County, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that Benzie County does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times in perpetuity.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.”

The following aye votes were recorded: _____
The following nay votes were recorded: _____

STATE OF MICHIGAN)
) ss
COUNTY OF Benzie)

I, _____, Clerk of the _____, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the _____ at a meeting held _____.

Signature

Title

Dated

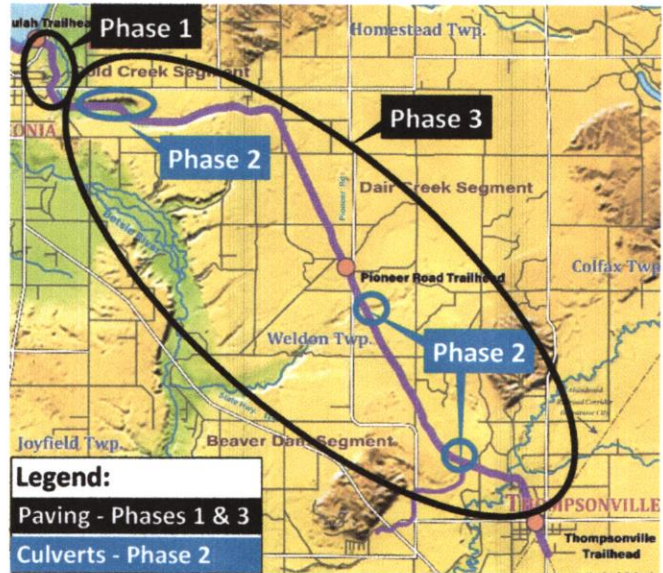
Overview of Proposed Betsie Valley Trail Improvements

Betsie Valley Trailways Management Council, Nov. 7th, 2023

Presented by Lara Treemore-Spears, Consultant | Contact: treemorespears@gmail.com

This is an update based on the 2023 Spark grant award to Benzie County, with future potential roles for engineering, permitting, and culvert replacement based on upcoming grant opportunities in the approximate order in which the work would proceed:

Phase 1 (2023 – 2024) – Benzie County Spark Recreation Grant (from State of Michigan DNR) for \$400,000 for trail paving from Downtown Beulah to Case Road. Paving to be complete by 2025. County plans to (1) issue RFP for Prime Professional for design engineering, bid documents, and construction oversight, and (2) request construction bids from contractors and select contractor with (required) DNR approval. Based on the Project Agreement between Benzie County and MDNR, the County will be responsible for completing pavement on this section of the trail. The role of the Prime Professional is to help the County to meet all grant requirements, including completion of reimbursement requests. A recommendation to complete the Project Agreement is for Management Council consideration today, and County Commissioner consideration November 14th, 2023.



Phase 2 (2023 – 2027) – FBVT proposes to prepare grant applications to state, federal and private fisheries and wildlife funders for \$1M culvert replacement from Case Road to Haze Road. Requires engineering analysis and other advance scoping work to design appropriate culvert size and placement. Anticipated completion of culvert replacement 2026-2027, due to time-consuming environmental permitting.

Phase 3 (2024 – 2028) – Benzie County RAISE USDOT grant for \$3M trail paving from Case Road to Thompsonville (include Phase 2 culverts to gain merit criteria points; no match required but final engineering must be completed prior to grant award); FBVT to pay \$260,000 in pre-grant engineering and environmental permitting (alternative: County could apply for planning grants from MDARD-ORD and others to pay for engineering). Anticipated completion of paving and culverts by 2027. Application is generally due in February.

Commissioner Reports

Art Jeannot
Commissioner Report
November 14, 2023

- **11/2 – Lake Township**
 - Discussed the proposal regarding a Headlee reset. Several good questions were asked. Potential action at their December 7th meeting.
 - The Township continues to recruit a zoning ordinance enforcement officer.
- **11/3 – MI Association of Counties (Finance and Governance Committee)**
 - *Pending legislation regarding solar energy.* The language gives oversight of this ordinance to the State. Amendments that have been introduced would allow units of governments with ordinances in place to be the approving body---if they adhere to the State’s ordinance. The effective date would be 1 year from the date the Governor signs the bill. I have contacted our elected officials stating my objection to this bill and its amendments (HB 5120-5123).
 - I have contacted our elected official stating my support for HB 4274 & 4275 regarding revenue sharing.
 - Apparently, there is a group organized under the name “First Amendment Auditors” that are contacting counties to determine their compliance to the constitution.
 - Anne Seuryneck, President of the law firm Foster, Swift, Collins & Smith gave a presentation on FOIA. There was nothing new to learn from that presentation. However, it was a good refresher.
- **11/9 – Platte Township**
 - A modest turnout for the election. Approximately 50% of votes cast were mail in.
 - The next board meeting is in January and they plan to have the Headlee Reset resolution on the agenda at that time.
- **11/13 – Almira Township**
 - I will update you on any relevant information at our BOC meeting.
- **Other –**
 - I am working with Housing North to identify a resource that will focus on housing needs for Benzie and Leelanau Counties. I have also suggested that we discuss at a future BOC meeting the possibility of a tax abatement at the County level for developers of low to moderate income housing.
 - I had a few contacts regarding the Headlee Reset. Most were simply seeking additional information



- 14 Nov 23 Commissioner Cunningham
- 23 Oct Benzie Chamber Advocacy Awareness. Updates from NMich Chamber, DTE, Charter Spectrum, Benzie Conservation District and more.
- 25 Oct Benzie Human Services Collaborative. Combined agencies, (eg; Benzie Chamber, health services, housing agencies, childcare, kinship . . .), designing a New Benzie Resource Guide. Hunter from Crystal Community Ski Club, 501C3 introduced programs for youth, mission to remove barriers and instill lifelong appreciation for the out of doors, <https://www.ccskiclub.org/>. Benzie/Manistee Kinship Care seeking to be included in an appropriate legislative caucus and has a printed flyer with QR code, contact debbiefribie@gmail.com
- 26 Oct Airport update, Dick Bayer, manager provided 23 airport improvements since 2017. Some of the significant changes were: received general license enabling them to apply for grants (3 grants totaling \$50,000), hangers are 100% leased (22 hangers, only four lessees are from outside of Benzie County), improved safety and efficiency of runway, fuel terminal and hangers.
- Economic impact to the county.
- 2016 community benefits was \$1,427,000.00
- 2019 community benefits was \$3,567,000.00
- 2020-2022 COVID
- 2022 community benefits were \$1,377,000
- Overnight aircrews normally stay at local hotels, most frequent Baymont in Beulah.
- 30 Oct Town Hall; Proposal A and Headlee. Main concerns: being educated of consequences of Headlee decisions and trust of elected officials to act in the interest of the public.
- 2 Nov Lake Twp. Chris DeGood, concept plan for non-motorized boat launch, included accessible launch. Mark shared why accessibility was instituted/ "when young disabled veterans returned from tour they still wanted to be active. Discussion about Headlee Town Hall. Main concerns elected officials/commissioners supporting passed millages being spent as voted for, if and when that money is moved to the general fund.
- Community**
- 20 Oct Platte Lake (PLIA) Zoom
- 25 Oct delivered Prop A/Headlee Guide to Lake and CLTwps., in preparation of the 30 Oct Town Hall, 5:30pm, county building.
- 26 Oct County SWAT training
- 30 Oct Senator Jon Bumstead, main topics of discussion: Karen/Vet Affairs, asked about vets affidavits and tax credit, stating it should not be delayed through MI Treasury, Sen Bumstead provided her with a contact for answers.
- Attended a special public hearing in Frankfort for final resolutions for: Residential Housing District and Attainable Housing District. Josh Mills/Frankfort Superintendent shared that on 2 Nov, Frankfort has a public hearing to discuss the creation of an Attainable Housing District. These districts allow the city to partner with the private sector for the creation of sustainable Workforce Housing.
- 6 Nov Vet to Vet group
- 7 Nov Attended Leelanau Solid Waste Committee.
- 9 Nov Frankfort Business Incubator: information shared as needed.
- Nov Various meetings with constituents.

Rhonda Nye
District IV – Benzonia Township
Commissioner Report
November 14, 2023

October 25 – Benzie Leelanau District Health Dept.

- Entered into closed session to confer with health department legal counsel.
- Overall, the number of requests for land use services (including final inspections) during FY 2023 are up by 8.56% from FY 2022.
- Health Department will be changing their insurance agent from HUB to Advantage Benefits.
- Health Department will be closed December 1st for their annual staff day.

October 30 – Headlee Reset Townhall

- Attended by all commissioners. Many townships represented. Informational slide show presented with discussion afterward. Townships were given a draft resolution to consider. If a majority of townships support a vote on the Headlee Reset the BOC has committed to move forward with the effort.

October 31 – Centra Wellness Executive Committee

- A recipient rights issue was considered at length which culminated with a letter drafted to request more information.

November 6 – Village of Benzonia

- Revised Village of Benzonia Zoning Ordinance was adopted. The new zoning ordinances will be in an electronically tabbed format as required by Redevelopment Ready Community best practices.
- Spark grant was not awarded this round for the Academy Park Ice Rink.
- Garage project is almost complete which included larger door opening, roof, heater and insulation.

November 6 – Building & Grounds Committee

- Parking lot lighting, sidewalks and concrete upgrades discussed; likely delayed until Spring.
- Quotes for building signs along US 31 and campus wayfinding signs reviewed and recommendation made.
- Administrator provided copies of the Procedures to Implement the County Purchasing Policy. Agreed the policy needs to be reviewed and updated to insure process is defined and effective.

November 8 – Benzonia Township

- Supervisor acknowledged the passing of Trustee Jim Sheets with gratitude for his years of service.
- Vacant Trustee position must be filled within 45 days and any candidate must be 18 years of age, a US citizen and a township resident for 30 days.
- Assistant Zoning Administrator, Mary Pitcher, appointed as Township Blight Officer.
- Headlee Reset Resolution approved.

November 8 – Joint Court Public Defender Interviews

- Two qualified candidates interviewed in a round robin format.
- Jane Johnson selected with the overall sentiment that both candidates interviewed very well.

November 9 – Centra Wellness Board

- Reported that funding for CCBHC's (Certified Community Behavioral Health Clinic) has gone from 100 million to 380 million for 30+ sites in MI serving 6500 people; 70% of those being served were found to be at a level where they should have been served by CMH anyway.
- Our CMH serves 1400 people and 200 of those people are served by our OHH and BHH and benefit from other services i.e. Catholic Human Services.
- Report presented that shows recidivism in hospital is 20% better with BHH v. CCBHC.
- Presentation and discussion regarding Alternative Outpatient Treatment and criteria of court ordered treatment; supported by Michigan Compiled Laws PA 176 of 2023.

November 9 – Natural Rivers Zoning Appeals

- Noted that only 4/7 voting member present and applicants were not in attendance; all 4 members needed to agree for a motion to pass. If request considered and denied the applicants could come back at a later date but not with the same request. Decided to move forward with consideration.
- Request was for an 8' high, 100' long chain length fence to the river edge to prevent trespassing.
- Lengthy discussion of options and possible precedents. Seven standard review questions deliberated to guide decision and ultimately request was denied unanimously.

November 13 – Benzie Central School Board

- Bus garage bids will be opened November 30th.
- Fall 2023 General Collection Update – results of 'count day' show student count down considerably from last year.
- Crystal Lake Community Mentors are accepting volunteers to mentor students at Homestead Hills Elementary School.
- 2022/23 Audit Review presented by Julie Burks – Dennis, Gartland, Niergarth
 - Net position up 4.1 million
 - Significant finding that transactions had not been recorded because bank reconciliations were not done in a timely manner
 - Non-compliance for excess fund balance in food service; no penalty just action plan required to spend down fund
- Approval to List Crystal Lake Property was pulled from the agenda and Benzie Wellness and Aquatic Center given two weeks to finalize agreement, once in place a 90 day inspection period will be agreed to. If this agreement does not culminate in a closed sale, property will be listed for sale.

Tammy Bowers

From: Gary Sauer
Sent: Wednesday, November 8, 2023 4:36 PM
To: Tammy Bowers
Subject: Commissioner Report District 7

O10-25 Health Department

Some members would like to peruse our own Health Officer, cost would be prohibitive. Looking at a re-write of current contract with HDNW to have more input on hiring of health officer. Stakeholders were asked to help with statewide septic ordinance, probably won't resurface till spring on state legislative docket. Board will peruse writing procedures for grants, ect. so board has more oversight on operations of Health Department.

10-26 Road Commission

Benzonia Township approached commission on paving of Cedar Street (855 ft.) Discussed issues and costs all would be township's expense and responsibility. Plan to proceed with engineering study to get a handle on these. Paved section of Reynolds's road by dollar general, reinstated safety committee at road commission, and fully staffed for winter.

10-26 Maples

Goal by board and management is to be profitable in 2024. Strides being made with that goal in mind. Asked about administrator, board will be workin on this at next meeting. Occupancy numbers are up at 75. 9 admits and 8 were from Benzie County. 6 new hires, working to reduce contract staffing all positive actions.

10-30 Mac Agricultural and Tourism

Larisa Draves spoke about the CVB. Public act 268 and Act 59, counties will collect tax (bed tax) on lodging owners, by a vote to help promote their product to tourists. We partnered with Traverse Tourism. MEDC has oversight and conducts audits. Discussed a tax levy to help offset Public Safety cost associated with the influx of tourists. Larisa was concerned it only affected a small group not all that target tourism. Short term rentals, restaurants, food trucks just to name a few.

10-30 Headlee Reset

Well attended good discussions from both sides. Currently in the township hands with the resolutions. Decision will be made from there.

11-1 Workers Comp

Benzie County received 64,107 and Benzie Bus got 28,710 in a dividend. I brought back the county's check. Discussed 1'st amendment auditors, would like to receive training for our employees to know how to react in these situations.

11-2 Blaine Township

Normal business.

11-6 Buildings and Grounds

Discussed probation and parole issue and recommended to proceed with remodeling of their area. Have a recommendation for signage for campus, both will be on the agenda for the 14. Discussed lighting of parking lot and possible fixes. Wishing to peruse policy changes on hiring of contractors for projects would like Input from all commissioner's.

11-7 BVTMC special meeting

Recommend proceeding with Spark grant. Also recommend applying for Raise grant. Will discuss with board. Looking into a MOU with friends group.

11-8 Chief Public Defender interviews

2 excellent candidates. Consensus was to offer to Jane Johnson.

Will discuss any other meeting's before our BOC meeting on the 14 th.
Gary Sauer District 7 commissioner.Sent from my iPad

**County
Administrator
Report**

STUDY

SESSION

THE BENZIE COUNTY BOARD OF COMMISSIONERS
STUDY SESSION
October 10, 2023

The Benzie County Board of Commissioners met as a Study Session on Tuesday, October 10, 2023, in the Frank Waltherhouse Board Room, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Vice Chair Rhonda Nye at 11:45 a.m.

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

Excused were: Commissioners Cunningham and Sauer

The Pledge of Allegiance was recited.

Agenda:

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

Minutes:

Motion by Jeannot, seconded by Roelofs, to approve the Study Session minutes of September 12, 2023, as presented. Ayes: Jeannot, Markey, Nye, Roelofs, and Warsecke Nays: None
Excused: Cunningham and Sauer Motion carried.

11:48 a.m. Public Comment -None

Human Resources: Jackie Palfey gave an HR update and provided a written report.

Topics for Continued Discussion:

- a. Discussion regarding Opioid Settlement Fund proposals:
Katie Zeits, County Administrator, stated that she had sent out the 4 proposals that we have received from the RFP. Would like to give the Board of Commissioners a month to review them and will invite the four groups to the November 14, 2023, Study Session to present their proposals.
Commissioner Nye would like to see an individual going into the schools to speak to the students. She will research this and bring it back to the next Study Session.
- b. Review Headlee information – bullet points and township impact:
Katie Zeits, County Administrator, provided a power point presentation and the Guide to Property Taxes, Proposal A, & Headlee Amendment booklet. She would like to have the Commissioners review it to see if they would like any changes. The power point and booklet will be part of the Town Hall meeting with the municipalities and ISD on October 30, 2023. An Ad Hoc Committee with Commissioner Jeannot, Commissioner Nye, Commissioner Markey and the County Administrator will meet October 17, 2023, at 1:00 p.m. to review the special millages, see how they could be combined, and bring it back to the next meeting.
- c. Discussion regarding Animal Control and EMS long term Capital Plan:
Discussion was held regarding long term plan for EMS Station 3, Animal Control facility, and an area for Solid Waste/Recycling. Different options were discussed where these facilities

Study Session
Page 2 of 2
October 10, 2023

should be located to better service the community and meet the State requirements. Another meeting will be scheduled for the EMS/ACO Ad Hoc Committee with result brought back.

1:14 p.m. Public Comment - None

Motion by Roelofs, seconded by Warsecke, to adjourn at 1:15 p.m. Ayes: Jeannot, Markey, Nye, Roelofs, and Warsecke Nays: None Excused: Cunningham and Sauer Motion carried.

Rhonda Nye, Vice Chair (BOC)

Tammy Bowers, Benzie County Clerk

Committee Appointments

Unfinished Business

New Business

Correspondence

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
Wednesday, September 27, 2023 2:00 p.m.
Benzie Resource Center – Ingemar Johansson Conference Room
6051 Frankfort Hwy.
Benzonia, MI 49616**

Chairperson Sauer called the meeting to order at 2:04 pm.

Members Present:

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

Members Absent: None

Members Excused: None

Staff Present:

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

Staff Excused: None

Pledge of Allegiance

Approval of Minutes:

Motion By: Conley to approve the August 23, 2023 BOH meeting minutes.
Seconded By: Allgaier
Voice Vote: 5 yeas 0 nay 1 excused **Motion carried**

Approval of the Agenda:

Motion By: Conley to approve the agenda as presented.
Seconded By: Nye
Voice Vote: 5 yeas 0 nay 1 excused **Motion carried**

Public Comment – None

Health Officer Update – Dan Thorell

A report was distributed prior to the meeting. Please refer to it for details. The items that had been revised for the Leelanau space sharing agreement were discussed. Items that had been added to the agreement were the insurance warranties during the remodeling process, when payments were due, and the potential move in date. The onetime funding from the State of Michigan to assist local health departments with their infrastructure needs will be used to help fund this project. Other projects that this funding will be used for is some of the technology related expenses for the Community Connections program and to potentially remodel parts of the Benzie Resource Center.

Accounts Payable

Motion By: Conley to approve accounts payable and pay the bills in the amount of \$166,824.38.

Seconded By: Wessell

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

August 2023 Financial Statements

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

Seconded By: Allgaier

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

FY 2023 Amended Budget

Motion By: Sauer

Seconded By: Allgaier

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

Discussion: The final budget increased \$1,242,173.00 from the original budget. Type II funding, billing revenue and environmental health permit fees generated higher revenue than originally expected. Other items that expanded the budget were the addition of three more schools for the school wellness program, a new phone system, and the new sanitary code.

FY 2024 Budget

Motion By: Nye

Seconded By: Conley

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

Discussion: The 2024 fiscal year budget is lower than the 2023 fiscal year budget due to the decrease of local grants that are expected to be received at the moment. This will be balanced out with less supplies being purchased. As always, maximizing the local appropriations is a high priority when working with the programs that will match funding for various services.

Staff Reports:

Medical Director – Dr. Joshua Meyerson

The fall is the beginning of respiratory illness season. The individuals that are of most concern during this time are the elderly, babies and those with underlying health issues. RSV, flu and covid are the main viruses that are circulating around. There are vaccines for all three of these and it is recommended that anyone over 65 or with an underlying health issue to receive a vaccine.

Personal Health – Michelle Klein

A report was distributed prior to the meeting. Please refer to it for details. BLHD has applied for the Benzie County Opioid funding to help support a part of the Community Connections program that will assist individuals to receive treatment for addiction.

Environmental Health – Eric Johnston

A report was distributed prior to the meeting. Please refer to it for details. The beach monitoring for the season has ended, it was a pretty successful year with no closures. The Michigan septic replacement loan replacement program is set to go into effect early 2024. There is training in progress for a new computer program for non-community water supply (Type II) tracking, it is called SDWIS. The State of Michigan is providing the training. The food manager classes will be offered on December 5th and 7th this year. One will be held in each County.

Administrative – Dodie Putney

BLDHD will be switching their benefits provider to Advantage Benefits Group. It has been decided that they will be a better fit for the Agency to meet benefit needs. It has been investigated with Benzie County about sharing a data management person. It was determined that it would not be a good fit for either entity to share this position. The Benzie Resource Center needs a new security system. Renee Youker is researching what type of system and which company should be used for this upgrade.

Public Comment – None

Board Comments – None

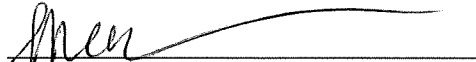
Adjourn:

Motion By: Sauer to adjourn the BOH meeting at 4:03 p.m.

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



Gary Sauer, Chair



Shelley Jablon, Recording Secretary

DELTA COUNTY BOARD OF COMMISSIONERS

ADMINISTRATION OFFICE
310 LUDINGTON ST.
ESCANABA, MICHIGAN 49829
PHONE: 906-789-5100
FAX: 906-789-5197



Resolution #23-15

OPPOSING ANY LEGISLATION PREEMPTING LOCAL CONTROL FOR SOLAR AND WIND DEVELOPMENTS

Whereas Executive Directive 2020-10 aims to achieve 100 percent carbon neutrality in Michigan by 2050; and

Whereas industry leaders have pledged to reduce carbon emissions to help achieve this goal; and

Whereas efforts to expand renewable energy projects will continue to increase in this state; and

Whereas the governor has proposed the Michigan Public Service Commission be the sole regulating authority for solar and wind projects to expedite these efforts; and

Whereas by granting the Michigan Public Service Commission this authority, local control will be preempted; and

Whereas should local control be preempted, a county, township, city or village would be unable to determine the location, size, setback distance, decibel level or any other criteria for a solar or wind facility; and

Whereas should local control be preempted, a county, township, city, or village would be unable to determine requirements for construction, operation, use, or maintenance of a solar or wind facility; and

Whereas if a county already has a solar or wind policy, practice, regulation, rule or ordinance on record it would be null and void; and

Whereas all other types of energy facilities, while regulated by the Michigan Public Service Commission, must adhere to local zoning; and

Whereas this proposal grants far more regulating authority to the Michigan Public Service Commission than for any other energy source; and

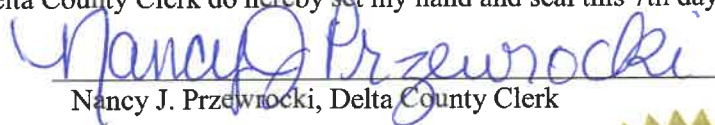
Whereas the Michigan Association of Counties opposes any legislative action that may grant the Michigan Public Service Commission this power.

THEREFORE, BE IT RESOLVED that DELTA COUNTY opposes the pre-emption of local control in solar and wind siting and zoning.

Adopted this 7th day of November, 2023

I, Nancy J. Przewrocki, Delta County Clerk and Clerk of the Delta County Board of Commissioners do hereby certify this to be a true and exact copy from the minutes of the regular meeting of the Delta County Board of Commissioners held on November 7, 2023.

I, Nancy J. Przewrocki, Delta County Clerk do hereby set my hand and seal this 7th day of November, 2023.


Nancy J. Przewrocki, Delta County Clerk



EATON COUNTY BOARD OF COMMISSIONERS

OCTOBER 18, 2023

RESOLUTION OPPOSING ANY LEGISLATION PREEMPTING LOCAL CONTROL FOR SOLAR AND WIND DEVELOPMENTS

Introduced by the Public Works and Planning Committee

Commissioner Rogers moved the approval of the following resolution. Seconded by Commissioner Hansen.

WHEREAS; Executive Directive 2020-10 aims to achieve 100 percent carbon neutrality in Michigan by 2050; and

WHEREAS; industry leaders have pledged to reduce carbon emissions to help achieve this goal; and

WHEREAS; efforts to expand renewable energy projects will continue to increase in this state; and

WHEREAS; the governor has proposed the Michigan Public Service Commission be the sole regulating authority for solar and wind projects to expedite these efforts; and

WHEREAS; by granting the Michigan Public Service Commission this authority, local control will be preempted; and

WHEREAS; should local control be preempted, a county, township, city or village would be unable to determine the location, size, setback distance, decibel level or any other criteria for a solar or wind facility; and

WHEREAS; should local control be preempted, a county, township, city, or village would be unable to determine requirements for construction, operation, use, or maintenance of a solar or wind facility; and

WHEREAS; if a county already has a solar or wind policy, practice, regulation, rule or ordinance on record it would be null and void; and

WHEREAS; all other types of energy facilities, while regulated by the Michigan Public Service Commission, must adhere to local zoning; and

WHEREAS; this proposal grants far more regulating authority to the Michigan Public Service Commission than for any other energy source; and

WHEREAS; the Michigan Association of Counties opposes any legislative action that may grant the Michigan Public Service Commission this power.

NOW, THEREFORE BE IT RESOLVED; that the Eaton County Board of Commissioners opposes the pre-emption of local control in solar and wind siting and zoning.

Roll call vote to approve Resolution Opposing Any Legislation Preemption Local Control for Solar and Wind Developments. Ayes: Commissioners Barnes, Mulder, Pearl-Wright, Youngquist, Droscha, Toomey, Hansen, Lautzenheiser, Holmes, Rogers and Mott. Nays: Commissioners Augustine, Haskell, Muñry, Bréhier. Motion Carries.

COUNTY OF EATON)
STATE OF MICHIGAN) SS.

I, **Diana Bosworth**, Clerk of the Eaton County Board of Commissioners do hereby certify that the foregoing is a true copy of a resolution adopted by the Board at its meeting held on October 18, 2023 and is on file in the Eaton County Clerk's Office.

Diana Bosworth, County Clerk

RESOLUTION

NO: 2023-10-185

LIVINGSTON COUNTY

DATE: October 23, 2023

Resolution Opposing any Legislation Preempting Local Control for Solar and Wind Developments – Board of Commissioners

- WHEREAS** Executive Directive 2020-10 aims to achieve 100% carbon neutrality in Michigan by 2050; and
- WHEREAS** industry leaders have pledged to reduce carbon emissions to help achieve this goal; and
- WHEREAS** efforts to expand renewable energy projects will continue to increase in this state; and
- WHEREAS** the governor has proposed the Michigan Public Service Commission be the sole regulating authority for solar and wind projects to expedite these efforts; and
- WHEREAS** by granting the Michigan Public Service Commission this authority, local control will be preempted; and
- WHEREAS** should local control be preempted, a county, township, city or village would be unable to determine the location, size, setback distance, decibel level or any other criteria for a solar or wind facility; and
- WHEREAS** should local control be preempted, a county, township, city, or village would be unable to determine requirements for construction, operation, use, or maintenance of a solar or wind facility; and
- WHEREAS** if a county already has a solar or wind policy, practice, regulation, rule or ordinance on record it would be null and void; and
- WHEREAS** all other types of energy facilities, while regulated by the Michigan Public Service Commission, must adhere to local zoning; and
- WHEREAS** this proposal grants far more regulating authority to the Michigan Public Service Commission than for any other energy source; and
- WHEREAS** the Michigan Association of Counties opposes any legislative action that may grant the Michigan Public Service Commission this power.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners opposes the preemption of local control in solar and wind siting and zoning.

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to Governor Gretchen Whitmer, Michigan Senators Lana Theis, Michigan House Representatives Ann Bollin, Robert Bezotte, Jennifer Conlin, Mike Mueller and the other 82 county board of commissions in the State of Michigan.

#

MOVED: N. Fiani
SECONDED: D. Helzerman
CARRIED: Yes (7): D. Helzerman, D. Domas, W. Nakagiri, J. Drick, M. Smith, N. Fiani, and J. Gross; No (0): None; Absent (2): F. Sample and R. Deaton

STATE OF MICHIGAN)
) §
COUNTY OF LIVINGSTON)

I, **ELIZABETH HUNDLEY**, the duly qualified and acting Clerk of Livingston County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the County Board of Commissioners at a regular meeting on the 23rd day of October 2023, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 24th day of October 2023, A.D.



Elizabeth Hundley

ELIZABETH HUNDLEY, LIVINGSTON COUNTY CLERK

MONTCALM COUNTY BOARD OF COMMISSIONERS

RESOLUTION 2023-12

OPPOSING ANY LEGISLATION PREEMPTING LOCAL CONTROL FOR SOLAR AND WIND DEVELOPMENTS

Whereas Executive Directive 2020-10 aims to achieve 100 percent carbon neutrality in Michigan by 2050; and

Whereas industry leaders have pledged to reduce carbon emissions to help achieve this goal; and

Whereas efforts to expand renewable energy projects will continue to increase in this state; and

Whereas the governor has proposed the Michigan Public Service Commission be the sole regulating authority for solar and wind projects to expedite these efforts; and

Whereas by granting the Michigan Public Service Commission this authority, local control will be preempted; and

Whereas should local control be preempted, a county, township, city or village would be unable to determine the location, size, setback distance, decibel level or any other criteria for a solar or wind facility; and

Whereas should local control be preempted, a county, township, city, or village would be unable to determine requirements for construction, operation, use, or maintenance of a solar or wind facility; and

Whereas if a county already has a solar or wind policy, practice, regulation, rule or ordinance on record it would be null and void; and

Whereas all other types of energy facilities, while regulated by the Michigan Public Service Commission, must adhere to local zoning; and

Whereas this proposal grants far more regulating authority to the Michigan Public Service Commission than for any other energy source; and

Whereas the Michigan Association of Counties opposes any legislative action that may grant the Michigan Public Service Commission this power.

THEREFORE, BE IT RESOLVED that MONTCALM COUNTY opposes the pre-emption of local control in solar and wind siting and zoning.

Adopted this 23rd day of Oct, 2023



Kristen Millard, Montcalm County Clerk

STATE OF MICHIGAN }
 }SS.
COUNTY OF MONTCALM }

I, the undersigned, duly qualified and acting Clerk of the County of Montcalm, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of Resolution 2023-12 adopted by the Board of Commissioners at a regular meeting on the 23rd day of October, 2023, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 24th day of October, 2023, A.D.



Kristen Millard, County Clerk
County of Montcalm, State of Michigan